



County Offices
Newland
Lincoln
LN1 1YL

10 December 2018

Executive

A meeting of the Executive will be held on **Tuesday, 18 December 2018** in **Committee Room One, County Offices, Newland, Lincoln LN1 1YL** at **10.30 am** for the transaction of business set out on the attached Agenda.

Yours sincerely

A handwritten signature in black ink that reads 'Keith Ireland'.

Keith Ireland
Head of Paid Service

Membership of the Executive
(8 Members of the Council)

Councillor M J Hill OBE, Executive Councillor for Resources and Communications (Leader of the Council)

Councillor Mrs P A Bradwell OBE, Executive Councillor for Adult Care, Health and Children's Services (Deputy Leader)

Councillor C J Davie, Executive Councillor for Economy and Place

Councillor R G Davies, Executive Councillor for Highways, Transport and IT

Councillor E J Poll, Executive Councillor for Commercial and Environmental Management

Councillor Mrs S Woolley, Executive Councillor for NHS Liaison and Community Engagement

Councillor C N Worth, Executive Councillor for Culture and Emergency Services

Councillor B Young, Executive Councillor for Community Safety and People Management

**EXECUTIVE AGENDA
TUESDAY, 18 DECEMBER 2018**

Item	Title	Forward Plan Decision Reference	Pages
1	Apologies for Absence		
2	Declarations of Councillors' Interests	~	~
3	Announcements by the Leader, Executive Councillors and Executive Directors	~	~
4	Minutes of the meeting of the Executive held on 6 November 2018	~	5 - 8

KEY DECISIONS - ITEMS TO BE RESOLVED BY THE EXECUTIVE

5	Council Budget 2019/20 <i>(To receive a report from the Executive Director of Finance and Public Protection, which seeks approval of the budget proposals, as described in the report, as its preferred option for the purposes of further consultation)</i>	I016571	9 - 40
6	Draft Statement of Community Involvement <i>(To receive a report from the County Commissioner for Economy and Place, which invites the Executive to approve the Draft Statement of Community Involvement, as detailed at Appendix A to the report, for public consultation for a period of six weeks commencing in January 2019)</i>	I016908	41 - 80

NON KEY DECISIONS - ITEMS TO BE RESOLVED BY THE EXECUTIVE

7	Council Business Plan 2018 - 2019 Performance Report, Quarter Two <i>(To receive a report from the Executive Director for Finance and Public Protection, which presents an overview of performance for Q2 against the Council Business Plan)</i>	I015767	81 - 94
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Please Note: for more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting

- Business of the meeting
- Any special arrangements
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**EXECUTIVE
6 NOVEMBER 2018**

PRESENT: COUNCILLOR M J HILL OBE (LEADER OF THE COUNCIL)

Councillors Mrs P A Bradwell OBE (Executive Councillor for Adult Care, Health and Children's Services) (Deputy Leader), C J Davie (Executive Councillor for Economy and Place), R G Davies (Executive Councillor for Highways, Transport and IT), E J Poll (Executive Councillor for Commercial and Environmental Management), Mrs S Woolley (Executive Councillor for NHS Liaison and Community Engagement), C N Worth (Executive Councillor for Culture and Emergency Services) and B Young (Executive Councillor for Community Safety and People Management).

Councillors R L Foulkes (Chairman of the Children and Young People Scrutiny Committee), R B Parker (Chairman of the Overview and Scrutiny Management Board), Mrs S Rawlins (Chairman of the Audit Committee) and R A Renshaw were also in attendance.

Officers in attendance:-

Keith Ireland (Chief Executive), Debbie Barnes OBE (Executive Director, Children's Services), Sheridan Dodsworth (Children's Services Manager - responsibility for SEND), Andy Gutherson (County Commissioner for Economy and Place), Justin Hackney (Assistant Director, Specialist Adult Services), Cheryl Hall (Democratic Services Officer), Eileen McMorrow (Senior Project Officer Specialist Schools Project), Matthew Michell (Senior Commissioning Officer (Waste)), Pete Moore (Executive Director, Finance and Public Protection) and Nigel West (Head of Democratic Services and Statutory Scrutiny Officer).

29 APOLOGIES FOR ABSENCE

It was noted that Justin Hackney (Assistant Director of Specialist Adult Services) was attending the meeting on behalf of Glen Garrod (Executive Director of Adult Care and Community Wellbeing).

30 DECLARATIONS OF COUNCILLORS' INTERESTS

There were no declarations of interest.

31 ANNOUNCEMENTS BY THE LEADER, EXECUTIVE COUNCILLORS AND EXECUTIVE DIRECTORS

The Leader of the Council was saddened to report that the former County Councillor and Deputy Leader of the Council, Peter Robinson had passed away on 4 November 2018. Details of the thanksgiving service would be sent to all councillors.

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EXECUTIVE
6 NOVEMBER 2018

The Executive held a minute's silence in memory of Peter Robinson.

The Executive Councillor for Highways, Transport and IT reported that the Department for Transport had recently revealed that Lincolnshire would receive an additional £13.2 million for roads repair, which formed part of the £420 million of roads funding as announced in the Chancellor of the Exchequer's budget.

The Executive Director of Finance and Public Protection advised that the County Council had received an additional £3.2 million for winter pressures, which formed part of the Government's announcement of an additional £240 million funding nationally for social care.

32 MINUTES OF THE MEETING OF THE EXECUTIVE HELD ON
2 OCTOBER 2018

RESOLVED

That the minutes of the meeting of the Executive held on 2 October 2018 be signed by the Chairman as a correct record.

33 BUILDING COMMUNITIES OF SPECIALIST PROVISION FOR CHILDREN
AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND
DISABILITIES

Consideration was given to a report from the Executive Director of Children's Services, which presented the Building Communities of Specialist Provision Strategy for consideration and approval.

The Executive Councillor for Adult Care, Health and Children's Services introduced the report to the Executive.

The Children's Services Manager – Responsibility for Special Educational Needs and Disability (SEND) advised that the report outlined the proposed vision for SEND provision to be implemented over the next five years, subject to approval. The report also included details of the prescribed alterations for the special schools and the strategies identified to address the existing challenges of sufficiency and suitability in the current system. The Strategy was detailed at Appendix A to the report.

The Executive was asked to consider the outcome of both the statutory and non-statutory public consultations in respect of both the strategy itself and the proposed changes to the local authority maintained schools affected by it. The Executive was advised that the proposed changes to the Academies cited in the strategy had already been approved by the Regional Schools Commissioner, so there were no additional decision-making processes required for the approval of the strategy.

The Chairman of the Children and Young People Scrutiny Committee advised that the Committee had considered a report on Building Communities of Specialist Provision for Children and Young People with Special Educational Needs and

Disabilities at its meeting on 19 October 2018 and had unanimously supported the recommendations to the Executive. The comments of the Committee were detailed on page 30 of the Executive report.

The Executive was advised that the Lincolnshire Parent Carer Forum and other partners and officers had worked collaboratively with the County Council in developing the proposed strategy.

The Executive was provided with an opportunity to ask questions where the following points were noted: -

- It had been recognised that there were significant challenges within the existing provision and the status quo was not sustainable. The challenges included: an increase in demand on a limited number of school places; excessively long journeys for a significant number of pupils; a potentially detrimental impact of some Out of County placements on families; and a need for significant improvements to some special school buildings;
- The strategy would make significant changes to the existing special education provision, creating an integrated and sustainable school system where pupils could attend their nearest school special school, confident that their education and health needs could be fully met;
- It was the County Council's aspiration to support children and young people with SEND in mainstream schools, where possible;
- The strategy proposed an increase in the number of special school places by 500, owing to the number of children and young people with complex needs increasing since 2014. There had been an increase in numbers since 2014 owing to a change in legislation which had introduced new duties for local authorities and the NHS;
- Consideration was being given to the transportation requirements;
- Training requirements within schools would be met.

RESOLVED

- (1) That the outcome of the informal public consultation and the Council's response to it as set out in the report section 6 and Appendix B and C to the report, be noted.
- (2) That the outcome of the formal representation period for the Council's maintained special schools cited in the strategy as outlined in the report, section 6, be noted.
- (3) That approval be given to the Building Communities of Specialist Provision Strategy, as detailed at Appendix A to the report.
- (4) That approval be given to the alterations to Council maintained special schools, as set out in the table in the section of the report headed "Maintained School Alterations", to take effect on or from the Implementation date specified in the said table.

34 JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY

Consideration was given to a report by Matthew Michell (Senior Commissioning Officer (Waste)), which accompanied the final version of the Joint Municipal Waste Management Strategy (JMWMS).

The Executive Councillor for Commercial and Environmental Management presented the report to the Executive. The Executive Councillor thanked the Senior Commissioning Officer (Waste) for his work on the JMWMS.

The Executive was asked to endorse the proposed JMWMS and to recommend its adoption by the County Council at its meeting on 14 December 2018.

The County Commissioner for Economy and Place advised that the JMWMS had been endorsed by the Lincolnshire Waste Partnership as being ready to go before each partner Council for formal adoption. It had been prepared with the cooperation of all eight Lincolnshire councils, and had public support as evidenced through the consultation process.

The preparation of the JMWMS had also been subject to Strategic Environmental Assessment and it was considered that it promoted the right balance between selecting the best environmental options and providing value for money.

The Chairman of the Overview and Scrutiny Management Board advised that the Environment and Economy Scrutiny Committee had considered the revised draft of the JMWMS at its meeting on 18 September 2018 and had endorsed the revised draft strategy and supported the recommendation that it be adopted by the County Council on 14 December 2018.

It was highlighted that a green paper would be published in December 2018 concerning the potential introduction for taxing energy from waste facilities. Furthermore, the Executive expressed its disappointment in this proposal as the tax should be applied to the producers of non-recyclables.

The Executive was advised that the food waste trial that was currently underway in certain areas of the county had proved to be a success. Analysis would be undertaken on the trials impact of contamination rates.

RESOLVED

That the proposed Joint Municipal Waste Management Strategy, as detailed at Appendix A to the report, be endorsed and recommended to the County Council at its meeting on 14 December 2018 that the said Strategy be formally adopted by the County Council, subject to the Strategy in the same form being formally adopted by all the waste collection authorities in Lincolnshire.

The meeting closed at 11.20 am.

Open Report on behalf of Pete Moore, Executive Director of Finance and Public Protection

Report to:	Executive
Date:	18 December 2018
Subject:	Council Budget 2019/20
Decision Reference:	I016571
Key decision?	Yes

Summary:

This report outlines the Council's budget proposals for the next financial year 2019/20, based on the four year funding deal announced by Government as part of the 2016/17 Local Government Finance Settlement. Details of the Provisional Local Government Finance Settlement for 2019/20 have not yet been issued at the time of writing this report but it is expected that the settlement will be in line with the previously announced funding for this Council.

The Executive is asked to make proposals for the Council's budget for 2019/20 and to refer these proposals for internal and external consultation.

This report describes the basis on which proposals have been developed and their impact on services.

In the current year, 2018/19, the Council is in a Business Rates Pilot arrangement and has made an application to be in a further Pilot in 2019/20. It is anticipated that successful Pilot applications will be confirmed at the same time as the Provisional Local Government Finance Settlement. This report does not assume that the 2019/20 bid will be successful. The Executive is asked to delegate authority to the Leader to either confirm Pilot status if the application is successful or, if unsuccessful, confirm that the Council will revert to a pooling arrangement with the seven Lincolnshire District Councils in line with the Business Rates pooling arrangement in place prior to 2018/19.

Recommendation(s):

That the Executive:

1. agrees the budget proposals described in this report as its preferred option for the purposes of further consultation; and

2. delegates authority to the Leader to confirm either participation in a Business Rates Pilot in 2019/20 or participation in a Business Rates Pool in 2019/20 depending upon the outcome of the Council's application for Pilot status.

Alternatives Considered:

1.	The proposals for the revenue budget, capital programme and council tax as described in this report.
2.	Higher levels of spending and consequently higher levels of council tax in future years.
3.	Lower levels of spending and consequently lower levels of council tax in future years.

Reasons for Recommendation:

The recommended option takes account of the reducing government grant income to the Council, allows for an increase in council tax of 3.95% (1.95% general council tax plus a further 2% for the adult social care "precept"), and acknowledges that earmarked reserves will be used to balance the budget in 2019/20 in line with the Council's medium term financial plan.

Prior to 2018/19 the Council participated in a Business Rates Pool with up to seven Lincolnshire District Councils, which generated additional income for the Council. In 2018/19 the Council has participated in a Pilot scheme to retain additional Business Rates income, following a successful application. It is hoped that the Council can continue to be in a Pilot scheme in 2019/20, but if the application is not successful then it is proposed that the Council and the seven District Councils will revert to a Pooling scheme.

1. Background

1.1 This report sets out a financial plan for revenue and capital budgets in 2019/20 to take the Council to the end of the four year funding deal from government. The Council continues to face significant reductions in government funding, growing cost pressures from demand led services such as adult and children's social care, waste disposal and the Council's responsibility to pay staff and some contractors the National Living Wage. Uncertainty around government funding beyond the four year funding deal (which runs from 2016/17 to 2019/20) means that the Council has not considered it practicable to develop sustainable long term financial plans into the next decade. Work on this has started and will continue next year as information starts to emerge about the future funding framework.

1.2 The budget process carried out a year ago considered budgets for both 2018/19 and 2019/20. This year, the 2019/20 budgets have been reviewed in the light of latest available information to arrive at the proposals set out in this report. In developing its financial plan the Council has considered all areas of current spending, levels of income and council tax plus use of one off funding (including use of reserves and capital receipts) to set a balanced budget.

1.3 Areas of service expenditure have been reviewed to identify cost pressures which must be funded and savings which can be made through efficiencies and by reducing the level of service provided.

1.4 On an annual basis the Council has the opportunity to review the level of Council Tax. Central government sets thresholds above which a local authority would be required to hold a referendum for Council Tax increases. The technical consultation on the Local Government Finance Settlement proposed that for 2019/20 this threshold might be set at a 3.00% increase for general council tax, plus a further 2.00% for authorities with adult social care responsibilities to deal with pressures in this area including demographic pressures and the impact of the national living wage. A council tax increase of 3.95% (1.95% for general council tax, plus a further 2.00% for the social care 'precept') was proposed by the Council for 2019/20 last year, and this remains the basis for the budget set out in this report. The referendum threshold will be confirmed in the Provisional Local Government Finance Settlement.

The Outlook Beyond 2019/20

1.5 The pre-June 2017 Government was engaged in a substantial exercise to rebase local government funding. That initiative was based on 100% localisation of business rates by 2020 together with a resetting of the funding baselines for all local authorities – this was known as the fair funding initiative. Legislation to deliver this initiative was progressing through Parliament at the time the June 2017 General Election was declared. That legislation fell by the way as Parliament was wound down and there was no replacement legislation in the Queens Speech which sets the legislative programme for the next two sessions of Parliament. However, subsequent communications from the then Department for Communities and Local Government (DCLG) confirmed the department's commitment to work towards a new Local Government Finance Bill continuing towards giving local government greater control over business rate income, albeit that it is now proposed that only 75% of business rates will be retained by local authorities from 2020 rather than the previously announced 100% retention.

1.6 The basis of funding local authorities has not materially changed since the introduction of partial business rate localisation in 2013. It is widely accepted that both absolute and relative changes in demography and other key cost drivers means that the current distribution of resources is no longer a fair reflection of underlying need.

1.7 There are two distinct issues which need to be addressed. Firstly, the issue as to whether the total amount of funding allocated to local government is sufficient given increased service pressures coupled with ongoing reductions in government funding. Secondly, there is the case for an additional share of the national funding to be allocated to this Council.

1.8 At the July 2017 County Council this authority launched a campaign to lobby government to increase the funding coming to the sector and specifically requesting central government look at the distribution of funding to this County

Council with a view to addressing past inequalities between authorities, and to address the relative allocations to reflect the needs of this area.

1.9 The Ministry of Housing, Communities and Local Government has been working with local government representatives on both business rates localisation and the fair funding review and it is anticipated that consultations on each of these significant funding reforms will be issued at the same time as the Provisional Local Government Finance Settlement. In addition, central government will be conducting a Spending Review in 2019 to determine the quantum amounts to be allocated to each government spending department. It is not yet known what period of time the Spending Review outcomes will cover but this will certainly influence the overall total amount to be allocated to local government.

1.10 The Better Care Fund, which significantly supports Adult Services spending, will end on 31 March 2020 and there is uncertainty around how Adult Social Care will be funded in the future. A green paper is expected to address this issue early in 2019.

Provisional Local Government Settlement and Multi Year Settlement Funding

1.11 The Provisional Local Government Financial Settlement for 2019/20 had not been received from central government at the time of writing this report, but is expected to allocate funding largely in line with the anticipated funding for 2019/20 as set out in the four year funding deal covering the years 2016/17 to 2019/20.

1.12 The table below sets out government grants received in each of the years from 2016/17 to 2018/19 as well as the government grants expected for 2019/20 as per the four year funding deal (**TABLE 1**). The figures for 2018/19 show what the Council's funding would have been as per the four year deal, rather than what it actually was as a result of being in the Business Rates Pilot Scheme, to enable a like for like comparison to be made. The level of funding for 2019/20 has been built into the Council's budget proposals set out below and assumes that the Council's application for Business Rates Pilot status in 2019/20 is not successful.

TABLE 1: Multi Year Settlement Funding Levels

Funding Summary	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
Revenue Support Grant	70.351	48.292	33.964	20.139
Transitional Grant	0.011	0.009	0.000	0.000
Rural Services Delivery Grant	6.892	5.565	6.935	5.565
TOTAL	77.254	53.866	40.899	25.704

1.13 When comparing the level of Revenue Support Grant (RSG) received for 2016/17 and expected for 2019/20, the Council has seen a reduction of £50.212m or 71.37% over the four year period.

1.14 Rural Services Delivery Grant of £5.565m for 2019/20 has been awarded as part of the multi-year settlement. This is in recognition of the higher costs of providing services in rural areas.

Other Revenue Government Grants

1.14 It is anticipated that the following non-specific grants will be received in addition to those forming part of the multi-year settlement:

- New Homes Bonus Grant of £2.104m is estimated for 2019/20 (actual £2.342m in 2018/19).
- Lead Local Flood authority grant has been confirmed as £0.125m in 2019/20.
- Special Education Needs and Disability (SEND) grant will cease, with the final amount being £0.259m in 2018/19.
- It is assumed that the following grants will continue at the same level next year:
 - Inshore Fisheries Conservation Authorities from the Department for Environment, Food and Rural Affairs of £0.128m; and
 - Extended Rights to Free Travel from the Department for Education of £0.639m.
- Independent Living Fund grant is estimated to be £1.594m in 2019/20.

1.15 The Public Health Grant will continue as a separate ring-fenced grant for next year. It is estimated that the Public Health Grant will be £31.800m for 2019/20.

1.16 Better Care Fund comes to the County Council in three streams. An element from the Lincolnshire Clinical Commissioning Groups (CCGs) and two grants coming directly to the Council from central government known as Improved Better Care Fund and the (Supplementary) Improved Better Care Fund. These funding streams combined will provide the Council with £46.343m in 2019/20 to fund Adult Care Services. Further details on its utilisation are set out below in the Adult Care and Community Wellbeing comments (paragraph 1.47 to 1.52).

1.17 The Chancellor announced in his Budget statement in October that additional revenue grant funding for Adult Care winter pressures would be made available in 2019/20 as a one year only grant £3.368m. In addition, he announced additional one year revenue grant funding for adults and children's social care of £5.754m.

Council Tax

1.18 It is proposed that Council Tax will be increased by 3.95% in 2019/20. This comprises 1.95% for general council tax plus a further 2.00% for the social care 'precept'. The Local Government Finance Settlement for 2017/18 allowed authorities with adult social care responsibilities to increase their council tax by up to 6.00% over a three year period from 2017/18 to 2019/20. In 2017/18 and in

2018/19 this authority chose to increase the adult social care element by 2.00% in each year, which means that a final increase of 2% can be implemented in 2019/20. The technical consultation on the Local Government Finance Settlement for 2019/20 proposed that the referendum threshold for general council tax might be set at a 3.00% increase which would be the same as the referendum threshold set for 2018/19. If this is confirmed in the Provisional Local Government Financial Settlement for 2019/20 then the Council could choose to increase general council tax by 2.95% which would give a total council tax increase of 4.95%.

1.19 It is estimated that a council tax increase of 3.95% will generate additional income of £10.986m in 2019/20. If the Council were to raise council tax by a further 1% to a total of a 4.95% increase (this would be subject to the referendum limit which is yet to be confirmed) the additional income would be £2.783m making a total additional council tax income of £13.769m.

1.20 The final figures on the council tax base and any surpluses or deficits on the council tax element of the collection fund will not be received from Lincolnshire District Councils until 31 January 2019. In the previous financial year the growth in the Council Tax base across the whole County was 1.27%. If there is growth at a similar level in the next financial year this will generate additional income of £3.672m in 2019/20 based on a 3.95% council tax increase. There would be additional income over and above this of £0.035m if the council tax increase were to be set at 4.95%. The council tax collection fund surplus in 2018/19 was £2.641m. If it is assumed that there will be a surplus of a similar amount, the Council would receive additional income from tax base growth and a collection fund surplus of over £6.000m in 2019/20. The final information on base growth and the surplus/deficit on the council tax collection fund will be reported to the Executive at its meeting on 5 February 2019, together with the funding this will generate for the County Council.

1.21 An Equality Impact Analysis will be completed for the proposed increase in Council Tax. This will be reported back to the Executive at its meeting on 5 February 2019.

Business Rates

1.22 The multi-year settlement deal estimated the business rates receivable over the four year period to 2019/20, with estimated income from business rates expected to be £109.598m in 2019/20. This is made up of two elements, an amount actually collected by the seven District Councils in Lincolnshire and a top up grant from Central Government as the total business rates collected in Lincolnshire are not sufficient to cover local authority spending in the area. In 2019/20 this is split as: £19.824m collected locally and £89.774m top up from central government.

1.23 It is difficult to compare business rates funding from 2018/19 to 2019/20 as in 2018/19 the Council had Business Rates Pilot status, which resulted in Revenue Support Grant being incorporated into the baseline funding figure. Nevertheless the trend is that business rates income has increased over the four year term of the funding deal by at least the rate of inflation each year.

1.24 Any surpluses or deficits on the business rates element of the collection fund will not be received from the Lincolnshire District Councils until 31 January 2018. In 2018/19 this was a deficit of £0.174m for the County Council. This will be reported to the Executive at its meeting on 5 February 2019. It is worth noting that only 10% of the business rates collected locally is passed to Lincolnshire County Council and any share of surpluses or deficits will also be on this basis.

1.25 In addition to the above business rates funding in previous financial years the Council received section 31 grant as compensation of central government RPI cap and reliefs offered to small and rural businesses. It is anticipated that Government will continue to compensate local authorities in full for the extension of small business rate relief and new rural rate relief. At the time of preparing this paper the Council is awaiting announcement of the value of this grant (the value of this grant in 2018/19 was £10.178m, although this was higher than its usual level due to the Council's participation in the Business Rates Pilot). This will be built into the budget assumptions reported to the Executive at its meeting on 5 February 2019.

Business Rates Pilot Bids 2019/20

1.26 The County Council is currently in a one year Business Rates Pilot Scheme whereby 100% of business rates are retained. The Council has made a bid to government to continue to be in a Pilot Scheme in 2019/20, with the other Lincolnshire District Councils and North Lincolnshire Council. The 2019/20 Pilot Scheme would be on the basis of 75% retention of business rates with this Council allocated 30% and the District Councils 45%. If the bid is successful then there will be some gains accruing from the scheme, estimated at around £3.000m for the Council however it is less likely that the bid will be successful next year as there are fewer Pilot places and more authorities have applied to join the scheme. The bid to government includes details of proposed schemes to be funded; for this authority additional monies would be channelled to cover two distinct areas of spending: pressures already identified in Children's Social Care and to fund highways advanced design work to develop the county's infrastructure and encourage economic growth. If this bid is not successful it is proposed that the County Council would revert to Business Rates Pooling in 2019/20. At the time of preparing this budget paper the Council is still awaiting notification from government regarding Pilot bids.

Following notification from government the additional income from either a successful pilot bid or pooling arrangement will be built into the Council's budget.

The Council's Overall Revenue Budget

1.27 The table below (**TABLE 2**) sets out the overall changes in budget, the cost pressures which the Council proposes to fund, the savings to be made and the current proposed use of reserves to bridge the gap between current funding available and service costs.

TABLE 2: Summary Revenue Budget

SUMMARY REVENUE BUDGET	2019/20 £m
EXPENDITURE:	
Base Budget	457.104
Cost Pressures (<i>including inflation</i>)	25.317
Savings	-18.138
Other Movements (PH Grant & BCF Grant)	-5.437
Total Expenditure	458.846
Use of Reserves	-23.292
Transfer to/from General Reserve	0.200
Budget Requirement	435.754
INCOME:	
Business Rates Local Retention	116.062
Revenue Support Grant	20.139
Other Grants	10.415
County Precept	289.138
Total Income	435.754

1.28 The Council proposes to allocate £2.977m of resources in 2019/20 to fund pay inflation. This provides an allowance of 2.0% for all employment groups. Details on all other cost pressures and savings included within the Council's budget for 2019/20 are set out in the Commissioning Strategy narratives below.

1.29 The Council's current budget proposals include using £23.292m from the Financial Volatility Reserve in 2019/20 to balance the budget and keep the Council's general reserves at 3.5% of the Council's total budget. This is a one off contribution to the Council's budget shortfall and is planned to smooth the effect of reductions in funding on implementing service changes and reductions.

Revenue Budgets

1.30 The revenue budget for 2019/20 is shown in **TABLE 3** below together with the actual comparison for 2018/19. The Council services are delivered on the Commissioning Model and as such the budgets are presented on this basis. **Appendix A** to this report provides further details of the services undertaken in each Commissioning Strategy.

TABLE 3: Net Service Revenue Budget 2019/20

Commissioning Strategy Revenue Budgets	2018/19 £m	2019/20 £m
Readiness for School	4.846	4.872
Learn & Achieve	34.075	34.285
Readiness for Adult Life	6.519	6.313
Children are Safe & Healthy	65.627	67.283
Adult Safeguarding	4.187	4.229
Adult Frailty, Long Term Conditions & Physical Disability	120.733	120.804
Carers	2.464	2.389
Adult Specialities	65.594	71.637
Wellbeing	27.174	27.279
Community Resilience & Assets	10.097	10.498
Sustaining & Developing Prosperity Through Infrastructure	43.057	40.635
Protecting & Sustaining the Environment	24.879	25.18
Sustaining & Growing Business & the Economy	1.166	1.199
Protecting the Public	22.835	23.596
How We Do Our Business	7.463	7.882
Enablers & Support to Council Outcomes	41.381	42.13
Enablers & Support to Key Relationships	0	0
Public Health Grant Income	-32.662	-31.8
Better Care Funding	-40.044	-46.343
Other Budgets	50.387	49.453
Schools Block	410.616	410.616
High Needs Block	81.133	81.133
Central School Services Block	3.929	3.929
Early Years Block	40.503	40.503
Dedicated Schools Grant	-538.857	-538.857
Total Net Expenditure	457.102	458.845
Transfer to/from Earmarked Reserves	-5.076	-23.292
Transfer to/from General Reserves	-0.8	0.2
Budget Requirement	451.226	435.754

Children's Services

1.31 Children's Services commissioning strategies include: Readiness for School, Learn and Achieve, Readiness for Adult Life and Children are Safe and Healthy.

1.32 **Readiness for School** strategy is proposing no savings or cost pressures for 2019/20.

1.33 **Learn and Achieve** strategy is proposing to make a saving of £0.259m in 2019/20. Within this strategy there is also a proposed cost pressure of £0.306m in 2019/20.

1.34 The proposed savings reduction of £0.259m relates to the removal of the funding from the government for the Special Education Needs & Disability (SEND)

Reform Grant. The grant funding was to recognise the programmes of change in the area of SEND to streamline the system of SEN assessment, support and provision for children and young people 0-25, bringing together the provisions of a variety of Acts covering education, health and care as well as introducing new provisions, statutory implementation of associated duties, regulations and a new SEND Code of Practice. These changes have had a significant impact on the service with a 38% (or 1,260) increase in young people with an Education Health Care plan compared to the year before implementation (2013/14). Local Authorities continue to make representation at a national level of the increasing demands on the administration, assessment, co-ordination and monitoring of SEND services.

1.35 Within this strategy there are also a proposed cost pressures for Home to School / College Transport of £0.306m in 2019/20. The government's desire to deliver living wage rises to £9 per hour by 2020 has increased the hourly rate from £7.83 to £8.21 from April 2019. A large proportion of the individuals delivering transport services are paid on the national living wage causing this proposed cost pressure.

1.36 The Home to School / College Transport is a challenging and volatile budget with unfavourable economic conditions, and changing legislation (incorporation new guidelines relating to safety, Disability Discrimination Act passenger access and ERO6 emissions standards by 2020), the impact of school reorganisations, growth in special school numbers, added with the challenges of Lincolnshire being a rural county. The budget therefore remains a financial risk to the Council, although the service is taking every step to achieve efficiencies to manage such pressures where possible.

1.37 **Readiness for Adult Life** strategy is proposing to make a saving of £0.300m in 2019/20. There is no cost pressure proposed for 2019/20.

1.38 The proposed saving of £0.300m relates to the Local Authority's legal duty (defined under Section 17 of the Children Act 1989) to safeguard and promote the welfare of all young people by providing supported accommodation for those young people of 16 and 17 years at risk of homelessness (due in part to case law referred to the Southwark judgement, and the complex needs of this age group where parents are refusing to continue to provide care for them), and all looked after children and care leavers up to the age of 21 years.

1.39 Transformational work has resulted in a new accommodation pathway for young people who require support or who are experiencing homelessness (and where family and wider network is not a suitable option) by providing suitable and more cost effective accommodation. A pilot involving in-house provision as a pathway into other accommodation is delivering value for money and improved individual outcomes, which the service are planning to roll this out further across the Council, as properties become available.

1.40 **Children are Safe and Healthy** strategy is proposing to make a saving of £0.250m in 2019/20. Within this strategy there are also proposed cost pressures of £1.194m in 2019/20.

1.41 The proposed saving relates to Children's Services insourcing of the 0-19 health services in October 2017. This decision has allowed a more effective and integrated support for families as part of the overall delivery of Children's Services with teams working closely together to give quick, effective and joint support where it is needed. Savings have been delivered by having a lower cost base infrastructure and through utilisation of existing Children's Services sites, and a realisation of new ways of delivery.

1.42 A number of cost pressures exist within children's social care where the Local Authority has a statutory duty to protect children and take action when thresholds are met. Financial shortfalls have been identified for supporting looked after children and Special Guardianships Orders.

1.43 The national increase in looked after children is currently considered by the sector to be at 5% due to a number of reasons: case law, the impact of austerity, and the increasing complex nature of family life as a result of substance use, mental health and domestic abuse. The cost pressure in Lincolnshire relates more to the increasing complexity, costs rises and demand-led nature of providing specialist services for looked after children. This cost pressure of £0.948m will support the costs in fostering, kinship care, and residential home arrangements.

1.44 Special Guardianship Orders (SGOs) are increasingly being seen by the Courts as an important option for permanency for children who need to be removed from their birth parents which is endorsed by officers. The Local Authority is however required to fund SGOs (subject to means testing) so whereas we would once have seen children adopted, we are seeing increased SGO's which must be funded until the child reaches the age of 18 years. The expected increases are based on average numbers of SGO's being granted per month, which has identified a proposed budget pressure of £0.246m in 2019/20.

Adult Care and Community Wellbeing

1.45 There are 5 Commissioning Strategies led by Adult Care and Community Wellbeing, these are: Adult Frailty and Long Term Conditions, Specialist Adult Services, Carers, Safeguarding Adults and Wellbeing.

1.46 The Adult Care budget is set in the context of an ongoing savings requirement, increasing demographic and, cost pressures related to service provider fee increases in order to accommodate the additional cost of employment as a result of the National Living Wage.

1.47 The budget also includes funding for schemes that form a part of the Lincolnshire Better Care Fund (BCF). The current plan which ends in March 2019 totals £232.123m of which £56.165m was the national allocation, this includes Disabled Facilities Grant payments to Districts.

1.48 Lincolnshire's fund is one of the largest in the country and includes pooled budgets for Learning Disabilities, CAMHS and Community Equipment plus 'aligned' Mental Health funds from the County Council and the four CCGs.

1.49 In addition to the continuation of existing pooled funds, there are a number of additional funding streams. These increases result from:

- BCF funding via Lincolnshire Clinical Commissioning Groups (CCG's) for the Protection of Adult Care Services.
- Improved BCF funding that was announced in the Chancellor's November 2015 budget. Lincolnshire received £14.249m in 18/19 and will receive £25.771m in 19/20.
- Supplementary iBCF funding that was announced in the Chancellor's March 2017 budget. Lincolnshire received £9.607m in 18/19 and will receive £4.111m in 19/20.

1.50 Agreement for the 2019/20 Lincolnshire BCF plan is subject to the conditions yet to be set out by the Department of Health and Social Care, including the value of the national allocation, however indications suggests the 2019/20 plan will be an extension of the existing arrangements with an opportunity to review schemes.

1.51 The 2019/20 iBCF allocation will also include an additional £3.368m for winter pressures which was announced by the Chancellor in the October Budget Statement.

1.52 The total value of the 2019/20 Lincolnshire BCF is expected to be £242.285m (including winter pressures), on the basis that the national allocation is estimated to total £57.561m, as such these values are subject to change.

1.53 **The Adult Safeguarding** strategy is proposing to make savings of £1.000m related to Deprivation of Liberty Safeguards (DoLs). Within this strategy there are also proposed cost pressures of £1.006m in 2019/20 the majority also linked to DoLs.

1.54 The recent increase in investment within this strategy is as a direct result of the Cheshire West ruling in March 2014 with regards to DoLs. The assumption has always been that secondary legislation that is currently going through parliament will be passed at the end of this financial year and will mitigate the increase in demand brought about by the ruling. However current indications suggest that the new legislation will not have the desired impact on current levels of activity until much later and as such funding is still required.

1.55 **The Adult Frailty and Long Term Conditions** strategy is proposing to make savings of £6.015m in 2019/20.

1.56 Of the total savings identified in 19/20 £4.635m reflect the removal of non-recurrent schemes funded via the BCF in 2018/19. The remaining £1.380m is a result of increased income derived from increases in service user contributions.

1.57 Pressures funded in 19/20 (£5.768m) relate to increased demographic growth and additional pressure on provider unit costs brought about by increases in the National Living Wage, largely impacting upon residential and community based services.

1.58 **The Carers** strategy is proposing to make savings £0.075m in 2019/20. Within this strategy there are no proposed cost pressures 2019/20.

Savings occur as a result of the withdrawal of non-recurrent BCF funds.

1.59 **Adult Specialities** strategy is proposing to make savings of £2.891m in 2019/20. Within this strategy there are also proposed cost pressures of £8.833m in 2019/20.

1.60 Of the total savings identified in 2019/20 £0.669m is a result of increases in service user contributions and £2.222m due the removal of one off BCF funds.

1.61 Pressures funded in 2019/20 relate to increased demographic growth and additional pressure on provider unit costs brought about by an increase in the National Living Wage for residential and community based services for those with a learning disability (£6.471m). £1.000m replaces the additional cost of increases to "Sleep-in" and "Waking Night" costs that have increased as a result of a HRMC ruling; these were previously funded via the BCF. £0.600m is to fund the additional cost borne by Lincolnshire Partnership Healthcare Trust for the delivery of community mental health services on behalf of the Council.

1.62 **The Wellbeing** strategy is proposing to make savings of £0.181m in 2019/20, with a cost pressure of £0.242m

1.63 Savings identified in 2019/20 are based on assumed savings following a proposed redesign and procurement of Housing related support services, with the cost pressures relating to a gap in the budget for the delivery of community equipment services against the contract value.

Environment and Economy

1.64 Environment and Economy commissioning strategies include: Community Resilience and Assets, Sustaining and Developing Prosperity Through Infrastructure, Protecting and Sustaining the Environment and Sustaining and Growing Business and the Economy.

1.65 **Community Resilience and Assets** within this strategy there are proposed cost pressures of £0.371m in 2019/20. These relate committed inflationary increases in the Library service contract (£0.042m); support to Lincolnshire Association of Local Councils (LALC) (£0.005m); and a new cost pressure to replace temporary funding for a Prevent Officer to meet the responsibility of the Council under the Counter Terrorism and Security Act 2015 (£0.046m).

1.66 The budget to support the Citizens Advice Bureaux (CAB) in Lincolnshire was removed in February 2017 by the Council, and the service has received support by use of reserves during the last two years. The proposal is to re-instate a budget to support the core services of CAB (£0.278m).

1.67 Sustaining and Developing Prosperity Through Infrastructure - within this strategy there are proposed savings of £4.319m and cost pressures of £1.562m in 2019/20.

1.68 Due to the Department for Transport re-designation of Lincoln as a 'PTE like' area, there was an expected increase in the cost of concessionary fares of £0.145m. £0.100m was added to the base budget for this during 2018/19, with the remaining £0.045m proposed in 2019/20 to give a full year effect.

1.69 An element of the cost pressures for this strategy (mainly within the Transport activity) relates to an increase in contract costs, which have a direct relationship to national living wage levels. There are proposed cost pressures of £0.267m in 2019/20 to meet the Council's obligation to pay staff and some contractors the central government set national living wage.

1.70 The Heritage service is moving towards a self-financing model of delivery so savings of £1.019m have been proposed to move the service to a zero budget in 2019/20. To the extent that the full level of proposed savings cannot be achieved in 2019/20 for any reason, the service has earmarked reserves to the value of £0.880m which can be drawn down to support this transition.

1.71 The Highways Asset protection budget has a number of cost pressures proposed, which reflect the impact on Lincolnshire Highways of previous service reductions. These changes include; returning to two full cycles for weed spraying (£0.150m); reinstating the grass cutting 3rd flail and amenity cuts (£0.300m) and returning to a full cycle of gulley cleansing (£0.370m). There is also a need have available additional Mobile Maintenance Teams (MMT's) to manage the peak in demand for pot hole repairs over the autumn and winter period (£0.220m). The current arrangement the Council has for the Highways Asset Management 'CONFIRM' software is coming to an end. New licencing costs and a move to an on-demand system has created a cost pressure of £0.210m.

1.72 The saving in this budget reflects the removal of the additional 'one-off' budget provided to Highways Asset Maintenance in 2018/19 (£3.300m).

1.73 Protecting and Sustaining the Environment within this strategy there are proposed savings of £0.041m and cost pressures of £0.272m 2019/20.

1.74 The JCB's used in the waste transfer stations have been supplied under a lease arrangement. As these leases expire there is a proposal to move to a capital purchase to replace them. This has generated savings in 2018/19 (£0.123m), and further savings will be generated 2019/20 (£0.041m).

1.75 Within this strategy there are cost pressures of £0.272m in 2019/20. These pressures relate wholly to waste disposal costs in the increase in volumes of waste being collected for disposal and the inflationary increases of the waste management contract.

1.76 Sustaining and Growing Business and the Economy there are no savings or cost pressures for 2019/20.

Finance and Public Protection

1.77 Finance and Public Protection commissioning strategies include: Protecting the Public, How We Do Our Business and Enablers and Support to Council's Outcomes.

1.78 **Protecting the Public** strategy is proposing to make savings £0.100m in 2019/20 and has proposed cost pressures of £0.449m.

1.79 The Fire & Rescue Service have total cost pressures of £0.331m. These pressures relate to increased rates costs of fire stations (£0.023m); Emergency Services Network costs (Airwave replacement) (£0.029m); increased software costs for recording operational training records (£0.022m) and operational mobilising technology enhancement (move to Vision 4) (£0.057m). Changes in legislation have increased the number of Retained Duty System (RDS) Firefighters opting into the pension scheme, creating a cost pressure for the service (£0.120m). In order to meet the services risk based inspection programme for fire prevention a capacity issue has been highlighted by HMICFRS, a cost pressure of £0.080m has been identified to recruit to Fire Protection posts to meet these requirements.

1.80 There are cost pressures in 2019/20 within Trading Standards relating to the increased costs of product safety testing (£0.020m) and safeguarding checks required for scams on vulnerable victims (£0.040m).

1.81 There are also cost pressures identified within the Coroners Service (£0.058m) and savings (£0.100m) which relate to the new model of service delivery for the Coroners Service within Lincolnshire.

1.82 **How we do our Business** strategy is proposing cost pressures of £0.279m for 2019/20.

1.83 Whilst the notice to withdraw remains, it is proposed to reinstate the budget for the Local Government Association (LGA) subscription (£0.067m).

1.84 The Finance and Audit teams have recognised the need to establish training posts within the staff structure, to support the succession planning and resilience concerns that have been identified. It is proposed to start this with introducing apprenticeship posts within the Finance Team (£0.080m) and the Audit, Insurance & Risk Teams (£0.105m) with the aim that these training posts will become part of the core establishment in 3-4 years' time. A cost pressure of £0.026m is necessary to continue to deliver the Councils Counter Fraud Partnership. This is a joint initiative with the District Councils and the PCC and is generating significant savings for the Council.

1.85 **Enablers and Support to Council's Outcomes** strategy is proposing to make savings of £0.015m in 2019/20. Within this strategy there are also proposed cost pressures of £0.293m in 2019/20.

1.86 Property Strategy & Support are proposing a saving in 2019/20 (£0.015m) to support the capital programme. The remaining saving in this area relates to the

removal of a one off pressure for concluding archaeological costs of West Deeping minerals site (£0.278m).

1.87 An element of the cost pressures for Property Strategy and Support relates to an increase in contract costs, which have a direct relationship to national living wage levels. There are proposed cost pressures of £0.391m in 2019/20 to meet the Council's obligation to pay staff and some contractors the central government set national living wage. There are also cost pressures relating to increasing property rates and utility costs (£0.181m).

Other Budgets

1.88 Other Budgets includes: Capital Financing Charges, Other Budgets and Contingency budgets.

1.89 **Capital financing charges**, within other budgets have been set at a level to reflect the revenue implications of the revised capital programme set out below (paragraphs 1.102 to 1.111). The revenue implications of the capital programme are estimated to cost the Council £41.819m in 2019/20. The overall affordability of the capital programme has been reviewed to ensure that the impact on the revenue budget remains affordable. The Council is also budgeting for £2.000m of receipts from investment of cash balances in 2019/20.

1.90 There are cost pressures within **other budgets**, as follows:

- As reported last year, as advised by the actuary, Hymans Robertson, the employers' pensions secondary payment to the pension fund will be increased by £1.007m to £6.510m in 2019/20; and
- Two small increases to the Apprentice Levy Budget £0.006m and to Eastern Inshore Fisheries and Conservation Association (EIFCA) precept budget £0.059m.

1.91 The Autumn Statement 2016 and the Provisional Local Government Settlement of that year provided local authorities with some flexibilities around the use of capital receipts in 2016/17 and for the following two financial years. This flexibility has been extended up to 01 April 2020. Under previous regulations these were required to be utilised to fund capital expenditure, or repay debt. Under these new flexibilities the Council will be able to use capital receipts to fund the cost of transformation of which the key criteria is the expenditure will generate ongoing revenue savings to the authority.

1.92 It is currently proposed that an amount of £8.000m will be used from income generated from capital receipts to fund these types of schemes in 2019/20. Details of the schemes to be funded and the Council's updated Efficiency Plan will be presented to Executive at its meeting on 5 February 2019.

1.93 The Council's **contingency budget** for 2019/20 will remain at £3.000m. This budget is available to fund any pressures which arise during the financial year.

Schools

1.94 The Schools Budget is funded via the Dedicated Schools Grant (DSG). In 2019/20, the DSG will continue to comprise of four blocks: schools, central school services, high needs, and early years block. Each of the four blocks of the DSG is determined by a separate national funding formula.

1.95 Lincolnshire's indicative DSG allocation for 2019/20 is £551.862m, and will be used to support all schools in Lincolnshire including Local Authority schools and academies. Over half of Lincolnshire pupils attend academy schools; therefore the DSG figure for the Schools block will be revised down for the academy schools budget share allocations. The DSG is a ring-fenced grant and the actual split between academies and Local Authority schools has no financial risk to the Council from the DSG schools delegated budget perspective.

1.96 The government implemented a new national funding formula in 2018/19 to ensure a fairer settlement for each school. The Council agreed to replicate the funding formula factors and monetary values along with the government's agreed floors and ceiling approach to enable incremental steps to move to the 'hard' formula. The introduction of the new national funding formula increased overall Lincolnshire mainstream school funding levels by c.3.7% in 2018/19, and is planned to grow by a further 2.9% in 2019/20.

1.97 The Local Authority will continue to be responsible for setting the mainstream school funding formula for all Lincolnshire schools including academies in 2019/20. The Local Authority's decision agreed to the direction of travel of replicating the government's national funding formula to ensure schools' allocations are on a sensible trajectory towards the move to the 'hard' formula. The Local Authority remains committed to continue replicating the national funding formula in 2019/20 with the protection arrangements (floors and ceiling) in place subject to affordability of the DSG from central government.

1.98 In 2019/20, the Schools block that is used for the purposes of funding all mainstream schools budget shares will be determined by aggregating the schools' notional allocations under the national funding formula determined by the government. The government will ensure all schools notional allocations will receive at least 0.5% per pupil increase in 2019/20 in respect of all mainstream schools compared to their 2018/19 baselines, and gains of up to 3% per-pupil in 2019/20 depending on each schools' circumstance.

1.99 The government is also moving to a basis for distributing funding to Local Authorities for children and young people with high needs, taking into account an up-to-date assessment of the level of need in each area as opposed to funding on the basis of historic spending. Local Authorities will be protected under the formula by seeing a minimum increase of 0.5% per head in 2019/20 compared to their 2018/19 High Need block.

1.100 Lincolnshire's indicative pupil premium allocation for 2019/20 is £30.677m. Pupil premium funding nationally is at £2.423 billion, and will grow for increases in pupils meeting the eligibility criteria. Similarly to the DSG, the pupil premium

allocation for Lincolnshire covers both the allocations for Local Authority schools and academy schools. The Education and Skills Funding Agency will continue to allocate pupil premium for academy schools, so the grant will be reduced accordingly. However, this has no financial risk to the Council. The final publication of 2019/20 allocations will be released in year.

Reserves

1.101 The Council's current financial strategy is to maintain general reserves within a range of 2.5% to 3.5% of the Council's total budget, at 31 March 2018 the balance stood at £15.200m. General reserves, at 31 March 2018, are expected to remain at £15.200m which is 3.49% of the budget requirement for 2019/20 as set out in this report. The Overview Scrutiny and Management Board considered a report on Financial Risk in October 2018 and recommended to the Executive Councillor with responsibility for finance that the general reserves should be maintained at £15.200m for the forthcoming financial year

Capital Programme

1.102 The proposed capital programme covers the remainder of the current year and 2019/20, as well as major schemes for future years. Schemes comprise: a number of major highways schemes; the rolling programme of renewal and replacement of fire fleet vehicles, gritters fleet and vehicles at the Waste Transfer Stations; improvements and review of property portfolio and information technology (IT) developments.

1.103 The gross programme is set at £381.315m from 2019/20 onwards, with grants and contributions of £110.308m giving a net programme of £271.007m to be funded by the County Council.

1.104 The overall capital programme and its funding are shown in **TABLE 4**.

TABLE 4: Summary Capital Programme 2018/19 plus future year's commitments.

	2018/19 £m	2019/20 £m	Future Years £m
Gross Capital Programme	186.303	178.500	202.815
Less: Grants and Contributions	-99.044	-59.547	-50.761
Net Programme Funded by LCC	87.259	118.953	152.054
Funded By:			
Revenue Funding	4.833	0.600	0.000
Borrowing	70.080	118.353	152.054
Use of Capital Grants Unapplied	12.335	0.000	0.000
Use of Revenue Grant Reserves	0.011	0.000	0.000
Total Funding by LCC	87.259	118.953	152.054

1.105 The following additions have been made to the net capital programme as part of the budget setting process:

1.106 **Environment and Economy**

- Additional budget for Grantham Southern Relief Road £20.130m in future years as a result of increased costs of construction, archaeology, and additional scheme requirements.
- Additional budget for Lincoln Eastern Bypass £11.700m in 2019/20 and £14.578m in future years. This is due to an increase in archaeology costs and the need to re-let the main contract following the demise of Carillion.
- Additional budget for Spalding West Relief Road scheme section 5 - £3.291m in future years to complete this major scheme development. Advance design work is continuing for section 1 of the Spalding West Relief Road, but any future capital support for this scheme will be reliant on an agreed level of developer contribution.
- Major scheme development of Corringham Road in partnership with West Lindsey District Council (WLDC) – budget of £1.500m in 2019/20 and receipt of £1.000m contribution during 2020/21.
- Budget of £1.100m in 2019/20 for the A46 Dunholme/ Welton Roundabout, the scheme has been partly funded by £2.000m National Productivity Improvement Fund awarded in 2018/19 and £1.839m of Integrated Transport Grant.
- Improvement of Holdingham Roundabout £0.435m in 2019/20 and £2.115m in future years.
- To support the programme of local flood improvement schemes in relation to the Council's responsibility as Lead Local Flood Authority to undertake improvement measures - £0.650m in 2019/20 and £1.950m in future years.
- Budget for the development of Business Units to safeguard employment - £2.000m in 2019/20. Independent research shows that there is demand for these centres, and income would be received from renting the facilities to tenants.
- The Executive has approved the development of a business case for a North Hykeham Relief Road to enable bids for 70% of grant funding to be made. Future budgets for this scheme will be considered based on the outcome of this bid.

1.107 **Finance and Public Protection**

- Firefighters' personal protective equipment (PPE) and breathing apparatus and maintenance of fire safety programme - £0.325m in 2019/20 and

£2.953m in future years. This is to replace damaged items, to provide PPE to new recruits, a full refresh of PPE, to support fitting of smoke detectors in the private homes of vulnerable members of the community, and ensure adequate water provision for firefighting across the county.

- Replacement of fire mobilising system for fire and rescue £0.875m in 2019/20. The mobilising system provides the mechanism for the Council's Fire Control function to alert and inform fire crews of an emergency incident on station.

The system provides remote alerting to the Lincolnshire Fire and Rescue 'On Call' staff, who have an Alerter (pager). The funding includes the replacement of Alerters, which are coming to the end of their life.

- Development of Cloud Navigator and support ICT innovation £5.000m in 2019/20 and £9.000m in future years. The Cloud Navigator will enable the digital transformation of services to citizens.
- Property Improvement Programme £0.250m in 2019/20 and £0.250m in future years. This funding will enable further opportunities for property rationalisation to release inefficient office accommodation and realise associated revenue savings; to continue to maximise the use of existing office space by implementing the 'next office' concept, which supports rationalisation; and to target specific improvements to the office estate where facilities have been identified as poor, e.g. sub-standard toilet and kitchen facilities.
- Improvement to County Farms £0.259m in 2019/20 and £0.367m in future years to include works on sewage treatment, private roads and grain stores.

This funding will ensure that the 17 dwellings on the County Farms Estate affected by new regulations implemented in January 2020 will have a new sewage treatment plan which will comply with legislation (General binding rules: small sewage discharge to a surface water). Non-compliance will be enforced by the Environment Agency.

Secondly, the funding will improve the condition of the private roads on the County Farms estate by undertaking resurfacing works.

Lastly, the funding will allow investment in modern agricultural buildings suitable for modern machinery and crop storage to Farm Assurance standards. This will increase the capital value of the holdings and improve the efficiency of farming operations in order to increase the rental value. The new buildings may make existing yards surplus, thereby creating potential capital receipts.

- Schools Mobile Classroom Replacement Programme £0.300m in 2019/20 and £0.300m in future years to support the provision of schools places programme.

- Property Area Reviews £0.550m in 2019/20. This will support the relocation of staff as a result of property leases coming to an end.
- Modernisation of the County Emergency Centre £0.500m in 2019/20 to ensure the facility supports the Lincolnshire Resilience Forum (LRF) and all Emergency Planning requirements. The project will include upgraded information technology (IT) and resilience.
- To support the current priority condition works required over the next few years on Children's Homes - £0.250m in 2019/20 and £0.250m in future years. This will ensure lower disturbance and a comprehensive plan will be implemented to ensure that value for money is achieved for the works.

1.108 Other Programmes

- Development Capital Contingency £37.500m in future years (i.e. £7.5m per annum) to fund emerging schemes identified at the time.

The Council receives government grant funding to support large parts of the capital programme, including schools and roads maintenance. The following grants have been incorporated into the capital programme for 2019/20 and future years:

1.109 Environment and Economy

- An indicative award of £24.995m per annum for 2019/20 and future years, for the Highways Asset Protection Maintenance Block;
- An indicative award for Integrated Transport Grant of £3.312m per annum 2019/20 and future years; and
- Successful bids from the Safer Roads Fund to improve some of the most dangerous stretches of 'A' roads were announced by Department of Transport.

Under this scheme the Council will receive £1.245m in 2019/20 for A1084 Brigg to Caistor; £0.645m in 2019/20 towards A1084 Middle Rasen to Bishops Bridge; and £2.725m in future years for A631 Louth to Middle Rasen;

1.110 Children's Services

- An allocation for Provision of Schools Place Basic Need Grant is £22.971m in 2019/20, and £12.351m is planned for 2020/21. This will allow the Council to plan strategically to fulfil its statutory duty to provide sufficient school places for the children of Lincolnshire;
- An indicative grant award for the Schools Condition Allocation is £4.511m for 2019/20. This will be updated based on the number of Local Authority maintained schools on or by 1 April 2019;

- An indicative allocation for Devolved Formula Capital is £1.136m for 2019/20. This will be updated based on the number of Local Authority maintained schools on or by 1 April 2019, and
- The award of the Special Provision Fund allocations of £0.771m per annum in both 2019/20 and 2020/21. This funding will support the implementation of the Building Communities of Specialist Provision Strategy, which is to make significant improvements to SEND provision, so pupils can access an integrated school system which meets All Needs, in the right place, at the right time as close to home as possible.

1.111 The Council funds the net capital programme primarily from borrowing £118.353m in 2019/20, £152.054m in future years, and revenue contributions of £0.006m in 2019/20.

2. Legal Issues:

Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- * Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- * Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- * Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- * Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- * Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- * Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding

Compliance with the duties in section 149 may involve treating some persons more favourably than others

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process

These equality considerations do not preclude changes in services being made, but do require that these be fully appreciated. It is clear that the current and future financial challenges facing local authorities and the need for budget savings may result in changes to service provision and to some reduction in Council services. These may apply to services accessed by all people in Lincolnshire as well as services provided to specific groups. It is possible that there may be an adverse impact on some people and communities including those with a protected characteristic.

In order to meet its obligations equality impact analyses will be carried out in relation to any proposed changes to services on an individual basis. The specific impacts on people with a protected characteristic will be investigated and the potential mitigation if any will be made clear, so that the implications of decisions are fully understood as they affect specific groups and communities. These have been and will continue to be, regularly reported to the Executive as part of the decision making processes. Individual proposals will only be implemented after due regard to the legal matters that must be considered including the public sector equality duty.

As part of its decision-making the Executive will need to consider whether any alternative approaches could alleviate or at least mitigate the impact of the decision such as making reductions in other areas which do not have the same impacts, including particularly equality impacts. The result could be to require additional resources to be used in certain areas than has been budgeted for.

Consideration of the public sector equality duty and/or consultation may be necessary at the budget setting stage where a decision to reduce spending is significant, sufficiently focussed and in financial terms apparently rigid.

It is not considered that this applies to any of the proposed reductions set out in this Report.

In particular, in the event that any of the proposed reductions cannot be achieved, the usual budget management processes such as the use of earmarked reserves or virement would be followed and approval sought at the appropriate levels in accordance with Financial Regulations including full Council where necessary. Furthermore, a contingency has been built into the budget proposals in the form of the Financial Volatility Reserve (the balance is estimated to be £21.324m after use to balance the 2019/20 budget) and the annual Contingency budget of £3.000m for 2019/20, for when additional funding cannot be found by way of earmarked reserves or virement from other service areas.

A full Equality Impact Analysis will be developed in respect of the final budget proposal and in particular any Council Tax proposals in the light of feedback received during the consultation process.

Joint Strategic Needs Analysis (JSNA and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Well Being Strategy (JHWS) in coming to a decision

Individual proposals will only be implemented after due regard to the legal matters that must be considered including the Joint Strategic Needs Assessment and Joint Health and Well-being Strategy.

Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area

Individual proposals will only be implemented after due regard to the legal matters that must be considered including the duty under section 17 of the Crime and Disorder Act 1988.

3. Conclusion

3.1 These budget proposals reflect the level of government funding available to the Council and a proposal to increase general council tax in 2019/20 by 1.95%. The Adult Social Care "precept" is proposed to be set at 2.00% in 2019/20 and this gives a total council tax increase of 3.95%.

3.2 A thorough review of Council services was carried out during last year's budget process, which covered both the 2018/19 and 2019/20 financial years. This year further unavoidable cost pressures as well as some savings have been identified, and the capital programme has been reviewed - the 2019/20 budget has therefore been refined this year. The budget proposals aim to reflect the Council's priorities whilst operating with the resources available to it.

4. Legal Comments:

The Executive is responsible for publishing initial budget proposals for the budget for the purposes of consultation before determining the budget it will recommend to the full Council.

The matters to which the Executive must have regard in reaching its decision are set out in the body of the report.

The recommendations are within the remit of the Executive and are lawful. The Executive has the power to accept the recommendation 1 or to agree one of the alternative approaches referred to in the report, subject to the limits on Council Tax increases referred to in the report.

The proposed delegation in recommendation 2 is lawful.

5. Resource Comments:

These budget proposals incorporate the level of funding available to the Council from central government plus an increase in council tax of 3.95% (1.95% general council tax plus a further 2.00% for the adult social care 'precept'). The Council's Financial Strategy for 2019/20 includes one off use of reserves of £23.292m to produce a balanced budget.

To achieve a sustainable budget from 2020/21 a comprehensive review of budgets will be required and the planning for this has started.

6. Consultation

a) Has Local Member Been Consulted?

n/a

b) Has Executive Councillor Been Consulted?

Yes

c) Scrutiny Comments

Overview and Scrutiny Management Board:

The Overview and Scrutiny Management Board considered the Council's Financial Risk Assessment for the year 2019/20 at its meeting on 25 October. The Overview and Scrutiny Management Board supported the Council's Financial Risk Register and the assessment of the appropriate level of General Reserves.

Councillor Budget Briefings:

At the beginning of December two budget briefings were held for all Councillors to attend. Comments from these meetings are included within Appendix B.

Further Scrutiny and Consultation:

A consultation meeting with local business representatives, trade unions and other partners will take place on 25 January 2018.

The Council's scrutiny committees will have the opportunity to scrutinise proposals in detail during January.

The proposals will be publicised on the Council's website together with the opportunity for the public to comment.

Consultation comments and responses will be available to be considered when the Executive makes its final budget proposals on 5 February 2019.

d) Have Risks and Impact Analysis been carried out?

Yes

e) Risks and Impact Analysis

An Equality Impact Analysis will be complete for the proposed increase in Council Tax. This will be reported back to the Executive at its meeting on 5 February 2019.

Further Equality Impact Analyses will need to be undertaken on a service by service basis.

7. Appendices

These are listed below and attached at the back of the report	
Appendix A	Commissioning Strategies Glossary
Appendix B	Councillor Comments from the Budget Briefings held on 3 and 5 December 2018

8. Background Papers

Document title	Where the document can be viewed
Provisional Local Government Finance Settlement announcements	Executive Director of Finance and Public Protection
Council Budget 2019/20	Executive Director of Finance and Public Protection

This report was written by David Forbes, who can be contacted on 01522 553642 or david.forbes@lincolnshire.gov.uk .

Commissioning Strategies Glossary

APPENDIX A

COMMISSIONING STRATEGY	COMMISSIONING ACTIVITIES	DEFINITION OF COMMISSIONING STRATEGY
Readiness for School	Children Centres - and commissioned services	This commissioning strategy aims to ensure all children will be ready to learn when they start school enabling them to achieve their full potential.
	Early Years sufficiency and support to the Private, Voluntary and Independent sector	
	Birth to 5 Service	
Learn & Achieve	School Support Services	This commissioning strategy aims to ensure all children and young people will learn and achieve, enabling them to reach their potential.
	School Improvement	
	Statementing process and interventions (to be replaced with new health, education and social care plan)	
	Home to school/college transport	
	Children with Disabilities	
Readiness for Adult Life	Careers Service	This commissioning strategy aims to ensure all young people will be prepared and ready for adult life.
	Positive activities for young people	
	Teenage Pregnancy	
	Supported accommodation/lodgings	
	Supported employment	
	Lincs Secure Unit	
	Reducing youth offending	
Leaving Care Service		
Children are Safe and Healthy	School Nursing	This commissioning strategy aims to ensure all children and young people will be safe and healthy.
	Healthy schools & healthy child	
	Child protection (contact, referral and assessment)	
	Targeted Support - young people	
	Looked after Children	
	Fostering and adoption	
	Residential homes	
	Child and Adolescent Mental Health Services	
	Family support	
	Commissioning Support for all Children's Strategies	
Adult Frailty, Long Term Conditions and Physical Disability	Supporting Adult frailty (older people)	This commissioning strategy aims to ensure that individuals receive appropriate care and support that enables them to feel safe and live independently.
	Physical disability	
	Dementia	
Carers	Adult & Young carers	This commissioning strategy aims to ensure that carers feel respected and are able to balance their caring roles and maintain their quality of life.
Adult Specialities	Supporting Adults with learning disability	This commissioning strategy aims to improve outcomes for adults with mental health, learning disabilities and/or autism.
	Mental health	
	Autism	
Adult Safeguarding	Adult Safeguarding (including Mental Capacity Act)	This commissioning strategy aims to ensure all vulnerable adults rights are protected to live in safety and free from abuse and neglect.

COMMISSIONING STRATEGY	COMMISSIONING ACTIVITIES	DEFINITION OF COMMISSIONING STRATEGY
Community Resilience and Assets	Advice, information and support services from community and voluntary sector infrastructure organisations	This commissioning strategy aims to assist communities in the county to support themselves. It will also include the community response to emergencies.
	Financial Inclusion	
	Library and information services	
	Customer Service Centre	
Wellbeing	Health Improvement, prevention and self management	This commissioning strategy aims to assist improvements in the health and wellbeing of the population as a whole, it covers advice, information and preventative services.
	Public Health statutory service	
	Wellbeing Service (including specialist equipment, assistive technology and Disabled Facility Grants)	
	Sexual Health	
	Housing related support	
	Prevention and treatment of substance misuse	
Protecting the Public	Preventing and reducing crime	This commissioning strategy will cover all of the work required in order to protect the communities in Lincolnshire.
	Tackling domestic abuse	
	Preventing and tackling fires & emergency response	
	Protecting the public through trading standards	
	Protecting the public by planning for and responding to emergencies	
	Improving road safety	
	Registration, Celebratory and Coroners service	
Sustaining & Developing Prosperity Through Infrastructure	Transportation including concessionary fares and other government grants etc	This commissioning strategy facilitates growth and prosperity through encouraging investment and enhancing the economic potential of the county.
	Highway asset maintenance	
	Highway network management	
	New transport investments including highways improvements and bypasses, growth corridors and programmes	
	Heritage & tourism operation and development	
Protecting & Sustaining the Environment	Reducing carbon emissions	This commissioning strategy covers how the Council will protect, enhance and balance our environmental needs.
	Flood risk management	
	Protecting and enhancing the natural & built environment	
	Waste management	
	Sustainable Planning	
Sustaining & Growing Business & the Economy	Improving skills and employability	This commissioning strategy covers how the council will help businesses to be the drivers of economic growth through supporting a climate in which they are able to invest, enhance their business performance, and offer attractive jobs to a skilled workforce.
	Encourage enterprise through support to business and our growth sectors	
	Attracting and expanding business investment	
	Lobbying and attracting funding for Lincolnshire	

COMMISSIONING STRATEGY	COMMISSIONING ACTIVITIES	DEFINITION OF COMMISSIONING STRATEGY
How We Do Our Business	Budget & Policy Framework - Finance & Audit	This commissioning strategy will include the overarching governance and standards for the Council, including decision making through the democratic process.
	Chief Executive's Office	
	Decision making, including the democratic processes and elections	
	Monitoring Officer requirements	
	Eastern Inshore Fisheries & Conservation Authority - Levy	
Enablers & Support to Council's Outcomes	Information Management & Technology Strategy & support	This commissioning strategy will include the enablers required to support the delivery of the Councils agreed outcomes.
	Property Strategy & support (including County Farms)	
	People Management Strategy & support	
	Legal Advice	
	Commissioning Strategy & Support	
	Business Support	
	Strategic Communications	
Enablers & Support to Key Relationships	Partnership engagement & support	This commissioning strategy encompasses the Council's corporate strategies and the support to our relationships with the public, service users, partners and outside bodies.

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County Councillor Budget Briefings

Notes of Key Outcomes from Sessions on 3 December and 5 December 2018

Two budget briefing sessions for all county councillors were held on 3 December and 5 December 2018. Each session was attended by 13 councillors. Factual clarifications were given at each session, which have not been reproduced in these notes.

During the first session the following observations were made:

- Business Rates – Councillors highlighted the impact of retail sector changes on the localisation of Business Rates. It was suggested that the government needed to be aware of this due to the move towards greater online shopping and a smaller high street/retail sector.
- Future Budget Planning – Councillors highlighted that planning for future savings needed to be a consideration during the coming year. There was support from Councillors that income generation needed to be a greater focus from 2020 onwards.
- Adult Social Care – Councillors welcomed the digital platform for charging discussed by Glen Garrod.

At the second session, the following observation was made:

- Heritage Services – A Councillor commented that the budget savings associated with the Heritage Service becoming financially self-sufficient ought not to be taken in advance of decisions being made about the service delivery model. Although advice was given that earmarked reserves could be used to fund the service in 2019/20 until a decision on the service was implemented, there was a view that appropriate budget provision ought to be made rather than relying on reserves.

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Executive

Open Report on behalf of Andy Gutherson, County Commissioner for Economy and Place

Report to:	Executive
Date:	18 December 2018
Subject:	Draft Statement of Community Involvement
Decision Reference:	I016908
Key decision?	Yes

Summary:

The County Council is under a statutory duty to review its Statement of Community Involvement (SCI) by 2019. The current SCI was last updated in 2014 and sets out how the County Council will engage and consult the public and stakeholders on the preparation of draft minerals and waste policy documents and during the determination of planning and related applications.

A proposed Draft SCI (attached as Appendix A) has been prepared for public consultation commencing in January 2019 for a six weeks period, subject to the approval of the Executive. In due course, the results of this exercise would help the Executive assess whether the measures set out in the document would be proportionate and effective.

Recommendation(s):

That the Executive approve the Draft Statement of Community Involvement attached to this report as Appendix A for public consultation for a period of six weeks commencing in January 2019.

Alternatives Considered:

Not to progress with the public consultation on the Draft SCI.

Reasons for Recommendation:

The Council is required to review the current SCI by October 2019 and then, if necessary, update the document. It is, however, already considered that the document needs to be updated with respect to changes in legislation and to make it more user friendly. Furthermore, it is considered that the potential role of social media in publicising planning matters needs to be given greater emphasis.

In due course, the results of the consultation exercise would allow the Executive to assess whether the proposed measures set out in the Draft SCI are effective and proportionate or whether amendments are needed before it can be recommended for adoption by the full County Council.

Background

1. The County Council is required by the Planning and Compulsory Purchase Act 2004 to have a Statement of Community Involvement (SCI) setting out how it will engage and consult the public and stakeholders with respect to:
 - the preparation of minerals and waste planning policy documents; and
 - the determination of planning applications, including related applications such as applications for listed building consent.
2. The current SCI was last updated in 2014 and, under the provisions of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) ("the 2012 Regulations"), the County Council is required to review the document by October 2019 (five years from the last update). It is considered that the SCI does need to be updated to:
 - take account of changes to legislation;
 - increase the use of social media; and
 - make the document clearer and more "user friendly".
3. A Draft SCI, attached as Appendix A, has been prepared which sets out the statutory requirements for publicity and consultation together with the additional measures that will be used by the County Council to encourage communities and stakeholders to become involved. Paradoxically there is no statutory consultation procedure set out in legislation for the preparation of a new SCI. However, given the subject matter is community involvement, it is considered that the Draft SCI should be subject to consultation for a six week period commencing in January 2019. This would include consultation with the relevant "Specific Consultation Bodies" such as parish councils, and "General Consultation Bodies", such as voluntary bodies, as defined in the 2012 Regulations.
4. The draft SCI has been produced in consultation with the County Council's Community Engagement Team to ensure that it conforms to the Council's Community Engagement Strategy. That team would be providing further advice on the consultation process to help ensure that "Seldom Heard Groups", including those with protected characteristics, are reached. In addition, the Draft SCI will be publicised on the County Council's website and through social media.
5. Following the consultation procedure, any representations received will be reported to the Executive together with any recommended amendments to the Draft SCI to address those representations. The Executive will then be asked to endorse the Draft SCI (with amendments, if necessary) and to recommend its adoption by the full County Council.

Legal Issues:

Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding.

Compliance with the duties in section 149 may involve treating some persons more favourably than others.

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process.

An Equality Impact Assessment has been undertaken. The proposed changes to the SCI seek to increase the publicity given to the making of planning decisions, reaching out further to local communities including people with protected characteristics. This should help to ensure that people with protected characteristics become aware of the opportunities to become involved in the planning process, potentially with positive outcomes for these groups. The response form for the consultation on the Draft SCI would, however, include a question asking respondents to identify any impacts as a result of protected characteristics and these will be fully taken into account to ensure that the final SCI

enables participation in the Council's engagement activities equally without regard to protected characteristics.

Joint Strategic Needs Analysis (JSNA) and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Well Being Strategy (JHWS) in coming to a decision.

It is considered that the Draft SCI would contribute to the aims of the JSNA and JHWS by improving the consultation/publicity given to planning matters that could affect the environment, thereby increasing the opportunity for representations to be made about the impacts and for remediation to be put in place.

Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area.

This obligation has been considered but is not thought to be directly affected by the proposals in this report.

Conclusion

Consultation on the Draft SCI would allow proper consideration by communities and stakeholders on the measures the County Council would take to encourage their participation in planning decisions. It would therefore help the County Council to assess whether the proposed measures are effective, whilst at the same time remaining proportionate.

Legal Comments:

Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires the Council to review its Statement of Community Involvement every five years.

Under s23(5) of the Planning and Compulsory Purchase Act 2004, a Statement of Community Involvement must be adopted by resolution of the authority. The final decision to adopt the new Statement is therefore reserved to full Council on the recommendation of the Executive. It is within the remit of the Executive to decide to consult on the draft document referred to in the Report prior to formulating its recommendation.

The decision is consistent with the Policy Framework and within the remit of the Executive.

Resource Comments:

Accepting the recommendation to approve the Draft Statement of Community Involvement for public consultation, should have no material impact on the Council's budget.

Consultation**Has The Local Member Been Consulted?**

Not applicable at this stage. All County Council Members would be consulted under the proposed consultation to be commenced in January 2019.

Has The Executive Councillor Been Consulted?

Yes

Scrutiny Comments

The Environment and Economy Scrutiny Committee considered a report on the Draft Statement of Community Involvement on 27 November 2018 and agreed to support the recommendation to proceed with a public consultation for a period of six weeks commencing in January 2019.

The Committee agreed to pass on the following comments to the Executive as part of the consideration of this item.

- The Committee stressed the need to set the correct level of expectation when publicising and notifying the public on planning application.
- The Committee supported greater use of both the County Council's social media channels and targeted social media such as Facebook.
- The Committee highlighted the need to be clear that any comments made directly on social media would not be accepted and stressed the need to ensure that social media engagement included clear guidance on where and how to submit comments to the County Council.
- A member of the Committee queried whether the proposal to issue press notices in the Lincolnshire Echo for certain types of application was a token gesture, due to the levels of press coverage across the County. It was also highlighted that the Lincolnshire Echo does not cover the whole of the County.

Has a Risks and Impact Analysis been carried out?

Not applicable

Appendices

These are listed below and attached at the back of the report	
Appendix A	Draft Statement of Community Involvement
Appendix B	Equality Impact Assessment

Background Papers

No background papers within section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Adrian Winkley, who can be contacted on 01522 554818 or adrian.winkley@lincolnshire.gov.uk .



Lincolnshire County Council
Draft Statement of Community Involvement

January 2019

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1. Introduction

What is the Statement of Community Involvement (SCI)?

- 1.1 The Statement of Community Involvement (SCI) outlines how we (Lincolnshire County Council) will engage and consult the public and stakeholders when producing planning policy documents associated with the Lincolnshire Minerals and Waste Local Plan, and when the public can have their say on the determination of planning applications that we deal with.
- 1.2 The emphasis on consultation methods will be to promote an open and transparent process where communities and other stakeholders are encouraged to be involved in and have greater ownership of the decisions being made. Although getting involved does not guarantee that we will make changes or decisions that reflect everyone's views, our aim is to ensure that we explain appropriately why we have made particular decisions.
- 1.3 The requirement to produce an SCI is set out in the Planning and Compulsory Purchase Act 2004. This SCI will replace the County Council's previous SCI which was updated in 2014. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) - hereafter referred to as the '2012 Regulations' - require SCI's to be reviewed every five years.
- 1.4 The Localism Act 2011 puts engaging with local communities to shape the places where they want to live, work and play at the heart of the planning system. The National Planning Policy Framework (NPPF) recognises that early, proportionate and effective engagement and collaboration with communities, local organisations, businesses, infrastructure providers and operators, and statutory consultees is essential to provide the framework on which local communities and planning authorities prepare effective local and neighbourhood plans.

Consultation and Engagement Methods

- 1.5 Consultation and engagement methods will be chosen to make them as relevant and effective as possible based on the different stages of the planning process. The County Council's website is our preferred method for both sharing information and receiving responses and will be used as widely as possible. Where this is not possible, letters will be sent to relevant parties informing them of opportunities to participate, and written representations will be welcomed.
- 1.6 We recognise how important it is for interested parties to be kept up to date. We therefore place great emphasis on ensuring our 'Planning' web pages are updated on a regular basis.
- 1.7 All comments submitted to us in response to consultations on Planning Policy documents and Planning Applications will be processed in accordance with

the General Data Protection Regulation (GDPR), and as set out in the Planning Services [Privacy Notice](#).

Community Engagement Strategy, 2018 – 2023

- 1.8 The County Council's Community Engagement Team is a specialist group who provide support to both staff and communities in the preparation and operation of engagement and consultation exercises, to ensure good quality engagement occurs and to help inform people about what engagement is taking place. The Community Engagement Team is responsible for producing the Council's 'Community Engagement Strategy', the most recent of which covers the period 2018 to 2023 and is available on the County Council's [website](#).
- 1.9 Some of the key aims of the Strategy are as follows:
- to ensure the Council's engagement is effective, inclusive and has genuine influence
 - use clear language wherever the Council informs, consults or involves the community
 - ensure feedback is provided on all consultation and involvement undertaken
 - work with town and parish council's and various organisations to provide support so communities can develop and be actively involved.
- 1.10 Planning Services have worked closely with the Community Engagement Team throughout the preparation of this SCI.

Consultation on a 'Draft' SCI – How to get Involved?

- 1.11 This document is a 'Draft' of the new SCI which is being published for public consultation **[Insert Dates]** in order to enable communities and other stakeholders to have their say on the content of the document and the proposed methods of engagement and consultation before it is adopted. Response forms, along with details of the deadline for comments, and where to send them, are available alongside this document on our website at www.lincolnshire.gov.uk/mineralsandwaste. All comments received will be carefully considered, and where appropriate any necessary changes will be incorporated into a final SCI which is programmed to be adopted by the County Council later in 2019.

2. Development Plan Documents (DPDs) – Lincolnshire Minerals and Waste Local Plan

- 2.1 Lincolnshire County Council is responsible for the production, monitoring and review of a **Minerals and Waste Local Plan**, comprising one or more 'Development Plan Documents' (DPDs). DPDs form part of the statutory development plan for the County and, under planning law, applications must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 2.2 At the time of publication of this SCI the Minerals and Waste Local Plan is comprised of two separate DPDs: a Core Strategy and Development Management Policies document (CSDMP), adopted June 2016; and a Site Locations document (SLD), adopted December 2017. The 2012 Regulations require Local Plans to be reviewed at least every five years. This chapter sets out how we will involve the community and stakeholders in the production of DPDs to replace or supplement the existing documents.
- 2.3 A timetable for the Minerals and Waste Local Plan is set out in the County Council's Minerals and Waste Development Scheme which is reviewed regularly and available to the public on our website: www.lincolnshire.gov.uk/mineralsandwaste. Up-to-date information showing the state of the Council's compliance with the timetable set out in the Minerals and Waste Development Scheme is reported in the Authority Monitoring Reports, also available on our website.

Who will be involved?

- 2.4 In line with the requirements of the 2012 Regulations, when producing DPDs the Council must legally consult 'Specific' and 'General' consultation bodies who are considered to have an interest in the proposed Plan.
- 2.5 When updating our Minerals and Waste Local Plan, we will invite the following to be involved in the various stages of consultation:
- Specific consultation bodies – are statutory consultation groups, specified in the 2012 Regulations, that are often knowledgeable in certain subjects (e.g. the Environment Agency on flooding matters and utilities companies which operate in the County).
 - General consultation bodies – include a wide range of other groups and organisations such as voluntary bodies, special interest groups (e.g. those that represent the interests of seldom heard groups).
 - Local residents, especially in those areas likely to be affected by the Plan.
 - Businesses considered appropriate.
- 2.6 In addition to those listed above who will be contacted and made aware of consultations, any individual, business or organisation is welcome to

participate at any stage of the consultation process. In order to promote greater community participation and to meet the needs of different communities, a variety of methods are likely to be used at various stages of the plan making process.

Involvement of Seldom Heard Groups

- 2.7 All sections of the community with an interest in a particular area will be engaged. Particular effort will be made to identify and engage underrepresented and seldom heard groups in Lincolnshire, including those with the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. Within a sparsely populated county such as Lincolnshire, it is also important to ensure the involvement of groups including rural communities suffering from isolation.
- 2.8 Challenges encountered by the above groups range from accessibility to venues, language barriers, social differences and types of media being used. Specific organisations aimed at targeting these groups, identified with assistance from the Council's Community Engagement Team, will be utilised for consultation purposes; appropriate locations and a variety of media employed.

Duty to Cooperate

- 2.9 In addition to the specified stakeholders and groups identified above, the Localism Act 2011 introduced the 'Duty to Cooperate', which requires Local Planning Authorities such as Lincolnshire County Council to engage and co-operate on an ongoing basis with neighbouring authorities and other bodies and organisations in relation to strategic and cross-boundary matters. The 2012 Regulations specify a list of Duty to Cooperate bodies that we are required to engage with. In conjunction with the production of DPDs we will produce supporting documents to demonstrate how we have met the Duty to Cooperate. These are likely to take the form of statements of common ground or similar, and will be available alongside all other supporting documents.

When and how the community and stakeholders will be involved?

- 2.10 The key stages of preparation of DPDs are prescribed by the 2012 Regulations. Below is a summary of the stages that interested parties can get involved in, and how we intend to consult them. Where possible and appropriate, we will go beyond the minimum requirements to promote greater community participation.

Preparation of a DPD (Regulation 18)

- 2.11 During the early stages of evidence gathering and preparation of a DPD, we are required to notify specified bodies or persons of the subject of the

document to be prepared, and invite them to make comments about what it should contain.

2.12 The number of consultations carried out at Regulation 18 stage is at the discretion of the County Council, and so may vary depending on the nature and complexity of the DPD being prepared. Regulation 18 consultation often comprises two separate stages: an 'Issues and Options' stage to scope out the key themes to be covered; and a further consultation on the 'Preferred Approach' subsequently identified, enabling views to be put forward on a 'Draft' document prior to the next stages of production. For less complex documents, there may only be the need for a single Regulation 18 consultation.

2.13 The table below sets out the minimum requirements for community involvement at Regulation 18 stage(s), and those measures we will utilise above and beyond these minimum requirements:

Minimum Requirements for Regulation 18 Consultation	Additional Measures to be Utilised
<p>To notify (by letter or e-mail) and invite representations from:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultation bodies • Residents or other persons carrying on business within the area where appropriate <p>(The Authority will notify all those considered to have an interest, detailing the consultation period and how comments can be made).</p>	<p>Informal Press Release to local newspapers to publicise the consultation.</p> <p>Use of County Council's Social Media accounts to publicise the consultation.</p> <p>Make consultation documents and associated information available on the County Council's website, alongside response forms.</p> <p>Stakeholder meetings (where appropriate).</p> <p>Public drop-in sessions (where appropriate).</p>

Publication of a DPD (Regulation 19)

2.14 After considering the responses received during the previous stage(s) in relation to the formulation of a 'Draft' document, the next stage is the production of a 'Proposed Submission' or 'Publication Draft' of the DPD being prepared. This will be the 'final' version of the DPD that we propose to submit to the Secretary of State.

2.15 Regulation 19 requires the Proposed Submission version of a DPD, along with accompanying 'proposed submission documents', to be published and made available for a period of formal public consultation to allow the local community and interested parties to make representations on the 'soundness' and legal compliance of the proposed final version of the document.

2.16 The 'proposed submission documents' that accompany the DPD will include a statement summarising issues raised in responses received during Regulation 18 consultation(s) and how these were taken into account in the final document. Unfortunately, it will not be possible to reply to each individual person or respond to every comment raised, but we will ensure all comments received are carefully considered.

2.17 The table below sets out the minimum requirements for community involvement at Regulation 19 stage, and those measures we will utilise above and beyond these minimum requirements:

Minimum Requirements for Regulation 19 Consultation	Additional Measures to be Utilised
<p>Make a copy of all 'proposed submission documents' and associated information available on the County Council's website, at the County Council's principal office, and other places* considered appropriate.</p> <p>Make a 'statement of representations procedure' available as above, (this will detail how representations can be made and the deadline for comments, which will be a minimum of six weeks following publication).</p> <p>Notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the proposed submission documents are available for inspection and the places and times they can be inspected, and provide the statement of representations procedure.</p>	<p>Informal Press Release to local newspapers to publicise the consultation.</p> <p>Use of County Council's Social Media accounts to publicise the consultation.</p> <p>Stakeholder meetings (where appropriate)</p> <p>Public drop-in sessions (where appropriate)</p> <p>*Copies of all 'proposed submission' documents and the statement of representations procedure will be placed at District/Borough Council main offices.</p>

Submission of a DPD (Regulation 22)

2.18 Following Regulation 19 consultation, we will submit the DPD to the Secretary of State for independent examination. The DPD will be accompanied by a number of 'submission documents' which will include a statement providing a summary of the main issues raised in any representations at Regulation 19 stage, along with copies of the representations received.

2.19 A copy of the 'submission documents' and associated information will be made available on our website. In addition, appropriate submission documents will be made available at the County Council's principal office, and the main offices of District/Borough Councils. A statement highlighting that

the above documents are available, and where they can be inspected will also be available at the above locations.

- 2.20 We will notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the submission documents are available for inspection and the places and times they can be inspected, along with anyone else who has specifically asked to be notified when the DPD is submitted.

Examination of a DPD (Regulation 24)

- 2.21 A Planning Inspector will be appointed by the Secretary of State to carry out the independent examination of the DPD. The Planning Inspector will carefully consider any representations made at Regulation 19 stage as part of the examination process.
- 2.22 Details of the Examination will be made available on our website, at the County Council's principal office, and District/Borough Council main offices. Stakeholders that made formal representations at Regulation 19 stage will be individually notified at least six weeks before the opening of any public hearings. Furthermore, we will issue a press release and publicise the details of the upcoming hearings through the County Council's social media channels.
- 2.23 Any interested parties and members of the public can attend and observe the examination hearings, however the right to appear and be heard at examination hearings is generally limited to those persons who have made representations seeking a change to the Plan.
- 2.24 If, during examination, it is determined that modifications are necessary to make the DPD sound, if required by the Inspector, we will carry out additional consultation on the proposed modifications and forward the responses to the Inspector for consideration.

Adoption of a DPD (Regulation 26)

- 2.25 To complete the examination process, the Inspector will issue a report setting out whether the DPD is considered to be 'sound'. Upon receipt, we will publish the Inspector's Report on our website and make it available for inspection at the County Council's principal office, and at District/Borough Council main offices. We will notify anyone that requested to be informed of receipt of the Inspector's Report.
- 2.26 If the DPD is found sound and legally compliant and the County Council adopt the document (subject to the incorporation of any modifications recommended by the Inspector), a formal Adoption Statement will be issued and made available alongside the adopted DPD and other supporting documents on our website, at the County Council's principal office, and at District/Borough Council main offices. We will also send a copy of the Adoption Statement to any person that requested to be notified of the adoption of the DPD.

Furthermore, we will issue a press release and publicise the details of the adoption through the County Council's social media channels. Amongst other things, the Adoption Statement will detail any modifications made to the DPD, and will set out a six week period for legal challenge which follows adoption of a DPD.

Sustainability Appraisal / Strategic Environmental Assessment

2.27 Legislation requires a DPD to go through a process of Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The purpose of an SA is to promote sustainable development through the integration of social, environmental and economic considerations into the preparation of planning policy documents. The SA incorporates a Strategic Environmental Assessment (SEA) carried out under the Environmental Assessment of Plans and Programmes Regulations 2004. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

Council Committees

2.28 Decisions and recommendations on draft policy documents for consultation and recommendations for adoption are made by one or more of the following:

- Environment and Economy Scrutiny Committee
- The Executive .

2.29 The decision to adopt a document is taken by a meeting of the full County Council.

Equality Impact Analysis

2.30 The County Council is committed to promoting equality. An Equality Impact Analysis will be carried out on all relevant DPDs in order to ensure policies do not discriminate against individuals or groups of people with protected characteristics. It is also a key objective to make certain there is equal opportunity for all members of the community to become involved in any of the various stages of plan production or the planning application process.

3. Supplementary Planning Documents (SPDs)

What is a SPD?

- 3.1 Supplementary Planning Documents (SPDs) add further detail to the policies set out in Development Plan Documents (DPDs). They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but are not part of the 'development plan' (they are not subject to independent examination and do not carry the same status as DPDs). SPDs should be prepared only where necessary.
- 3.2 Given their role and status, the requirements for community involvement in the production of SPDs are not as broad as those for DPDs. The 2012 Regulations set out the requirements for producing SPDs, which are summarised below.

Who will be consulted on SPDs?

- 3.3 The County Council may prepare SPDs at any time, but is not obliged to do so. When preparing an SPD, any individual, business, organisation or group is welcome to partake in the public consultation stage(s). However, the Council may choose to specifically notify those individuals, businesses, organisations and groups which it thinks will have particular interest in the SPD and invite them to comment.

When the Council will consult on SPDs

- 3.4 The nature and extent of consultation during production of SPDs is at the discretion of the County Council, but is likely to include at least one period of consultation on a 'Draft' document, or informal engagement with relevant stakeholders. Prior to the adoption of an SPD, we are also required to make the SPD available on our website, at the County Council's principal office, and at other places considered appropriate, for a minimum period of four weeks to allow any interested parties to make representations on the document ('other places' will include relevant District/Borough Council main offices). At this stage, the SPD will be accompanied by a 'Consultation Statement' detailing the persons and organisations we consulted when preparing the SPD, a summary of the main issues raised, and how these have been addressed in the SPD. As with DPDs, only comments relating to planning considerations will be taken into account.

How the Council will consult on a SPD

- 3.5 Consultation methods will be similar to those used for DPDs. When consulting on SPDs the Council will:
- Make consultation documents and associated information available on our website.

- Issue consultation letters/emails to parties who we consider will have a particular interest in the SPD, to bring consultations to their attention and inform them of how and when they can make comments.
- Where appropriate, issue a press release to bring the consultation to the attention of the wider public and inform them of how and when they can make comments.
- Where appropriate, utilise social media to publicise consultations.
- Where appropriate, hold public drop-in sessions and/or stakeholder workshops in suitable locations.
- Enable individuals and organisations to submit comments either in writing via post, or electronically via email.

Adoption of an SPD

- 3.6 As soon as the County Council adopts an SPD, we will produce an Adoption Statement, which will be made available alongside the SPD on our website, at the County Council's principal office, and at District/Borough Council main offices. We will also send a copy of the Adoption Statement to those that have asked to be informed of the Adoption of the SPD. The Adoption Statement will include details of provisions available for judicial review as set out in the 2012 Regulations (as amended). It will also detail any modifications made to the SPD as a result of representations received. The Adoption of an SPD may also be publicised through the issuing of a press release and through the County Council's social media channels.

4. Neighbourhood Plans

- 4.1 The Localism Act 2011 introduced a new form of community planning entitled Neighbourhood Plans. They allow Parish/Town Councils or Neighbourhood Forums (authorised groups of local individuals in areas with no parishes) to prepare statutory Neighbourhood Development Plans against which planning applications will be assessed. As Neighbourhood Plans and Orders are not prepared by the County Council, this SCI cannot prescribe what methods of community engagement they must follow. However, we will expect groups preparing Neighbourhood Plans to meet the requirements set out in legislation and to follow wherever possible the general principles and techniques set out in this SCI.
- 4.2 Whilst the County Council's Planning Services do not have specific duties or resources in relation to Neighbourhood Planning, the Minerals and Waste Local Plan is part of the statutory 'development plan' for the County, and therefore we will endeavour to ensure that Neighbourhood Plans fulfil their duties and give due regard to the Minerals and Waste Local Plan during their preparation. Where resources allow, we will endeavour, on request, to provide comments and advice to Neighbourhood Plans that are located in proximity to existing, proposed and safeguarded minerals and waste sites and areas.

5. Planning Applications

- 5.1 We are responsible for determining planning applications for mineral extraction and associated development, waste management proposals and the Council's own development sites (e.g. schools, libraries, fire stations, highway schemes and waste recycling sites).
- 5.2 All other types of planning application (e.g. housing and commercial development) are dealt with by the relevant District/Borough Council.
- 5.3 Full details of how to submit a planning application, including details of all the information and documents that must be submitted alongside an application are available on our [website](#).
- 5.4 Set out below is how we will handle and process any applications received and how you can comment on them.

Pre-application engagement

- 5.5 Applicants are encouraged to involve the local community when developing their proposals¹. Such engagement can be beneficial to both the applicant and the community, as it can foster transparency and enable proposals to respond to local needs and desires.
- 5.6 Before applying for planning permission applicants are therefore encouraged to engage with the local community, have due regard to any comments and views received and (where possible) make changes to their proposal before submitting an application. When submitting their application, applicants should provide details of the consultation undertaken and how this has shaped the final proposal.

How to find out about a planning application in your area?

- 5.7 When a planning application is received we will publish details of the application on our [Planning Register](#). Specifically we will publish details of the nature of the development; location; details of how comments on the application can be made and the deadline for comments to be submitted. All applications and comments received will be published in accordance with the terms and conditions as set out in the Planning Services [Privacy Notice](#).
- 5.8 We are required to publicise and notify the public on certain types of planning application that we deal with. [The Town & Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) sets out the minimum standards to be adopted and we use a range of different methods which include site and press notices, neighbour notification letters, our website and

¹ At present it is only a legal requirement to undertake pre-application consultation for development involving an installation for the harnessing of wind power for energy production where it involves either the installation of more than 2 turbines or the hub height of any turbine exceeds 15 metres.

social media. These methods build upon the minimum standards set out in legislation and a description of each of these methods is as follows:

Site Notices	These will be displayed for most types of planning application and are typically posted on or near to the site (e.g. on fences, gates, lamp posts or free-standing notice boards, etc). If a development covers a large area several site notices may be posted in the locality. The site notice describes the proposed development and gives information on how and when people can send comments to us.
Press Notice	For certain types of application a press notice will also be placed in the Lincolnshire Echo. The press notice will advertise the proposed development and give information on how and when people can send comments to us.
Neighbour Notifications	Neighbouring residents and properties near to a site will be notified where a proposed development has the potential to impact upon them. Planning Officers have discretion to decide which neighbours to notify and so this may vary depending upon the size, scale and nature of the development. However, anyone can comment on a planning application regardless of whether or not they received a notification and therefore we welcome and encourage anyone that thinks they may be affected by a development to send comments to us.
Planning Register / Website	Most applications will be published on our Planning Register where details of the application are displayed, copies of any plans/drawings and supporting documentation as well as comments received from consultees and the public can also be viewed. Details of how comments on the application can be made and the deadline for comments to be submitted are also given.
Social Media (Facebook)	For certain types of application we will use social media to notify the public that an application has been received. These posts will contain basic information about an application and give a link to where more information can be found, including where and how to send comments to us. Any comments made directly on social media will not be accepted and therefore will not be taken into account. For larger scale or complex applications we may use social media in a more direct way to identify and target interested parties and communities.
Word of mouth	This can be an effective and common way in which information is shared. We recognise this and therefore encourage people that have been notified or that are aware of an application to share this information with their neighbours and communities. We therefore welcome comments from anyone that feels they may be affected by a development or have comments they wish us to take into account. However, anyone proposing to send comments to us should first familiarise themselves with the application and therefore ensure their comments and views are relevant to the proposal and not based or formed on the basis of rumour or misinformation.

5.9 The table below sets out how different types of planning application we deal with will be publicised and which of the above methods we will use to notify the public and local communities. These standards are a minimum and may

be expanded upon depending upon the nature of the development and/or circumstances of the case.

TYPE OF DEVELOPMENT	PUBLICITY/NOTIFICATION METHOD UNDERTAKEN				
	Press Notice (Lincolnshire Echo)	Site Notice	Neighbour Notification	Our website	Social Media (Facebook)
Application accompanied by an Environmental Statement	✓	✓	✓	✓	✓
Application which is a departure from the Local Plan	✓	✓	✓	✓	✓
Application that affects a public right of way	✓	✓	✓	✓	✓
Major development ¹	✓	✓	✓	✓	✓
Minor development ²	✗	✓	✓	✓	✗
Application for Listed Building Consent	✓	✓	✓	✓	✓
Application affecting the setting of a listed building or the character and appearance of a conservation area	✓	✓	✓	✓	✗
Prior approval for agricultural development ³	✗	✓ Site notice posted by applicant	✓	✓	✗
Prior approval for non-microgeneration solar panels on non-domestic properties	✗	✓	✓	✓	✗
Prior notification of demolition of a building ³	✗	✓ Site notice posted by applicant	✓	✓	✗
Certificate of Lawfulness for Existing Use and Development	✗	✗	✓	✓	✗
Advertisements which require Express Consent	✗	✓	✓	✓	✗
Hazardous Substance Consent	✓ Press notice posted by applicant	✓ Site notice posted by applicant	✓	✓	✓

	Method required by legislation		Additional method adopted by us
	Either option required by legislation		Not required

1 For the County Council a 'major development' is defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and is an application for one of the following:-

- any development involving the winning or working of minerals or the use of land for mineral working deposits;
- waste development;
- development involving a building(s) with a floor space of 1,000 square metres or more;
- any other development of a site of one hectare or more.

2 Minor development is any development falling outside the definition of major development, but does not include applications for non-material amendments or for the discharge of conditions. Such applications are not subject to publicity.

3 Where the County Council has advised that prior approval is required.

5.10 Once a planning application has been validated we will endeavour to determine the application within the following timeframes:

- eight weeks in the case of applications for minor development, applications for hazardous substance consent and advertisements which require express consent and prior approval applications for non-microgeneration solar panels;
- 13 weeks in the case of applications for major development (all waste and mineral applications and some County Council applications);
- 16 weeks for applications that are supported by an Environmental Statement; and
- 28 days for prior notifications relating to proposed demolition of buildings and agricultural development.

5.11 Legislation sets the minimum time to comment depending on the type of application:

- 21 days for a standard application (plus where a bank holiday is included in this time period an extra day per each bank holiday);
- 30 days for an application accompanied by an environmental statement;
- An additional 30 days when we re-consult following receipt of further information to support an environmental statement.

5.12 It is also our practice to re-consult and give a further 14 days on which to respond if significant changes are made to any planning proposals which are under consideration.

5.13 Where neighbours are notified in respect of prior notifications for agricultural buildings and the demolition of buildings the period for response will be reduced to 14 days because of the tighter timescales for dealing with these types of notification.

How do I comment on an application?

5.14 Any individual, business, organisation or group is able to submit comments on any planning application either electronically via our [Planning Register](#) or in writing to our Planning Services section. All comments and representations must be received in writing by us within the period specified. We will, however, still take into account any late comments received after the specified date if they are received prior to a decision on the application being made. A verbal or anonymous written comment will not be accepted and therefore will not be taken into account.

5.15 We can only take comments into account that relate to planning considerations: comments on none planning matters such as the impact of the development on property values, or loss of view for example, cannot be taken into consideration. Examples of the planning considerations that we can take into account can be found on our [website](#).

Who else do we consult?

5.16 We consult a wide range of groups and organisations on all planning proposals by e-mail or letter before making a decision, including any town/parish council/meeting or Neighbourhood Forum. The groups and organisations consulted will vary according to the type and location of the development. The requirements are set out in legislation and are explained in the [National Planning Practice Guidance](#).

How do we make a planning decision?

5.17 For the majority of applications, a decision will be reached by a Planning Officer (known as a delegated decision). The criteria for those applications that are delegated to Planning Officers are listed on our [website](#).

5.18 Should a proposal require determination at the Planning and Regulation Committee all those who made comments on the application will be advised of the date the application will be brought to the Committee. Further details on our Public Speaking arrangements at Committee can be found on our [website](#).

How do I find out about a decision?

5.19 We notify all those who made representations on a development either in writing, by email or in some instances via the local press. All decisions are recorded on the Planning Register held by the relevant District/Borough Council. Copies of our decision notices are also published on our [Planning Register](#).

6. Further Information and Contact Details

For any further information, Lincolnshire County Council's Planning Services can be contacted using the following details:

Planning Services
Lincolnshire County Council
Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

Tel: 01522 782070

E-Mail: mineralsandwaste@lincolnshire.gov.uk (Planning Policy)
dev_planningsupport@lincolnshire.gov.uk (Planning Applications)

Website: www.lincolnshire.gov.uk

The information in this document can be provided in another language or format including larger print. For all enquiries please contact the above number.

Equality Impact Analysis to enable informed decisions

The purpose of this document is to:-

- I. help decision makers fulfil their duties under the Equality Act 2010 and
- II. for you to evidence the positive and adverse impacts of the proposed change on people with protected characteristics and ways to mitigate or eliminate any adverse impacts.

Using this form

This form must be updated and reviewed as your evidence on a proposal for a project/service change/policy/commissioning of a service or decommissioning of a service evolves taking into account any consultation feedback, significant changes to the proposals and data to support impacts of proposed changes. The key findings of the most up to date version of the Equality Impact Analysis must be explained in the report to the decision maker and the Equality Impact Analysis must be attached to the decision making report.

****Please make sure you read the information below so that you understand what is required under the Equality Act 2010****

Equality Act 2010

The Equality Act 2010 applies to both our workforce and our customers. Under the Equality Act 2010, decision makers are under a personal duty, to have due (that is proportionate) regard to the need to protect and promote the interests of persons with protected characteristics.

Protected characteristics

The protected characteristics under the Act are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Section 149 of the Equality Act 2010

Section 149 requires a public authority to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by/or under the Act
- Advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share those characteristics
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The purpose of Section 149 is to get decision makers to consider the impact their decisions may or will have on those with protected characteristics and by evidencing the impacts on people with protected characteristics decision makers should be able to demonstrate 'due regard'.

Decision makers duty under the Act

Having had careful regard to the Equality Impact Analysis, and also the consultation responses, decision makers are under a personal duty to have due regard to the need to protect and promote the interests of persons with protected characteristics (see above) and to:-

- (i) consider and analyse how the decision is likely to affect those with protected characteristics, in practical terms,
- (ii) remove any unlawful discrimination, harassment, victimisation and other prohibited conduct,
- (iii) consider whether practical steps should be taken to mitigate or avoid any adverse consequences that the decision is likely to have, for persons with protected characteristics and, indeed, to consider whether the decision should not be taken at all, in the interests of persons with protected characteristics,
- (iv) consider whether steps should be taken to advance equality, foster good relations and generally promote the interests of persons with protected characteristics, either by varying the recommended decision or by taking some other decision.

Conducting an Impact Analysis

The Equality Impact Analysis is a process to identify the impact or likely impact a project, proposed service change, commissioning, decommissioning or policy will have on people with protected characteristics listed above. It should be considered at the beginning of the decision making process.

The Lead Officer responsibility

This is the person writing the report for the decision maker. It is the responsibility of the Lead Officer to make sure that the Equality Impact Analysis is robust and proportionate to the decision being taken.

Summary of findings

You must provide a clear and concise summary of the key findings of this Equality Impact Analysis in the decision making report and attach this Equality Impact Analysis to the report.

Impact – definition

An impact is an intentional or unintentional lasting consequence or significant change to people's lives brought about by an action or series of actions.

How much detail to include?

The Equality Impact Analysis should be proportionate to the impact of proposed change. In deciding this asking simple questions “Who might be affected by this decision?” “Which protected characteristics might be affected?” and “How might they be affected?” will help you consider the extent to which you already have evidence, information and data, and where there are gaps that you will need to explore. Ensure the source and date of any existing data is referenced.

You must consider both obvious and any less obvious impacts. Engaging with people with the protected characteristics will help you to identify less obvious impacts as these groups share their perspectives with you.

A given proposal may have a positive impact on one or more protected characteristics and have an adverse impact on others. You must capture these differences in this form to help decision makers to arrive at a view as to where the balance of advantage or disadvantage lies. If an adverse impact is unavoidable then it must be clearly justified and recorded as such, with an explanation as to why no steps can be taken to avoid the impact. Consequences must be included.

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Proposals for more than one option If more than one option is being proposed you must ensure that the Equality Impact Analysis covers all options. Depending on the circumstances, it may be more appropriate to complete an Equality Impact Analysis for each option.

The information you provide in this form must be sufficient to allow the decision maker to fulfil their role as above. You must include the latest version of the Equality Impact Analysis with the report to the decision maker. Please be aware that the information in this form must be able to stand up to legal challenge.

Background Information

Title of the policy / project / service being considered	Draft Statement of Community Involvement	Person / people completing analysis	Adrian Winkley Minerals and Waste Policy Team Leader
Service Area	Planning Services	Lead Officer	Adrian Winkley Minerals and Waste Policy Team Leader
Who is the decision maker?	The Executive is the decision maker for the Draft SCI. (The final version will require adoption by the County Council)	How was the Equality Impact Analysis undertaken?	Desk top exercise
Date of meeting when decision will be made	18/12/2018	Version control	Draft (v0.1)
Is this proposed change to an existing policy/service/project or is it new?	Existing policy/service/project	LCC directly delivered, commissioned, re-commissioned or de-commissioned?	Directly delivered
Describe the proposed change	The SCI has been updated in draft form to reflect changes in legislation and to make it more user friendly. Greater emphasis is also given to the use of social media for publicising planning matters.		

Evidencing the impacts

In this section you will explain the difference that proposed changes are likely to make on people with protected characteristics. To help you do this first consider the impacts the proposed changes may have on people without protected characteristics before then considering the impacts the proposed changes may have on people with protected characteristics.

You must evidence here who will benefit and how they will benefit. If there are no benefits that you can identify please state 'No perceived benefit' under the relevant protected characteristic. You can add sub categories under the protected characteristics to make clear the impacts. For example under Age you may have considered the impact on 0-5 year olds or people aged 65 and over, under Race you may have considered Eastern European migrants, under Sex you may have considered specific impacts on men.

Data to support impacts of proposed changes

When considering the equality impact of a decision it is important to know who the people are that will be affected by any change.

Population data and the Joint Strategic Needs Assessment

The Lincolnshire Research Observatory (LRO) holds a range of population data by the protected characteristics. This can help put a decision into context. Visit the LRO website and its population theme page by following this link: <http://www.research-lincs.org.uk> If you cannot find what you are looking for, or need more information, please contact the LRO team. You will also find information about the Joint Strategic Needs Assessment on the LRO website.

Workforce profiles

You can obtain information by many of the protected characteristics for the Council's workforce and comparisons with the labour market on the [Council's website](#). As of 1st April 2015, managers can obtain workforce profile data by the protected characteristics for their specific areas using Agresso.

Positive impacts

The proposed change may have the following positive impacts on persons with protected characteristics – If no positive impact, please state 'no positive impact'.

Age	The Draft SCI proposes to increase the publicity given to the making of planning decisions. This should help to ensure that communities, including people with protected characteristics, become aware of the opportunities to get involved in the planning process. This could potentially have positive outcomes for people with protected characteristics
Disability	As above
Gender reassignment	As above
Marriage and civil partnership	As above
Pregnancy and maternity	As above
Race	As above
Religion or belief	As above

Sex	As above
Sexual orientation	As above

If you have identified positive impacts for other groups not specifically covered by the protected characteristics in the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.

No groups identified

Adverse/negative impacts

You must evidence how people with protected characteristics will be adversely impacted and any proposed mitigation to reduce or eliminate adverse impacts. An adverse impact causes disadvantage or exclusion. If such an impact is identified please state how, as far as possible, it is justified; eliminated; minimised or counter balanced by other measures.

If there are no adverse impacts that you can identify please state 'No perceived adverse impact' under the relevant protected characteristic.

Negative impacts of the proposed change and practical steps to mitigate or avoid any adverse consequences on people with protected characteristics are detailed below. If you have not identified any mitigating action to reduce an adverse impact please state 'No mitigating action identified'.

Age	As the Draft SCI would extend the publicity given to the making of planning decisions, there should be no adverse impact. However, the response form for the consultation on the Draft SCI would include a question asking respondents to identify any perceived impacts on protected characteristics. Any responses will be fully taken into account to ensure that the final SCI enables participation in the Council's engagement activities equally without regard to protected characteristics.
Disability	As above
Gender reassignment	As above
Marriage and civil partnership	As above
Pregnancy and maternity	As above

Race	As above
Religion or belief	As above
Sex	As above
Sexual orientation	As above

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If you have identified negative impacts for other groups not specifically covered by the protected characteristics under the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.

No other groups identified

Stakeholders

Stake holders are people or groups who may be directly affected (primary stakeholders) and indirectly affected (secondary stakeholders)

You must evidence here who you involved in gathering your evidence about benefits, adverse impacts and practical steps to mitigate or avoid any adverse consequences. You must be confident that any engagement was meaningful. The Community engagement team can help you to do this and you can contact them at consultation@lincolnshire.gov.uk

State clearly what (if any) consultation or engagement activity took place by stating who you involved when compiling this EIA under the protected characteristics. Include organisations you invited and organisations who attended, the date(s) they were involved and method of involvement i.e. Equality Impact Analysis workshop/email/telephone conversation/meeting/consultation. State clearly the objectives of the EIA consultation and findings from the EIA consultation under each of the protected characteristics. If you have not covered any of the protected characteristics please state the reasons why they were not consulted/engaged.

Objective(s) of the EIA consultation/engagement activity

The consultation will seek to establish if there are any perceived negative impacts on people with protected characteristics and whether further measures could be taken to increase the positive impacts.

Who was involved in the EIA consultation/engagement activity? Detail any findings identified by the protected characteristic

Age	The consultation will be arranged following discussions with the Community Engagement Team. Details have not yet been finalised.
Disability	As above.
Gender reassignment	As above
Marriage and civil partnership	As above.
Pregnancy and maternity	As above.
Race	As above.
Religion or belief	As above.

Sex	As above.
Sexual orientation	As above
Are you confident that everyone who should have been involved in producing this version of the Equality Impact Analysis has been involved in a meaningful way? The purpose is to make sure you have got the perspective of all the protected characteristics.	As above.
Once the changes have been implemented how will you undertake evaluation of the benefits and how effective the actions to reduce adverse impacts have been?	To be reviewed following the consultation.

Further Details

Are you handling personal data?	<p>Yes</p> <p>If yes, please give details.</p> <p>Contact details provided by any respondents will be retained so that they can be contacted, if necessary, about their comments and in the event that further consultation on a revised draft is carried out.</p>
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Actions required	Action	Lead officer	Timescale
Include any actions identified in this analysis for on-going monitoring of impacts.	Review the responses to the consultation on the Draft EIA	Adrian Winkley Minerals and Waste Policy Team Leader	February/March 2019

Version	Description	Created/amended by	Date created/amended	Approved by	Date approved
Draft	(v0.1)	Adrian Winkley	14.11.2018	Neil McBride	14/11/18

Examples of a Description:
 'Version issued as part of procurement documentation'
 'Issued following discussion with community groups'
 'Issued following requirement for a service change; Issued following discussion with supplier'

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Open Report on behalf of Pete Moore, Executive Director for Finance and Public Protection

Report to:	Executive
Date:	18 December 2018
Subject:	Council Business Plan 2018 - 2019 Performance Report, Quarter Two
Decision Reference:	I015767
Key decision?	No

Summary:

This report presents an overview of performance for Q2 against the Council Business Plan.

Executive can view performance on the web using this [link](#) .

Recommendation(s):

That Executive:-

- (1) Note and consider 2018/2019 Quarter 2 performance.
- (2) Approve the proposed change to reporting as set out in this report.

Alternatives Considered:

1. No alternatives have been considered to recommendation 1 as it reflects factual information presented for noting and consideration.
2. The alternative to recommendation 2 is not to make any changes in reporting as recommended in this report and instead to continue to report against the measures as published in the Council Business Plan 2018/2019. However, without the recommended change, these measures are not considered to assist the Executive in obtaining an accurate picture of the organisation's performance.

Reasons for Recommendation:

To provide the Executive with information about Quarter 2 performance against the Council Business Plan 2018/2019 and propose changes to reporting to assist the Executive in monitoring that performance in future.

1. Background

The Council Business Plan 2018/2019 was approved by Council on 23rd February 2018. This report provides the Executive with highlights of Q2 performance. The full range of performance is hosted on the Lincolnshire Research Observatory (LRO) available to view on this [link](#)

Headlines Quarter 2 performance

Of the 14 commissioning strategies reported in Q2:-

7 performed really well (all measures reported in Q2 achieved the target); 3 performed well (all but 1 measure reported in Q2 achieved the target); 4 had mixed performance (some measures achieved and some measures did not achieve the target in Q2).

The following 3 commissioning strategies are reported annually in Q4:-

- [Learn and achieve](#)
- [Readiness for school](#)
- [Sustaining and developing prosperity through infrastructure](#)

The good news

The following 7 commissioning strategies have performed really well (all measures reported in Q2 achieved the target). It is worth noting that all 7 also performed really well in Q1, with the exception of the Carers commissioning strategy which has seen an improved direction of travel from mixed performance in Q1).

[Carers](#)

[Children are safe and healthy](#)

[How we effectively target our resources](#) (Combination of 3 commissioning strategies)

[Readiness for Adult Life](#)

[Sustaining and growing business and the economy](#)

In Q1 the service reported that [Carers supported in the last 12 months per 100,000 population](#) (measure 59) was expected to increase and had revised the target to 1,730 per 100,000 population. Although the revised target was not achieved in Q1, the target has been achieved in Q2 with an increase of 232 carers supported compared with Q1.

As reported in Q1, in the Protecting the public commissioning strategy the Trading Standards Service planned a number of operations for Q2 for [Illicit alcohol and tobacco seized](#) (measure 1). This has resulted in a significant increase in seizure figures of 10,522 in Q2 exceeding the annual target of 6,000.

Since Q1, in the Protecting and sustaining the environment commissioning strategy, data for 'CO2 emissions from County Council Activity' (Measure 74) is now available. A 23.4% reduction from the 2011/12 baseline was achieved, which has exceeded the target of 22% reduction by March 2018. A reduction of 4,933 tonnes of CO2 from the 2016/17 figure (a reduction of 68,502 tonnes to 63,569 tonnes) has been achieved. There has been a significant reduction of 3,419 tonnes almost exclusively from Street lighting. This is due to the upgrading of street lights to LED and part night lighting.

The following 3 commissioning strategies performed well (all but 1 measure reported in Q2 achieved the target). It is worth noting that all 3 also performed well in Q1:-

[Adult Frailty, long term conditions and physical disability](#)

[Safeguarding adults](#)

[Specialist adult services](#)

Mixed performance

The following 4 commissioning strategies had mixed performance (some measures achieved and some measures did not achieve the target). It is worth noting that the Wellbeing strategy performed well in Q1 and the Protecting and sustaining the environment commissioning strategy has seen improved direction of travel with the CO2 emissions out turns:-

[Community resilience and assets](#)

[Protecting and sustaining the environment](#)

[Protecting the public](#)

[Wellbeing](#)

Appendix A provides a summary of the measures that did not achieve the target in Q2. Four measures are reported as not achieving the target for the first time this year: - Protecting the public commissioning strategy - Adults Reoffending, Juvenile reoffending; Primary fires and in the Wellbeing commissioning strategy - People successfully supported to quit smoking.

Proposed change to reporting performance against the Council Business Plan 2018/19

Following a request for clarification raised at Overview and Scrutiny Management Board when the Q1 performance report was discussed, the title of the measure in the Wellbeing Commissioning Strategy 'Percentage of alcohol users left drug treatment successfully' has been amended to 'Percentage of alcohol users left specialist treatment successfully'. The definition of the measure remains unchanged. This change of title of the measure has been made to the infographics.

Data not available in Q2

It is not appropriate to report data for the 'Safeguarding enquiries where the Source of Risk is a service provider' (Measure 114) as work is on-going to ensure that accurate data for this measure can be consistently collected following a change in the safeguarding screening processes which have been implemented this year. It is expected that data for Q2 period will be available by 1st December 2018.

2. Legal Issues:

Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

* Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act

* Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it

* Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

* Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic

* Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it

* Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding.

Compliance with the duties in section 149 may involve treating some persons more favourably than others.

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process.

The Report presents performance against the outcomes and measures that are the Council Business Plan many of which relate to people with a protected characteristic including young people, older people and people with a disability. It is the responsibility of each service when it is considering making a change, stopping, or starting a new service to make sure equality considerations are taken into account and an equality impact analysis completed.

Joint Strategic Needs Analysis (JSNA and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Well Being Strategy (JHWS) in coming to a decision

The Report presents performance against the outcomes and measures that are the Council Business Plan many of which relate directly to achievement of health and wellbeing objectives.

Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area.

The Report presents performance against the outcomes and measures that are the Council Business Plan some of which relate to crime and disorder issues.

3. Conclusion

This report presents an overview of performance for Quarter 2 against the Council Business Plan 2018/2019 and proposed changes to reporting to assist the Executive in monitoring that performance in future. Executive is invited to consider performance and consider and approve the proposed changes to reporting.

4. Legal Comments:

The Executive is responsible for ensuring that the Executive functions are discharged in accordance with the Budget and Policy Framework of which the Business Plan is a part. This report will assist the Executive in discharging this function.

The recommendation is lawful and within the remit of the Executive.

5. Resource Comments:

Acceptance of the recommendation in this report has no direct financial consequences for the Council.

6. Consultation

a) Has Local Member Been Consulted?

N/A

b) Has Executive Councillor Been Consulted?

N/A

c) Scrutiny Comments

On 29 November 2018, the Overview and Scrutiny Management Board agreed to support the two recommendations in the report to the Executive on the 2018/19 Council Business Plan Quarter 2.

The Board raised concerns regarding the following performance indicators:

- **M19 – Primary Fires** – Concern was raised about the increase in the number of primary fires. It was highlighted that this was potentially owing to the drier conditions as a result of the hot weather over the summer months. The Chairman of the Public Protection and Communities Scrutiny Committee confirmed that it will be looking in more detail at this and the other indicators highlighted in the report under its remit on 11 December 2018.
- **M76 – Recycling at County Council owned Household Waste Recycling Centres (HWRC), and M78 – Household waste recycled** – Concern was raised about the fall in recycling rates. The Chairman of the Environment and Economy Scrutiny Committee highlighted that at its meeting on 27 November 2018, there was an in depth discussion on this issue and the need to identify what people were putting in their bins. It was noted that there was now the Joint Municipal Waste Strategy, which was due for approval by Council on 14 December 2018, with the district councils which would develop some proposals to address this issue.

The Board requested clarification and further information on the following performance indicators:

- **M2 – Unsafe and counterfeit goods removed from the market** – Further information was requested regarding why the performance was so low against the target and whether there was an issue with capacity.
- **M6 – Alcohol related violent crimes** – Clarification was requested on how the police had changed its reporting practices; for example, if officers attended an incident reported to be 'alcohol related' and it turned out not to be, is this removed from the final figure. The Board suggested that the use of the word 'target' should be removed; if it remained a target then it should be zero not 880.
- **M74 – CO2 emissions from County Council Activity** – The Board requested a breakdown of the tonnage and subsequent monetary savings achieved by LED lights and part night lighting.
- **M35 - Contact with the Heritage Service** – Further information was requested regarding the justification for switching the focus of the measures from quantitative to qualitative as mentioned in the report.
- **M1 – Illicit Alcohol and Tobacco Seized** – The Board requested a breakdown on how much the County Council had spent on facilitating the

seizure of illicit alcohol and tobacco.

- **M31 - Percentage of alcohol users left specialist treatment successfully** – Further information was requested on how many people successfully stayed away from treatment; at what point were people deemed to have been treated successfully; was there any longer term support available for service users; and in relation to high caseloads and waiting lists, were there any people not able to access the service at all due to certain service users being prioritised.
- **M63 – Adults who receive a Direct Payment** – Clarification was requested about whether the underperformance of this target was linked to the two KPIs in mitigation, regarding Agresso and Mosaic not talking to each other, as set out under the Corporate Support Services contract.
- **M119 – Percentage of adults aged 18-64 with a mental health need in receipt of long term support who have been reviewed** – Clarification was requested as to why the age bracket was defined as 18-64, and what happened when the adult turned 65.
- **M125 - Juvenile re-offending** – Clarification was requested as to whether cautions and restorative justice interventions counted as first offences; and if another crime was committed, was that individual included in the re-offending cohort.
- **M111 – People successfully supported to quit smoking** – Clarification was requested about whether the service continued to measure after the 4 week point.

Responses to these queries will be made available where possible at the meeting.

d) Have Risks and Impact Analysis been carried out

No

e) Risks and Impact Analysis

Any changes to services, policies and projects are subject to an Equality Impact Analysis. The considerations of the contents and subsequent decisions are all taken with regard to existing policies.

7. Appendices

These are listed below and attached at the back of the report	
Appendix A	Summary of those measures where the target was not achieved in Quarter 2

8. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Jasmine Sodhi, who can be contacted on 01522 552124 or jasmine.sodhi@lincolnshire.gov.uk .

Summary of those measures where the target was not achieved in Quarter 2

The following 4 commissioning strategies had mixed performance (some measures achieved and some measures did not achieve the target)

1. **Community resilience and assets commissioning strategy** the following 2 measures have not achieved the target in Q2. Both did not achieve the target in Q1.

- **Contact with the heritage service** (Measure 35)

An actual of 2,108,174 was achieved in Q2 against a target of 2,700,000 (cumulative). Visitor numbers (in person) have declined by 14% in Q2 2018/2019 (137,213) compared with Q2 2017/2018 (160,152). This is despite great success at Lincoln Castle due to the Lego exhibition over the summer period. This is reflective of the Culture Sector where visitor numbers are declining nationally, as reported by Visit England, on average by 10%. There continues to be on-going difficulties affecting the Lincs to the Past website (reported in Q1). Due to a fault with the e-purchasing functionality, the website has seen fewer visits than previous years and this is reflected in the performance for this measure. The Service is moving away from quantitative measures where visitor numbers are used as a measure of success and moving towards qualitative feedback which highlights a higher quality offer which in turn drives repeat visits.

- **Visits to core libraries and mobile library services** (Measure 36)

An actual of 756,863 was achieved in Q2 against a target of 837,167. As reported in Q1, the lower number of visits is attributed to an increase in the gap between customer expectation of IT requirements and the current ability to meet this. It also needs to be recognised that this is against a national picture of declining library visits as well as there being more options for our customers within their local communities from the independent Community Hub provision. Quarter two does show a 6.7% increase when compared to quarter 1 of 2018/19 and both GLL and LCC are committed to working together moving forwards to ensure a modern IT offer can be implemented in the near future, ensuring that customer's needs are fully met.

2. **Protecting the public commissioning strategy** – the following 5 measures have not achieved the target in Q2. Two of the measures (unsafe and counterfeit good removed from the market and alcohol related violent crime) did not meet the target in Q1. The other 3 measures did meet the target in Q1.

- [Unsafe and counterfeit goods removed from the market](#) (Measure 2)

Actual performance continues to be significantly below target. 2,359 counterfeit and unsafe goods have been removed from the market so far in 2018/2019, compared with a target of 12,000. 1,494 were removed as they were unsafe, which included the latest must have toys 'Squishems' (also reported in Q1). 865 items were removed from the market due to being counterfeit. As reported in Q1, the service has conducted a number of safety sampling projects with more planned. The service is also working with premises to bring them into compliance and ensure these venues are not knowingly or unknowingly trading in counterfeit or unsafe goods. The annual target is 31,000.

- [Alcohol related violent crimes](#) (Measure 6)

As reported in Q1, discussion with the Executive Councillor is planned and an alternative measure will be proposed. There were 1,673 incidents in Q2 against a target of 880, which is an increase in alcohol related violence of 81% compared with Q2 2017/2018 when 926 incidents were reported. The apparent increase in alcohol-related violence is due to a change in recording practices within the police and does not reflect an increase in actual levels of violence. As a result the data is no longer comparable to previous quarters and the service recommends that this measure is removed from the Council Business Plan.

- [Adults Reoffending](#) (Measure 14)

This measure is reported with a one quarter lag, Q1 is the latest performance. Between April 2017 and June 2017 there were 1,548 adult offenders (the cohort). In the 12 months following identification (between April 2017 to June 2018), of those 1,548 adult offenders, 465 re-offended resulting in the 30% adult re-offending rate, against a target of 28.7%. On average, each reoffender committed 3.6 additional crimes within twelve months of their index offence. The most prolific offenders continue to be adopted by the ARC (Assisting Rehabilitation through Collaboration) scheme.

- [Juvenile reoffending](#) (Measure 125)

As reported in Q1, the Ministry of Justice has changed the methodology for measuring reoffending. There has been a move to a three month cohort rather than a 12 month cohort. The cohort will still be tracked over 12 months. Changing from 12 month cohorts to the 3 month cohorts results in a greater proportion of prolific offenders and hence higher reoffending rates, though both measures show similar trends over time at a national level.

Currently Lincolnshire is performing at 42.4% compared with a target of 39.8%, which is a higher rate than both the Regional rate of 40.5% and the National rate of 41.3%. However, the actual numbers of re-offenders has continued to fall, with 42

out of 99 young people re-offending in the reported quarter. As the cohort will be measured over a 3 month period, instead of a 12 month period, it is unclear as to how this will affect future performance figures. For example, seasons can affect re-offending rates; historically re-offending rates have increased during summer months, therefore it remains to be seen how the change in methodology to a 3 month cohort will affect performance and trends moving forward. It is worth noting that this measure met the target in Q1 (30.7% reoffending rate compared with a target of 39.8%).

- **Primary fires** (Measure 19)

The service is currently behind target and have also seen an increase of 39 primary fires compared to quarter 2 last year (up from 601 to 640). This increase is due to a rise in fires involving farm related property types (farm buildings, equipment, vehicles and haystacks/crops) which have more than doubled (up from 56 to 116). This increase occurred during July and August when the country experienced a long spell of hot temperatures coupled with very dry weather. During this time we conducted a continuous media campaign to promote the dangers and increased risk associated with the long spell of hot temperatures. On a positive note however, there has been a reduction in the number of dwelling fires – down from 202 during quarter 2 last year to 185 this year (8.4% reduction). It is worth noting that the target was achieved in Q1.

3. **Wellbeing commissioning strategy**

- **Percentage of alcohol users left specialist treatment successfully**
(Measure 31)

This measure is reported with a one quarter lag and so the latest performance is for Q1. In Q1 we reported performance for Q4 2017/2018 and the measure was improving but had not achieved the target. Latest performance (Q1) has dropped from 37.4 (in Q4) to 35.2 per cent. This indicates that performance has now stabilised between 35-37 per cent over the past reporting year. The number of successful completions has remained consistent with 243 in Q4 and 240 in Q1. The numbers in treatment have increased, further leading to the percentage reduction. The service continues to run at maximum capacity with workers holding high caseloads to avoid starting a waiting list which affects the rate quality outcomes which can be achieved. The provider continues to work towards the 40 per cent target but given the smaller capacity and more chaotic nature of the service users it can be anticipated this is where performance will remain over the remainder of the financial year.

- [People successfully supported to quit smoking](#) (Measure 111)

This is a new measure for the Council Business plan and is reported with a one quarter lag. Therefore Q1 performance is the latest available data for this measure.

Quit 51, the commissioned provider of stop smoking services for Lincolnshire, achieved 524 compared with a target of 600 - 65.5% of the Quarter 1 target. The service is targeting the most hardened smokers specifically: pregnant smokers; smokers with mental health conditions; and smokers with long term conditions. This has impacted on the numbers of smokers accessing the service. The service is working hard to break down barriers to engage with these groups to access the services on offer. This in turn can affect the number of people who then go on to successfully quit smoking. The average quit rate for the quarter was 49% which compared to the England average of 49%.

4 [Protecting and sustaining the environment commissioning strategy](#)
(both measures also did not achieve the target in Q1)

- [Recycling at County Council owned Household Waste Recycling Centres \(HWRC\)](#) (Measure 76)

An actual of 74.2% was achieved against a target of 75%, this equates to 31,173 tonnes. The service has not set a target range for this measure. The year-end forecast is expected to be 71.86%, lower than the Q2 out turn due to more composting in the summer.

- [Household waste recycled](#) (Measure 78)

The target is 55%. An actual of 46.6% was achieved in Q2 (48.97 in Q1). Usually the recycling rate for Q2 is expected to be higher than the overall yearly forecast due to more composting in summer months. The growing conditions over this year so far have seen a reduced level of composting. This combined with the increased non-recyclables being seen in the kerbside collections and the effects on the Mixed Dry Recycling (MDR) operations means the service is predicting a year-end forecast of 41.5% - lower than the year end actual last year (43.9%). This contamination level is being addressed with the Districts Councils as part of the next MDR contract and Waste Strategy to ensure we have a resource which is acceptable to the processing contractors and they tender accordingly.

The following 3 commissioning strategies performed well (all but 1 measure reported in Q1 achieved the target):-

1. Adult Frailty, long term conditions and physical disability

- Adults who receive a direct payment (Measure 63)

In Q1 actual performance was 33.5% against a target of 40%. The service reported that it expected to see an improvement in performance moving into Q 2. Q2 performance is 31.9% against a target of 40%, this is due to process and recording issues which have delayed a number of direct payment services from being recorded on Mosaic in a timely way. This is being explored currently and the service expects these to be resolved in Quarter 3.

2 Safeguarding adults commissioning strategy

- Percentage of completed safeguarding referrals where source of risk was a service provider (Measure 114)

This measure remains outside target (actual 52%, target 31%). As reported in Q1, due to a change in the screening processes which were implemented to enable the service to capture data more accurately at different stages of the process. This measure is currently under review as it is limited in its helpfulness.

3 Specialist adult services commissioning strategy

- Percentage of adults aged 18-64 with a mental health need in receipt of long term support who have been reviewed (Measure 119)

Performance continues to be behind target (actual 37% compared with a target of 48%). There have been some fluctuations in performance whilst vacancies in teams are addressed but assurance has been provided by LPFT (Lincolnshire Partnership NHS Foundation Trust) that the target will be met by year end.

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