



County Offices  
Newland  
Lincoln  
LN1 1YL

17 January 2022

**Public Protection and Communities Scrutiny Committee**

A meeting of the Public Protection and Communities Scrutiny Committee will be held on **Tuesday, 25 January 2022 at 10.00 am in the Council Chamber, County Offices, Newland, Lincoln LN1 1YL** for the transaction of the business set out on the attached Agenda.

Yours sincerely

A handwritten signature in cursive script that reads 'Debbie Barnes'.

Debbie Barnes OBE  
Chief Executive

**Membership of the Public Protection and Communities Scrutiny Committee**  
**(11 Members of the Council)**

Councillors N H Pepper (Chairman), A N Stokes (Vice-Chairman), Mrs J Brockway, M R Clarke, Mrs N F Clarke, A Dani, W H Gray, A M Key, J L King, K E Lee and E J Sneath



**PUBLIC PROTECTION AND COMMUNITIES SCRUTINY COMMITTEE AGENDA  
TUESDAY, 25 JANUARY 2022**

<b>Item</b>	<b>Title</b>	<b>Pages</b>
1	<b>Apologies for Absence/Replacement Members</b>	
2	<b>Declarations of Members' Interests</b>	
3	<b>Minutes of the Public Protection and Communities Scrutiny Committee meeting held on 14 December 2021</b>	5 - 16
4	<b>Announcements by the Chairman, Executive Councillors and Chief Officers</b>	
5	<b>Revenue and Capital Budget Proposals 2022/23</b> <i>(To receive a report from Keith Noyland, Head of Finance – Communities, which invites the Committee to consider and comment on the budget implications for the Council’s Public Protection and Communities services, prior to the Executive meeting on the 8 February 2022, when it will make its final budget proposals for 2022/23)</i>	17 - 24
6	<b>Registration Service Fee Setting 2022/23 to 2024/25</b> <i>(To receive a report from James Chapple, Head of Registration &amp; Coroners Services, which invites the Committee to consider and comment on the Registration Service Fee Setting 2022/23 to 2024/25, prior to a decision being taken by the Executive Councillor for NHS Liaison, Community Engagement, Registration and Coroners between the 26 and 28 January 2022)</i>	25 - 38
7	<b>Trading Standards Impacts and Outcomes Framework</b> <i>(To receive a report from Sara Barry, Head of Safer Communities, which invites the Committee to consider and comment on the delivery of Trading Standards Services for the financial year 2020/21)</i>	39 - 48
8	<b>Public Protection and Communities Scrutiny Committee Work Programme</b> <i>(To receive a report by Kiara Chatziioannou, Scrutiny Officer, which provides the Committee with the opportunity to consider and comment on the content of its work programme for the coming year to ensure that scrutiny activity is focussed where it can be of greatest benefit)</i>	49 - 54

**SITTING AS THE CRIME AND DISORDER SCRUTINY COMMITTEE**

*(The Crime and Disorder Scrutiny Committee is established under section 19 of the Crime and Justice Act 2006 to review or scrutinise decisions made, or other action taken, in connection with the discharge by the County Council of its crime and disorder functions)*

**9 Safer Lincolnshire Partnership Update**

55 - 60

*(To receive a report from Sara Barry, Head of Safer Communities and Dianne Coulson, Assistant Director – Public Protection, which provides the Committee with an update on the activity of the Safer Lincolnshire Partnership as well as summarising the next steps and future areas of focus for the partnership)*

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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
- Copies of reports

Contact details set out above.

Please note: This meeting will be broadcast live on the internet and access can be sought by accessing [Agenda for Public Protection and Communities Scrutiny Committee on Tuesday, 25th January, 2022, 10.00 am \(moderngov.co.uk\)](#)

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**PUBLIC PROTECTION AND COMMUNITIES  
SCRUTINY COMMITTEE  
14 DECEMBER 2021**

**PRESENT: COUNCILLOR N H PEPPER (CHAIRMAN)**

Councillors Mrs J Brockway, M R Clarke, Mrs N F Clarke, A Dani, W H Gray, T R Ashton and A M Hall.

Councillors: Mrs P A Bradwell OBE, (Executive Councillor Children's Services, Community Safety and Procurement), L A Cawrey (Executive Councillor Fire and Rescue and Cultural Services), A P Maughan, (Executive Support Councillor Fire and Rescue and Cultural Services) and D McNally (Executive Councillor Waste and Trading Standards) attended the meeting as observers remotely, via Teams

Councillor S P Roe (Executive Support Councillor Children's Services, Community Safety and Procurement) attended the meeting as an observer.

Officers in attendance:-

Kiara Chatziioannou (Scrutiny Officer) and Katrina Cope (Senior Democratic Services Officer).

The following officers joined the meeting remotely, via Teams:

Steven Batchelor (Lincolnshire Road Safety Partnership Senior Manager), Mark Baxter (Chief Fire Officer), James Chapple (Head of Registration, Celebratory and Coroners Services), Diane Coulson (Assistant Director - Public Protection), Will Mason (Head of Culture), Lee Sirdifield (Assistant Director – Corporate), Paul Smith (Acting Senior Coroner), Jade Thursby (Domestic Abuse Business Manager) and Ryan Stacey (Assistant Chief Fire Officer).

90 APOLOGIES FOR ABSENCE/REPLACEMENT MEMBERS

Apologies for absence were received from Councillors A M Key, J L King, K E Lee, E J Sneath and A N Stokes.

It was noted that the Chief Executive, having received notice under Regulation 13 of the Local Government (Committee and Political Groups) Regulations 1990, had appointed Councillors A M Hall and T R Aston to replace Councillors E J Sneath and A N Stokes respectively, for this meeting only.

Note: Councillor K E Lee observed the meeting remotely, via Teams.

**PUBLIC PROTECTION AND COMMUNITIES SCRUTINY COMMITTEE  
14 DECEMBER 2021**

91 DECLARATIONS OF MEMBERS' INTERESTS

No declarations of members' interest were made at this stage of the proceedings.

92 MINUTES OF THE PUBLIC PROTECTION AND COMMUNITIES SCRUTINY COMMITTEE  
MEETING HELD ON 9 NOVEMBER 2021

RESOLVED

That the minutes of the Public Protection and Communities Scrutiny Committee meeting held on 9 November 2021 be agreed and signed by the Chairman as a correct record.

93 ANNOUNCEMENTS BY THE CHAIRMAN, EXECUTIVE COUNCILLORS AND CHIEF  
OFFICERS

The Chairman welcomed to the meeting Councillors L Cawrey (Executive Councillor Fire & Rescue and Cultural Services), A P Maughan (Executive Support Councillor Fire & Rescue and Cultural Services), D McNally (Executive Councillor Waste and Trading Standards), and Mrs P A Bradwell OBE (Executive Councillor Children's Services, Community Safety and Procurement).

The Executive Councillor for Waste and Trading Standards advised the Committee that Lincolnshire had three confirmed cases of Avian Flu, with a further two cases pending results and that a sixth location was due to be visited.

There were no announcements received from senior officers.

94 FIRE AND RESCUE STATEMENT OF ASSURANCE

Consideration was given to a report from Mark Baxter, Chief Fire Officer, which invited the Committee to consider and note the contents of the Lincolnshire Fire and Rescue Authority's Statement of Assurance for 2020-2021.

Appendix A to the report provided a copy of the Lincolnshire Fire and Rescue Statement of Assurance 2020-2021 document for the Committee to consider.

The Committee was advised that the Lincolnshire Fire and Rescue Authority was satisfied that the systems and measures it had in place with respect to financial, governance and operational matters for the period 1 April 2020 to 31 March 2021 were fit for purpose and were effective. It was further highlighted that its business had been conducted in accordance with the law and proper standards and that public money had been properly accounted for and used economically, efficiently, and effectively; and that the National Framework requirements had been met.

During consideration of this item, the Committee raised some of the following comments: -

- Thanks were extended to Lincolnshire Fire & Rescue (LFR) and East Midlands Ambulance Service (EMAS) staff for their professionalism and support during the pandemic; particular reference was also made to the Horncastle Fire Station;
- When the IMT strategy review would begin and how frequently would reviews be carried out. The Committee was advised that the services continually received software updates to the bespoke packages used; and that the IMT strategy would be updated continually;
- Definition of the SHERMAN vulnerabilities. The Committee was advised that as a result of working closely with the Integrated Risk Team, the service had been able to profile risk and identify known vulnerabilities within communities. The Committee noted that the definition of SHERMAN was: smoker, hoarder, elderly, reduced mobility, mental health, alcohol misuse, and needs care and support;

*(Councillor S P Roe (Executive Support Councillor Children's Services, Community Safety and Procurement) joined the meeting at 10.18am).*

- Collaborative working arrangements. The Committee noted that the service worked with other fire services who had a similar makeup to Lincolnshire; and that agreements were in place with fire and rescue services bordering Lincolnshire to augment the services operational resources when required. It was noted that the service maintained a collaborative partnership with Norfolk, Humberside and Hertfordshire fire and rescue services as part of a project to develop an integrated and resilient joint mobilising service;
- Support was extended to the collaborative work with the Local Flood Authority and LFR operation of the two-trailer mounted flood pumps, which provided extra pumping capacity to deal with high volumes of water in a flooding event;
- An explanation was provided relating to the difference between the number of calls received by the service 17,836 in 2020/21 and the number of calls attended in 2020/21 which was 8,039. The Committee noted that the shortfall would comprise of hoax call, false alarm calls; calls that did not need a 999 response, and malicious calls. The Committee was advised that breakdown data relating to the shortfall could be provided to members of the Committee after the meeting;
- An explanation was sought as to which service would respond for example, to an overturned lorry in a field. The Committee was advised that the main responders would be the police and highways; and that the fire service would only be called if there was risk to life i.e. a driver being trapped, or if any other risks were present i.e. the removal of contaminants; and
- A question was asked whether the service was ready to support the ambulance service, should the support be required in the coming months. Reassurance was given that the service working with the Lincolnshire Resilience Forum; and was engaging with partners on a daily basis, to help with the vaccine rollout and to provide support to EMAS when required.

The Chairman extended thanks on behalf of the Committee to the Chief Fire Officer for his presentation.

## RESOLVED

That the Lincolnshire Fire and Rescue Authority's Statement of Assurance for 2020-2021 be received and noted.

95 SERVICE LEVEL PERFORMANCE REPORTING AGAINST THE PERFORMANCE  
FRAMEWORK 2021-2022 – QUARTER 2

The Committee considered a report from Diane Coulson, Assistant Director - Public Protection, Mark Baxter, Chief Fire Officer, William Mason, Head of Culture, Steven Batchelor, Lincolnshire Road Safety Partnership Senior Manager and Lee Sirdifield, Assistant Director – Corporate, which set out the performance of Tier Two Service Level Performance Measures for 2021/22 Quarter 2 that were within the remit of the Public Protection and Communities Scrutiny Committee.

The Chairman invited officers to present the report to the Committee, the report detailed performance measures for: Community Safety, Fire Safety, Libraries and Heritage; Road Safety; Trading Standards and Volunteering.

Ryan Stacey, Assistant Chief Fire Officer also participated in the presentation to the Committee.

During consideration of the report, some of the following comments were noted: -

- Further information was requested relating to which schools had taken up the e-safety workshops in 2021. The Committee noted that the workshop had been running for a while and that further details as to which schools had participating with the workshops would be shared with members of the Committee. The Committee was advised that face to face meetings of the workshops had proven to be more beneficial, as this allowed for better engagement. Reassurance was given that there was adequate capacity to provide the workshops, even if every school was to request them;
- A request was made for quarter range dates to be included on the bottom of pages, to avoid confusion. Officers agreed to include in future reports;
- Deliberate primary fires (page 41) whether any trends were occurring. Confirmation was given that all types of property were looked at and that no trends had been identified. Confirmation was also given that the information was broken down by property type and occupancy type. Further clarity was given that fire safety activities were directed to be person focused, as it was the people and the way that they lived in properties that actually caused the fires;
- Deliberate secondary fires (page 43). The Committee was advised that there had been a reduction in almost all property types. It was noted that refuse/refuse containers continued to account for most deliberate secondary fires, although there had been a slight reduction from the previous year and that the service kept in close contact with district councils. The Committee noted that Lincoln City fly-tipping and



refuse initiative was working well and was being monitored. It was hoped that this initiative would be implemented in other district council areas, should similar issues arise. It was however noted that incidents in rural areas did not have the same arson link to them as there was not the same level of access for an opportunist;

- Primary Fires (page 37). It was noted that the increase in primary fires in the last year had primarily been seen in fires involving farm related property. As a result of the increase, links were being made with the National Farmers' Union (NFU) to further develop partnership working to enhance preventive messages and actions to try and reverse the trend;
- The need to make the recording of data simpler and more meaningful. It was noted that an updated suite of figures would be available from the start of April 2022. It was noted that the rate per 10,000 population was a really useful metric when comparing to other fire and rescue services, but it was not useful when comparing year on year;
- The need to ensure that plans to promote visitor attractions in the county were in place for 2022. Reassurance was given that work was already well underway and that several initiatives were already planned for 2022 for the whole of greater Lincolnshire. The Committee also noted that season passes were already in place for Lincoln Castle, which offered good value for money for the visitor and that further discussions were continuing with partners across the sector to see what else could be done for the forthcoming year;
- How the number of visits to libraries were recorded. It was reported that most of the libraries had electronic people counters which recorded the number of visitors to libraries and that the number of issues were recorded on the digital system;
- Thanks were extended to the Head of Culture and his team;
- Whether further data could be ascertained relating to individual libraries, to see how each were performing. Officers agreed to look into the request to see if more in-depth data could be made available in future reports;
- The need to promote the wearing of cycle safety gear to young people more. The Committee noted that there was a programme for both primary and secondary schools that promoted visibility and the type of safety equipment recommended children should use when they were either a pedestrian or a cyclist. It was highlighted that secondary school aged children were one of the biggest challenges, as their freedom of movement increased. It was also highlighted that this particular age group had less spatial awareness and were less likely to see the risks associated with their actions. Some concern was highlighted to the disregard of safety rules and the lack of awareness to other road users. There was recognition that all types of road users needed further education and that more was being done to change behaviours;
- A request was made for the number of bicycle accidents recorded. It was reported that Lincolnshire Police colleagues would have to be contacted to obtain the said figure;
- Praise was extended to the Lincolnshire Road Safety Partnership for not having set a target for the number of child casualties;

- The need for the provision of zig-zag lines outside of schools. The Committee noted that this was a matter for highways. The Committee was advised that contact would be made with highways colleagues regarding the issue, the results of which would then be reported back to a future meeting;
- People killed or seriously injured in road traffic collisions graph on page 58. The Committee was advised that the rise in numbers from 2016 was because of the police changing from paper-based recording to an electronic recording system, which classified every injury type;
- How Lincolnshire's Killed or seriously injured (KSI) figures compared to other counties. It was noted that it was difficult to compare with other counties, with Lincolnshire having one of the longest road networks in the country, the vast majority of which were single carriageways, with lots of national speed limits as well as a particularly difficult mix of vehicle users. Bringing all the factors together did present a higher degree of risk than some other areas, so it was very difficult to make a comparison. The Committee noted that comparison with other similar counties had been tried. Officers agreed to look into whether any comparison could be done per class of road;
- Whether helicopters attending emergencies had reduced the number of fatalities. It was felt that would be difficult to comment on as to whether that attendance alone had made the difference, but there would be examples when emergency services attending incidents quickly had made a significant difference and saved lives. Officers agreed to look into this matter;
- The poor labelling of some food items in some shops in Boston. Some concern was expressed as this could cause problems for members of the public with food allergies, as they were unable to ascertain what ingredients foods contained, as labels were written in different languages. Also highlighted was the need for consistent pricing, rather than the price being at the discretion of the assistant selling the goods. Officers agreed to look into the matter further;
- Congratulations were extended to officers for changing the way reports were written, so that they were not target based all the time, as targets could provide an unhealthy approach to the work in question;
- Illicit alcohol and tobacco product seized – page 61, one member enquired as to how many people were prosecuted for selling illicit products. The Committee was advised that all the seizures would be fully investigated, and that prosecution happened when it was possible. Officers agreed to provide details to members of the Committee;
- The valuable services of volunteers throughout the county was commended;
- Whether health and wellbeing support, particularly for mental health was provided to volunteers if they needed it. It was noted that a range of services were available to volunteers, some of which included mental health support. It was highlighted that a survey of volunteers was due to take place in January 2022 to understand their challenges, so that better support could be provided; and
- That a report on volunteering would be ready for the Committee to consider at its March 2021 meeting.

The Chairman extended thanks on behalf of the Committee to officers for their presentation.

#### RESOLVED

That the Service Level Performance reporting against the Performance Framework 2021/22 Quarter 2 be received and that the comments raised by the Committee be noted.

#### 96 LINCOLNSHIRE CORONERS SERVICE ANNUAL REPORT

*(Councillor A Dani left the meeting at 11:48am).*

Consideration was given to a report from Paul Smith, Acting Senior Coroner and James Chapple, Head of Registration and Coroners Services, which invited the Committee to consider and comment on the Lincolnshire Coroners Service Annual Report.

The report provided the Committee with information pertaining to: Lincolnshire's Coronal jurisdiction; the Coroners Statistics for 2020; the challenges and achievements for 2020 and the impact of the pandemic on the service; the positive developments resulting from the Coroners Service Transformation Project, which included the provision of a permanent office and court facility for the service, improved method of working across the County with the introduction of a new electronic referral system and improved communication with other stakeholders; and the potential formation of a Greater Lincolnshire Coroners Service.

In conclusion, the Committee noted, despite the unprecedented challenges presented by the pandemic, the service had received positive feedback from families they had supported in finding closure of the sudden death of a loved one; and that it was hoped that the service would continue to move forward with renewed optimism.

During consideration of this item, the Committee highlighted the following comments to be noted: -

*(Councillor A P Maughan, (Executive Support Councillor Fire and Rescue and Cultural Services), left the meeting at 12 noon).*

- Some concern was expressed to the increase in the number of deaths caused by industrial diseases, and the number of deaths classed as 'all other conclusions'. It was reported that the increase in industrial diseases was a modest increase year on year, this was mainly due to the large retirement population on the east coast, many of whom had retired from coalfields in the east Midlands or from other industry. The 'all other conclusions', were incidents when the coroner was able to express the circumstances of a death, which did not fit a particular label, for example someone who died as a result of an excess of prescribed medication, the coroner may be satisfied that the person had taken too many tablets but was that because they were in chronic pain, or whether it was an error of judgement, under those circumstances the coroner would not ordinarily return a narrative conclusion.

- Reasons for the delay in the merger. The Committee noted that it was not known why the process was taking so long, the County Council had done everything it needed to do, and that it was now down to the Chief Coroner making an application to the Lord Chancellors Department. It was highlighted that the Acting Senior Coroner for Lincolnshire was also Acting Senior Coroner for North Lincolnshire and Grimsby;
- Confirmation was given that going forward the use of IT would form part of the service, but it was highlighted that some delicate cases were better suited to face-to-face hearings;
- Clarification was sought as to the number Lincolnshire residents who died each year. The Committee was advised that that figure was not within statistics provided, as the Acting Senior Coroner was notified of body lying within the area of Lincolnshire. It was suggested that the information would be held by the Office of National Statistics. Officers agreed to check and report back to the Committee if that information was held by them; and
- Definition of a lawful killing and an unlawful killing. It was reported that both were very rare. Unlawful killing was a killing which arose out of the criminal offences of murder or manslaughter; and lawful killing would be if somebody had been killed through legitimate and proportionate use of force, for example i.e. a police shooting.

The Chairman on behalf of the Committee extended thanks to the presenters.

#### RESOLVED

That the Lincolnshire Coroners Service Annual report be received and that a further update be received in July 2022.

#### 97 PUBLIC PROTECTION AND COMMUNITIES SCRUTINY COMMITTEE WORK PROGRAMME

The Chairman invited Kiara Chatzioannou, Scrutiny Officer, to present the report, which invited the Committee to review the work programme as detailed on pages 78 to 80 of the report pack and to highlight any additional scrutiny activity to be included for consideration in the work programme.

Appendix A to the Report provided the Committee with an extract from the Executive Forward Plan relating to the Public Protection and Communities Scrutiny Committee.

The Committee was advised that the following items had been added to the work programme:

- 25 January 2022 meeting – Registration Service Fee Setting 2022/23 - 2024/25, (pre-decision scrutiny – Executive Councillor decision), report from James Chapple, Head of Registration & Coroners Services;

- 19 April 2022 meeting – Animal Health and Welfare Enforcement within Trading Standards – Update report from Sara Barry, Head of Safer Communities and Mark Keal, Trading Standards Manager; and
- 31 May 2022 – Cyber Fraud – Impact on Vulnerable Individuals during the Pandemic, report from Diane Coulson, Assistant Director – Public Protection.

#### RESOLVED

That the work programme as set out on pages 78 to 80 of the report pack be received subject to the addition of the items listed above and the item listed at minute number 96.

The meeting of the Public Protection and Communities Scrutiny Committee ended at 12:18pm.

*(Councillor D McNally, (Executive Councillor for Waste and Trading Standards), left the meeting at 12:18pm).*

#### 98 ADOPTION AND PUBLICATION OF THE DOMESTIC ABUSE STRATEGY 2021-2024

##### **SITTING AS THE CRIME AND DISORDER SCRUTINY COMMITTEE**

The meeting resumed at 12 :28pm.

The Chairman advised that this item invited the Committee to consider and comment on the adoption and publication of the Domestic Abuse Strategy 2021/2024, prior to a decision being taken by the Executive Councillor for Children’s Services, Community Safety and Procurement between the 16 and 23 December 2021.

The report had been circulated separately to members of the Committee on 8 December 2021 for their consideration.

The Chairman invited Jade Thursby, Domestic Abuse Business Manager, to remotely. present the item to the Committee.

Attached at Appendix A to the Executive Councillor report was a copy of the Lincolnshire Domestic Abuse Strategy 2021/2024 for consideration by the Committee.

The report referred to the background behind the obligations of the authority to publish the final strategy by 5 January 2022; the direction that Lincolnshire would be taking in the next three years in relation to the Domestic Abuse agenda, and the pivotal role Lincolnshire County Council had in delivering the work and new statutory duties under the Domestic Abuse Act 2021, particular reference was made to Part 4 of the Act which provided a four-part statutory framework for the delivery of support to victims of domestic abuse and their children in safe accommodation and provided clarity over governance and accountability; and ensuring Lincolnshire had a robust response to the wider Domestic Abuse agenda with

the production of an operational delivery plan and subsequent commissioning plans for both outreach and accommodation-based services.

During consideration of this item, the Committee highlighted some of the following comments:

- Clarity was sought around the number of safe accommodations that could be accessed throughout the county and if there were any plans to provide any additional accommodation. Assurance was provided that within the strategy, under the commissioning section, advised of the services currently commissioned in Lincolnshire which were an Outreach and Independent Domestic Violence Advisor Service (IDVA) as well as a Refuge Service to support individuals experiencing domestic abuse and their children. In addition to the commissioned services there were other non-sustainably funded provision provided in the south of the county by a local charity South Lincolnshire Domestic Abuse Service (SoLDAS). The Committee was advised that the intention was for further accommodation to be commissioned in line with the Domestic Abuse Act and funding availability, to ensure future consistency and standard across the county. It was also highlighted that a new refuge unit and dispersed accommodation was also coming into place in March 2022;
- Reference was made to disabled persons being at risk of abuse as highlighted in the report. Assurance was given that reporting of domestic abuse and data collection were featured in the strategy and there was acknowledgement that people that have disabilities, both physical and otherwise, did suffer from domestic abuse. It was also reported that the figures for Lincolnshire were not above the average in comparison to national figures. The strategy was inclusive of all individuals and victim groups, including people with disabilities;
- Lincolnshire was below the national average in terms of the number of individuals who spoke a foreign language as their main language and it was highlighted that 69.3% of those who spoke English well, was below the national average. It was felt that this could be associated with the rurality of the county. Further information was sought as to, what mitigations were in place to ameliorate the risk of abuse suffered amongst those individuals. Assurance was provided, that translation services were available in areas of the county where it was needed and that this was a key priority to the partnership. Moreover, the partnership was working with some particular workers from certain cultural backgrounds to mitigate risks and provide support;
- Members requested further information around staffing numbers within the department, whether there were vacancies, and if younger people were encouraged to enter the sector. Assurance was offered in terms of the central partnership team that worked with in Lincolnshire County Council who supported this agenda and pushed elements forward, in light of the £1.4m and the responsibilities under these statutory duties, that team was being expanded and recruitment was imminent in the coming months. In terms of the commissioned service and other services within Lincolnshire (charity-based organisations), there was staff turnover due to the nature of the work. Assurance was also provided that as part of the recommissioning

process, staffing level capacity, future training opportunities for individuals looking at joining this area as well as wages were all being reviewed; and

- Members requested more information on the support available to staff working in this particular area, including mental health support. Assurance was provided, that this was being investigated for staff who may not be working directly with victims but were however exposed to information that could be traumatising. The commissioned service offered one-to-one provision and regular supervision not only in relation to workload but also in regard to emotional and well-being needs. This was being monitored through official commissioning arrangements.

The Chairman on behalf of the Committee extended thanks to the Domestic Abuse Business Manager for her presentation.

#### RESOLVED

1. That the Public Protection and Communities Scrutiny Committee unanimously supported the recommendation to the Executive Councillor Children's Services, Community Safety and Procurement as set out on page three of supplementary report pack.
2. The Public Protection and Communities Scrutiny Committee agreed that the comments listed above be forwarded on to the Executive Councillor. Children's Services, Community Safety and Procurement in relation to this item.

The meeting closed at 12.47 pm.

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**Open Report on behalf of Mark Baxter, Chief Fire Officer,  
Andy Gutherson, Executive Director - Place and  
Andrew Crookham, Executive Director - Resources**

Report to:	<b>Public Protection and Communities Scrutiny Committee</b>
Date:	<b>25 January 2022</b>
Subject:	<b>Revenue and Capital Budget Proposals 2022/23</b>

**Summary:**

The report outlines the budget proposals for the next financial year 2022/23.

The Provisional Local Government Finance Settlement for 2022/23 was issued on 16 December 2021. The Final Settlement, which is expected to be in line with the draft, is due to be published in February 2022. Further budgetary information is also awaited from the Lincolnshire District Councils, therefore the budget proposals for 2022/23 are estimated at this stage.

This report specifically looks at the budget implications for the Council's Public Protection and Communities services.

The Executive approved budget proposals, including those set out in this report, as its preferred option for the purposes of further consultation at its meeting on 5 January 2022.

Members of this Committee have the opportunity to scrutinise them and make comment, prior to the Executive meeting on 8 February 2022 when it will make its final budget proposals for 2022/23.

**Actions Required:**

The Public Protection and Communities Scrutiny Committee is asked to consider this report and members of the committee are invited to make comments on the budget proposals. These will be considered by the Executive at its meeting on 8 February 2022.

**1. Background**

- 1.1. On 27 October 2021, the Chancellor of the Exchequer announced the outcome of the 2021 comprehensive spending review (SR2021) alongside his Autumn Budget 2021. Although this was a spending review setting government departmental

budgets up to 2024-25, continuing uncertainty about the fair funding review and possible Business Rates retention reform, resulted in it remaining unclear whether the Department for Levelling Up, Housing and Communities (DLUHC) would conduct a one-year or three-year settlement.

1.2. The Spending Review announcement included notification of additional funding for local authorities in 2022/23 to help councils deal with some of the pressures, including inflationary pressures, currently being experienced. Announcements included:

- Local government in England will receive an additional £4.8bn in grant funding over the next three years (£1.6bn in each year), which was described as “for social care and other services”.
- There will be additional funding of £3.6bn over 3 years for adult social care reform, to implement the cap on personal care costs and changes to the means test. This will be weighted towards later years as the costs of the changes will grow over time.
- Councils providing Adult Social Care services can charge an adult social care precept of up to 1% in 2022/23 and the same again in 2023/24 and 2024/25 (this is in addition to any adult social care precept which may have been deferred from 2021/22 and which can be charged in 2022/23).
- The Business Rates multiplier, which is used to increase Business Rates charges, is to be frozen in 2022/23 and councils will be compensated for this loss of income, most likely by way of additional Section 31 grant.
- Following the previous year’s announcement of a public sector pay freeze, SR2021 confirmed a return to the usual process for setting pay awards.
- The National Living Wage will increase to £9.50 per hour from April 2022 (the impact of this increase has been included in the budget proposals).
- A number of other specific grants will be received, although the amounts per council are not yet known. These include grants for: Supporting Families £500m (formerly Troubled Families), cyber security £12m, roads £2.7bn over the next three years, Special Educational Needs and Disabilities school places £2.6bn.

1.3. The Provisional Local Government Finance Settlement for 2022/23 was issued on 16 December 2021 and confirmed funding for one year only (2022/23) and has aimed to offer some stability in funding with primarily a roll-over of existing funding ahead of an assessment of needs and existing resources.

1.4. The provisional settlement confirmed the following funding arrangements for the Council in 2022/23:

- A new tranche of Social Care Support grant of £9.342m, it is assumed that this grant will continue at the same level into future years.

- The Lincolnshire County Council (LCC) share of the new funding to deal with local authority pressures (to be called “Services Grant”) was confirmed at £7.684m and for the 2022/23 year only.
  - Rural Services Delivery Grant – LCC allocation was confirmed at £7.277m, which is the same as in 2021/22.
  - New Homes Bonus grant – LCC allocation is £1.659m, which is an increase of £0.190m compared to 2021/22.
  - Revenue Support grant – LCC allocation is £21.220m, which is an increase of £0.640m compared to 2021/22.
  - Business Rates Top-Up grant – LCC allocation is £91.302m, which is the same as in 2021/22. This stagnation of the grant level is due to the business rates multiplier freeze announced as part of the Spending Review. It is assumed that the total of the different elements of business rates will be in line with the total amount we receive in the current year, but this will not be known until the end of January when we receive budgetary information from the Lincolnshire District Councils.
  - The council tax referendum limit will be 2% for general council tax increases and social care authorities can raise up to 1% for a further Adult Social Care precept. Social Care authorities can also raise an Adult Social Care precept in 2022/23 for any element of the 3% precept for 2021/22 which was deferred but this cannot be carried-forward again.
  - Improved Better Care Fund (iBCF) was confirmed at £34.255m, which is £1.006m higher than the current level of grant. It is assumed that this is to fund new activities and a corresponding cost pressure of £1.006m has been added.
  - A new grant called Market Sustainability and Fair Cost of Care Fund was confirmed at £2.273m. This relates to the reforms to Adult Social Care funding announced in the autumn and it is again assumed that there will be new burdens arising from compliance with the grant conditions, resulting in a corresponding cost pressure.
- 1.5. Members will be aware that central Government planned to implement significant funding reforms for the local government sector. There are two aspects to these reforms: the Review of Relative Needs and Resources (known as the Fair Funding Review), and 75% Business Rates Retention. These reforms were originally due to be implemented from April 2020 but were later deferred to April 2021 and then again to April 2022. The provisional settlement announcement indicates that work will start in the coming months to look at updating how local government funding is distributed. It is therefore possible that these long-awaited reforms could be implemented from 2023/24, however at this point no definite implementation date has been announced.
- 1.6. The coronavirus pandemic continued to impact on both Council services and the local economy in the 2021/22 financial year with the Council's costs and losses

arising directly from the pandemic being funded by additional government grants. It is assumed that no such funding will be available in 2022/23.

- 1.7. In view of the continuing uncertainties about future levels of funding, a one-year budget is proposed for 2022/23.
- 1.8. At its meeting on 5 January 2022 the Executive approved proposals for the Council's revenue and capital budgets to be put forward as a basis for consultation including a proposed Council Tax increase in 2022/23 of 3.00%. This results from the proposed implementation of the Adult Social Care (ASC) Precept that was deferred in 2021/22. The charging of this 2021/22 ASC precept cannot be deferred again.

### Revenue Budget

- 1.9. Budgets have been reviewed in detail based on the latest available information to arrive at the proposals set out in this report. A number of new cost pressures have emerged in addition to the pressures identified for 2022/23 in the previous year's budget process. In some areas, savings which can be made through efficiencies with no or minimal impact on the level of service delivery have also been identified. In developing the proposed financial plan, budget holders have 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.
- 1.10. Table A shows the total proposed revenue budget for the Council's Public Protection and Communities services

**TABLE A**

2022/23 Revenue Budget	2021/22 Budget £000	Cost Pressures £000	Savings £000	Proposed Budget 2022/23 £000
Registration, Celebratory and Coroners	1,826	10	-18	1,819
Trading Standards & Community Safety	2,830	0	-1	2,829
Fire and Rescue	21,602	131	-23	21,710
Emergency Planning	322	0	0	322
Road Safety	354	0	0	354
Cultural Services	6,828	42	0	6,870
Community Engagement	867	0	-2	865
<b>Total</b>	<b>34,629</b>	<b>183</b>	<b>-43</b>	<b>34,769</b>

- 1.11. The overall budget proposals have allowed for pay inflation of 2% in 2022/23. This is however, currently being held centrally pending agreement of any pay settlement, following which service budgets will be updated and it is therefore not currently reflected in the table above.
- 1.12. There are unavoidable service specific cost pressures for 2022/23 totalling £0.183m which will support the delivery of Council services, these are offset by savings and efficiencies of £0.043m which do not negatively impact the level of service delivery.

- 1.13. In the Coroners Service a cost pressure of £0.010m arises from the assumed level of price inflation for the re-procurement of post mortem and mortuary contracts.
- 1.14. For Fire and Rescue, cost pressures of £0.131m are related to training costs, increased costs for Urban Search and Rescue, investments to maintain the stability of the mobilising system and to maintain the delivery of the Community Fire Protection programme following withdrawal of Home Office funding.
- 1.15. A cost pressure of £0.042m in Cultural Services results from contractual inflation in Library provision.
- 1.16. Savings totalling £0.043m are anticipated in 2022/23 across all services from agile working practices.

### Capital Programme

- 1.17. The ten-year Capital Programme previously approved has been reviewed in line with the principles set out in the Council's Capital Strategy, including the principle of affordability. The full Gross Programme totals £113.730m for 2022/23 plus a further £268.569m in future years. After grants and contributions are taken into account, the Net Programme is £87.734m for 2022/23 plus a further £261.075m for future years.
- 1.18. Due to the uncertainty of future funding, no new projects have been added to the Capital Programme in this budget process. Instead, the block budgets for rolling maintenance programmes have been continued forward for the full ten years, and the capital budgets for some existing schemes have been increased due to rising costs. The capital programme net budget has therefore increased since last year's budget process by a net amount of £7.741m.
- 1.19. Table B overleaf, shows the proposed gross capital programme for the Council's Public Protection and Communities services.

**TABLE B**

Capital Programme (2021/22 plus Future Years)		Revised Gross Programme 2021/22 £m	Revised Gross Programme 2022/23 £m	Gross Programme Future Years £m
<b><u>FIRE AND RESCUE &amp; EMERGENCY PLANNING</u></b>				
Fire and Rescue & Emergency Planning	Refurbishment of fire and rescue properties.	0.252	0.889	0.000
Fire Fleet Vehicles and Associated Equipment	Rolling programme for the replacement of fire and rescue fleet vehicles and associated equipment.	1.001	4.769	6.206
<b>Total - Fire and Rescue &amp; Emergency Planning</b>		<b>1.253</b>	<b>5.658</b>	<b>6.206</b>
<b><u>PUBLIC PROTECTION</u></b>				
Registration Celebratory & Coroners Service	Coroners IT system for case management, and improvement to Gainsborough celebratory premises.	0.000	0.020	0.000
Safer Communities	Vehicle for Trading Standards	0.025	0.000	0.000
<b>Total - Public Protection</b>		<b>0.025</b>	<b>0.020</b>	<b>0.000</b>
<b><u>CULTURE</u></b>				
Libraries	RFID replacement kiosks and library hub capital works.	0.399	0.000	0.000
Heritage / Archives	Future development of the Heritage service.	5.000	0.000	0.000
<b>Total - Culture</b>		<b>5.399</b>	<b>0.000</b>	<b>0.000</b>

1.18. Other than some re-phasing of existing project expenditure there have been no changes to the previously approved capital programme relating to Public Protection and Communities services.

#### Further consultation

1.20. A consultation meeting with local business representatives, trade unions and other partners is scheduled to take place on 28 January 2022.

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

1.22. All consultation comments and responses will be available to be considered when the Executive makes its final budget proposals on 8 February 2022.

## **2. Conclusion**

2.1. These budget proposals reflect the level of government funding expected to be available to the Council and an assumed increase in Council Tax in 2022/23 of 3.00%.

2.2. A thorough review of the Council's services was carried out during the budget process which has identified unavoidable cost pressures, some savings with minimal or no impact on the level of service provided and the capital programme has been reviewed. The budget proposals therefore aim to reflect the Council's priorities whilst operating within the resources available to it.

## **3. Consultation**

#### **a) Risks and Impact Analysis**

An Equality Impact Assessment will be completed for the proposed increase in Council Tax. This will be reported to the Executive at its meeting on 8 February 2022.

Further risk and impact assessments will need to be undertaken on a service-by-service basis.

#### **4. Background Papers**

The following background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

Document title	Where the document can be viewed
Council Budget 2022/23 Executive Report 5 January 2022	Democratic Services <a href="https://lincolnshire.moderngov.co.uk/ieListDocuments.aspx?CId=121&amp;MId=6153">https://lincolnshire.moderngov.co.uk/ieListDocuments.aspx?CId=121&amp;MId=6153</a>

This report was written by Keith Noyland, Head of Finance – Communities, who can be contacted at 07909 004619 or [keith.noyland@lincolnshire.gov.uk](mailto:keith.noyland@lincolnshire.gov.uk).

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**Open Report on behalf of Andrew Crookham, Executive Director – Resources**

Report to:	<b>Public Protection and Communities Scrutiny Committee</b>
Date:	<b>25 January 2022</b>
Subject:	<b>Registration Service Fee Setting 2022/23 to 2024/25</b>

**Summary:**

This item invites the Public Protection and Communities Scrutiny Committee to consider a report regarding the Registration Service Fee Setting 2022/23 to 2024/25.

This decision is due to be considered by the Executive Councillor for NHS Liaison, Community Engagement, Registration and Coroners between 26 and 28 January 2022. The views of the Scrutiny Committee will be reported to the Executive Councillor as part of their consideration of this item.

**Actions Required:**

That the Public Protection and Communities Scrutiny Committee:

- 1) considers the attached report and determines whether the Committee supports the recommendations to the Executive Councillor for NHS Liaison, Community Engagement, Registration and Coroners as set out in the report.
- 2) agrees any additional comments to be passed on to the Executive Councillor in relation to this item.

**1. Background**

The Executive Councillor for NHS Liaison, Community Engagement, Registration and Coroners is due to consider the Registration Service Fee Setting 2022/23 to 2024/25 between 26 and 28 January 2022. The full report to the Executive Councillor is attached at Appendix 1 to this report.

## 2. Conclusion

Following consideration of the attached report, the Committee is requested to consider whether it supports the recommendations in the report and whether it wishes to make any additional comments to the Executive Councillor. Comments from the Committee will be reported to the Executive Councillor for consideration.

## 3. Consultation

The Committee is being consulted on the proposed decision of the Executive Councillor between 26 and 28 January 2022.

## 4. Appendices

These are listed below and attached at the back of the report	
Appendix 1	Report to the Executive Councillor for NHS Liaison, Community Engagement, Registration and Coroners on Registration Service Fee Setting 2022/23 to 2024/25.

## 5. Background Papers

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

This report was written by James Chapple, Head of Registration, Celebratory and Coroners Services who can be contacted on 01522 554052 or [james.chapple@lincolnshire.gov.uk](mailto:james.chapple@lincolnshire.gov.uk).

**Open Report on behalf of Andrew Crookham, Executive Director – Resources**

Report to:	<b>Councillor Mrs S Woolley – Executive Councillor for NHS Liaison, Community Engagement, Registration and Coroners</b>
Date:	<b>26 - 28 January 2022</b>
Subject:	<b>Registration Service Fee Setting 2022/23 to 2024/25</b>
Decision Reference:	<b>I025500</b>
Key decision?	<b>Yes</b>

**Summary:**

This report sets out the proposed Registration Service Fee Setting for 2022/23 through to 2024/25.

This report recommends implementing a justifiable fee structure for ceremonies working towards cost recovery for the Council.

**Recommendation(s):**

That the Executive Councillor approves the proposed Registration Service fee schedule for 2022/23 through to 2024/25 set out in paragraph 1.4 of the report to take effect from 01 April 2022.

**Alternatives Considered:**

Not to review the service fee structure at this time.

**Reasons for Recommendation:**

The Lincolnshire Registration Service fee structure was introduced in 2013, no formal review has taken place since. Only one price increase of £5 (Standard Ceremony) and £10 (Enhanced and Approved Premise ceremonies) has occurred since the structure was introduced.

Under the law the Council is entitled to recover a fee to cover what the Council determines to be the reasonable costs of registrar attendance at the solemnization of

marriages and formation of civil partnerships. Appendix A shows that the Council has not been pursuing that entitlement with the result that the general council tax payer has been meeting costs that the Council is entitled to recover from users of the service.

The recommendations will rebalance general funding with the recovery of fees so that a greater proportion of the cost of the service is met by those making use of it.

None of fees exceed the cost of the service when the full costs are factored in. The majority of the fees do not even fully cover the registration service costs. The current structure was designed on benchmarking with other registration services in the East Midlands region. This structure is now outdated, unjustifiable and all current fees are below cost recovery.

## **1. Background**

The setting of fees for attendance at a marriage or civil partnership ceremony at a Register Office is set by the government and is currently £46.00.

Where a marriage or civil partnership ceremony takes place at premises which are licenced as Approved Premises the setting of fees for the attendance by a registrar is governed by the Marriages and Civil Partnerships (Approved Premises) Regulations 2005. Under those Regulations the Council is entitled to receive from the persons being married or signing the civil partnership schedule a fee of an amount determined by the authority as reasonably representing all the costs to it of providing registrars.

The Council can set different fees for different cases or circumstances.

In this Report ceremonies at a Register Office for which the government sets the fee are referred to as statutory ceremonies. Other than this all the fees referred to in the Report are for ceremonies at Approved Premises. The Standard and Enhanced ceremony fees are for ceremonies held at Approved Premises which are operated by the Council and in respect of which the Council is the Approved Premises licence holder. The Approved Premises fee is for ceremonies carried out at Approved Premises operated by third parties and in respect of the Approved Premises licence holder is not the Council.

Civil Registration legislation therefore allows for wedding and civil partnership ceremony fees for attending at Approved Premises to be set locally by the local authority registration service. The Lincolnshire Registration Service fee structure was introduced in 2013, no formal review has taken place since. Only one price increase of £5 (Standard Ceremony) and £10 (Enhanced and Approved Premise Ceremonies) has occurred since the structure was introduced.

The current structure was designed on benchmarking with other registration services in the East Midlands region. This structure is now outdated, unjustifiable and all current fees are below cost recovery. The fees are set county wide with no variation of venue which limits the service's ability to extend its portfolio of venues. The current model also includes a

Standard Ceremony which is a limited product designed to be affordable. Since 2013 many authorities have moved away from this model to a justifiable tiered system based on the venue and the full ceremony offering.

This report recommends implementing a justifiable fee structure for ceremonies working towards cost recovery for the Council.

The modernisation and transformation of the Registration Service will be aiming to reduce operational costs over the next two years to a point where the service would operate a cost recovery model. The introduction of a new registrars IT system due go live in early 2022 will see efficiency savings with a reduction in call handling and clerical administration.

### **1.1 Benchmarking**

Benchmarking of neighbouring authorities shows a price range of £122 - £690. Average peak time Saturday weddings sit in the range £350 - £400 for a Register Office and £550 - £600 in an Approved Premise. Many neighbouring authorities are currently reviewing their fee structure for 2022/23 which is likely to see an increase in the above stated fees. Many authorities also do not offer a standard wedding ceremony and have moved to a tiered structure of fees based on the venue used.

### **1.2 Affordability and Accessibility**

Lincolnshire operates the most extensive coverage of statutory ceremonies of any registration service in the country. Delivered from 11 registration offices, coverage provides customers with local access to weddings and civil partnerships at the lowest legal cost.

The removal of the Standard Ceremony will see the introduction of an affordable smaller wedding and civil partnership offering delivered from four registration service points Lincoln, Skegness, Horncastle and Long Sutton. These will be held in smaller registration ceremony rooms (up to 25) and in line with the enhanced offering will allow couples to fully personalise their ceremony. Currently the Standard Ceremony does not allow for the couple to have any personalisation of the ceremony and the registration service decides the music, format of the ceremony, how the couple will enter and the choice of words.

The proposed structure will see Lincolnshire competitively priced remaining below the cost of many of the neighbouring authorities.

### **1.3 Income and expenditure**

An income and expenditure exercise for ceremonies has been undertaken looking at total costs for 2022/23; the methodology used is in line with that of the Home Office when setting statutory registration fees.

Appendix A sets out the costs of the service and shows the extent to which the proposed fees would lead to the Council recovering the costs of the service. It should be noted that the costs set out in the schedule are limited to the immediate costs of running the service

and do not include other costs such as the costs of the buildings. If these costs were added in, they would increase the costs to be recovered and the fees would fall short of or further short of cost recovery.

The new proposed fee structure would move the service towards cost recovery. An initial increase of 16% followed by a 3% yearly increase would move the service towards this.

Benefits of an initial uplift would not be fully realised until 2023/24 as we would still honour where required standard ceremonies that have been booked for 2022/23.

## 1.4 Proposed Schedule of Fees

Fees are published on our website and are subject to change on 01 April each year, statutory fees changes can take place at any time.

### Current model

- Statutory ceremony £46 – delivered from 11 registration offices
- Standard ceremony £100 – delivered from 11 registration offices
- Enhanced ceremony £290 - £330 delivered from 11 registration offices
- Approved Premise ceremony - £420 - £510

### Proposed model (2022/23)

- Statutory ceremony £46 – delivered from 11 offices
- Small ceremony £215 - £265 delivered from Skegness, Long Sutton, Horncastle & Lincoln
- Medium ceremony £340 - £385 delivered from 8 registration offices
- Large ceremony £400 - £480
- Approved Premise ceremony - £495 - £600

### Statutory Ceremony

This is minimum legal ceremony held in an administrative office at one of our locations across Lincolnshire. There is limited weekday availability and no availability at weekends. This ceremony costs **£46**. The statutory ceremony fee is set by central government.

### Small Ceremony

Costs are for small ceremony suites at:

- Long Sutton
- Lincoln
- Horncastle
- Skegness

	<b>Fees for 2022/23</b> <i>01 April 2022 to 31 March 2023</i>	<b>Fees for 2023/24</b> <i>01 April 2023 to 31 March 2024</i>	<b>Fees for 2024/25</b> <i>01 April 2024 to 31 March 2025</i>
Monday to Thursday	£215	£221	£228
Friday and Saturday	£265	£273	£281

	<b>Fees for 2022/23</b> <i>01 April 2022 to 31 March 2023</i>	<b>Fees for 2023/24</b> <i>01 April 2023 to 31 March 2024</i>	<b>Fees for 2024/25</b> <i>01 April 2024 to 31 March 2025</i>
Sunday, Public Holiday	<b>Not available</b>		

### Medium Ceremony

Costs are for medium ceremony suites at:

- Boston (Council Chamber)
- Gainsborough (Richmond House)
- Grantham (The Oak Room)
- Lincoln (The Bainbridge Suite)
- Louth (The William Wilson Suite)
- Sleaford (Council Chamber)
- Spalding (The Tulip Room)
- Stamford (The New Welland Room)

	<b>Fees for 2022/23</b> <i>01 April 2022 to 31 March 2023</i>	<b>Fees for 2023/24</b> <i>01 April 2023 to 31 March 2024</i>	<b>Fees for 2024/25</b> <i>01 April 2024 to 31 March 2025</i>
Monday to Thursday	£340	£350	£360
Friday and Saturday	£360	£371	£382
Sunday or Public Holiday	£385	£397	£409

### Large Ceremony

	<b>Fees for 2022/23</b> <i>01 April 2022 to 31 March 2023</i>	<b>Fees for 2023/24</b> <i>01 April 2023 to 31 March 2024</i>	<b>Fees for 2024/25</b> <i>01 April 2024 to 31 March 2025</i>
Monday to Thursday	£400	£412	£424
Friday and Saturday	£425	£438	£451
Sunday or Public Holiday	£480	£494	£509

### Ceremonies in Approved Premises

	<b>Fees for 2022/23</b> <i>01 April 2022 to 31 March 2023</i>	<b>Fees for 2023/24</b> <i>01 April 2023 to 31 March 2024</i>	<b>Fees for 2024/25</b> <i>01 April 2024 to 31 March 2025</i>
Monday to Thursday	£495	£510	£525
Friday and Saturday	£540	£556	£573

	<b>Fees for 2022/23</b> 01 April 2022 to 31 March 2023	<b>Fees for 2023/24</b> 01 April 2023 to 31 March 2024	<b>Fees for 2024/25</b> 01 April 2024 to 31 March 2025
Sunday or Public Holiday	£600	£618	£637

#### Other Fees

In addition to the booking fees for ceremony suites, the service proposes introducing some level of service fees to cover costs of holding ceremony bookings which are later cancelled or rearranged.

These additional fees include:

- A deposit/booking fee of £75 will be charged at the time of booking. This fee will be non-refundable in all circumstances and a ceremony date will not be reserved until the fee has been paid. The deposit is deducted from the final fee payable. ***This fee will not be charged on statutory ceremonies bookings.***
- An amendment fee of £35 will be payable on each occasion the details of a ceremony booking are changed. This could include changing the time, date or venue of a ceremony. All details changed at the same time are only subject to one amendment fee.
- Introduction of a fee of £50 for ceremonies held after 5pm.

These fees have been benchmarked against neighbouring authorities, and these fees are in line with registration services nationally.

#### Cancellations and Amendments

The service also proposes introducing a clear cancellation/refund policy based on the principles listed below from 01 April 2022.

On average the service has over 200 short term ceremony cancellations per year. Ceremonies slots cancelled within four weeks of the ceremony date can not be used by other couples due to the time period required to give legal notice. A small number of couples will change their date multiple times for non-pandemic or exceptional reasons. The booking, amendment and cancellation fees are designed to prevent this activity and maximise available appointments to Lincolnshire residents.

	<b>More than six weeks before the ceremony</b>	<b>Less than six weeks before the ceremony</b>
<b>Cancelling Ceremony</b>	The customer may apply for a refund of the ceremony fee (if paid), minus the non-refundable booking fee.	The customer may apply for a refund of 50% of the ceremony fee paid. 50% will be retained by the Registration Service.



	<b>More than six weeks before the ceremony</b>	<b>Less than six weeks before the ceremony</b>
<b>Amending date/time of ceremony</b>	An amendment fee of £35 is charged for each date and/or time change that is made to the original booking.	An amendment fee of £35 is charged for each date and/or time change that is made to the original booking.
	We will transfer the full amount of the ceremony fee paid to the new date.	50% of the ceremony fee will be transferred to the new date and 50% will be retained.

If a ceremony is cancelled more than six weeks before the ceremony then we will refund the ceremony fee in full, less the non-refundable deposit paid. If a ceremony is cancelled less than six weeks before the ceremony, then 50% of the ceremony Fee will be refunded and 50% will be retained. Exceptional circumstances will be considered by the service.

Should national pandemic restrictions prevent the ceremony from taking place the ceremony will rearrange at no charge.

Where a ceremony is unable to take place due to legal restrictions identified during the Notice of Marriage or Civil Partnership meeting, a full refund will be made minus the non-refundable deposit.

In the event of a cancellation of a ceremony any certificates paid for will be refunded. This cancellation policy is in line with other registration services.

Overall, the Other Fees and the Cancellation and Amendment arrangements remain within the principle of cost recovery.

## **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 service remains available regardless of protected characteristics and as a result the changes to the Fee structure are considered to be neutral in respect of the Council's Equality Act obligations.

No concessions are proposed within the fee structure but different levels of ceremony with different Fees are included with the statutory ceremony available to all for £46.

#### 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 & Wellbeing Strategy (JHWS) in coming to a decision.

The JSNA and JHWS have been considered and there are not considered to be any implications from the proposals in this Report.

#### 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.

There are not considered to be any crime and disorder implications of the decision.

### **3. Conclusion**

The Executive Councillor is invited to approve the proposed Registration Service fee schedule for 2022/23 through to 2024/25 to take effect from 01 April 2022, under Civil Registration legislation which allows for wedding and civil partnership ceremony fees in Approved Premises to be set locally by the local authority registration service on a cost recovery basis only.

#### **4. Legal Comments:**

The Council has the power to charge the Fees proposed. The legal basis for the charging is set out in the Report.

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

## 5. Resource Comments:

The fees in this report have enabled the registration service to deliver a balanced budget.

## 6. Consultation

### a) Has Local Member Been Consulted?

N/A

### b) Has Executive Councillor Been Consulted?

Yes

### c) Scrutiny Comments

This proposal will be considered by the Public Protection and Communities Scrutiny Committee at its meeting on 25 January 2021 and the comments of the Committee will be reported to the Executive Councillor.

### d) Risks and Impact Analysis

See the body of the Report.

## 7. Appendices

**These are listed below and attached at the back of the report**

Appendix A	Cost of Delivery
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## 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 James Chapple, Head of Registration, Celebratory and Coroners Services who can be contacted on 01522 554052 or [james.chapple@lincolnshire.gov.uk](mailto:james.chapple@lincolnshire.gov.uk).

## Cost of Delivery

2022/23	Expenditure	Income	+/-
Current	£833,464*	£661,150	-£172,314
Proposed	£833,464*	£792,375	-£41,089

\*Registration service expenditure & call handling only. Wider property costs and other Council costs not included.

Ceremony Type	CURRENT MODEL			PROPOSED MODEL		
	Current Price	Cost of Delivery	+/- Per Event	Current Price	Cost of delivery	+/- Per Event
Statutory*	£46	£114.76	-£68.76	£46	£114.76	-£68.76
Standard	£100	£214.48	-£114.48	<b>Remove and replace with a small, enhanced option</b>		
Small Enhanced Mon - Thur				£215	£284.68	-£69.68
Small Enhanced Fri - Sat				£265	£284.68	-£19.68
Enhanced Mon - Thur	£290	£347.47	-£57.47	£340	£347.47	-£7.47
Enhanced Fri – Sat	£305	£347.47	-£42.47	£360	£347.47	+£12.53
Enhanced Sun & BH	£330	£554.31	-£224.31	£385	£554.31	-£169.31
Large Enhanced Mon – Thur				£400	£407.8	-£7.80
Large Enhanced Fri – Sat				£425	£407.8	+£17.20
Large Enhanced Sun & BH				£480	£528.34	-£48.34
Approved Premise Mon – Thurs	£420	£521.18	-£101.18	£495	£521.18	-£26.18
Approved Premise Fri - Sat	£460	£521.18	-£61.18	£540	£521.18	+£18.82
Approved Premise Sun & BH	£510	£621.20	-£111.20	£600	£621.20	-£21.20

\*Statutory ceremony fee is set by central government

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**Open Report on behalf of Andrew Crookham, Executive Director – Resources**

Report to:	<b>Public Protection and Communities Scrutiny Committee</b>
Date:	<b>25 January 2022</b>
Subject:	<b>Trading Standards Impacts and Outcomes Framework</b>

**Summary:**

This report provides a review of the delivery of Trading Standards Services in Lincolnshire for the financial year 2020-2021.

**Actions Required:**

Members of the Committee are invited to consider and comment on the contents of this report and the delivery of Trading Standards Services for the financial year 2020-2021.

## **1. Background**

- 1.1 The Trading Standards Service plays a key role in enhancing the economy for legitimate businesses and safeguarding the financial interests of the residents of Lincolnshire. The Service is particularly focussed on protecting the vulnerable who are at greatest risk from unfair trading methods employed by organised criminals and unscrupulous businesses. By using resources effectively, the Service endeavours to ensure that businesses based and operating in the County are legally compliant and deliver quality goods and services. Trading Standards seek to achieve a level playing field for businesses based on fair competition and customer confidence both of which are crucial to promoting economic growth in our local economy.
- 1.2 The Trading Standards Service undertakes the Authority's statutory responsibilities to deliver consumer protection for the residents of Lincolnshire. It has duties and powers in over 124 Acts of parliament and over 1000 regulations. The service aims to deliver those responsibilities in a manner that is responsive to the needs of local consumers, communities and businesses.

- 1.3 The Trading Standards Service of 29.4 fte officers works closely with partner agencies and stakeholders to add value to services provided and support corporate aims and values where there is benefit for local communities.
- 1.4 The Coronavirus pandemic brought new challenges for the Trading Standards Service and had a significant impact on how the Service was delivered. Business closures, instructions from Government Agencies and reducing the risk of infection to frontline staff necessitated a change in operational delivery. Inspection of online businesses replaced physical inspections unless there was an identified need. There was also an increase in online test purchasing for conducting safety and food sampling projects.
- 1.5 Trading Standards Officers were a key partner in the wider Covid response working closely with our Environmental Health colleagues in the District Councils and Lincolnshire Police delivering Public Health and Central Government led controls intended to protect the public and businesses from harm.

## **2. Strategic Priorities 2020/21**

- 2.1 **Tackle Detriment and Reduce Harm:** We will develop our use of intelligence to scan and test the marketplace and tackle those organised criminal networks and unscrupulous businesses who deliberately, repeatedly or recklessly engage in fraudulent trading practices that harm the interests of consumers and legitimate businesses.
- 2.2 **Support the Local Economy:** We will support economic growth by helping businesses to comply with their legal responsibilities and enhancing public protection through delivery of our chargeable business advice services and through increasing the number of our business partnerships.
- 2.3 **Promote Health and Wellbeing:** We will engage with the public, communities, businesses and partners to increase resilience and safeguard the vulnerable against scams, rogue trading and unfair business practices.
- 2.4 **Develop our Officers:** We will develop our Officers to maximise resilience and flexibility in delivering services.
- 2.5 **Manage our Intelligence and Data:** We will ensure we are legally compliant and making best use of the information we hold.
- 2.6 To meet these objectives the Service has needed to prioritise work in these areas. Other trading standards functions are considered low priority and will be resourced only in exceptional circumstances. These include:
  - 2.6.1 The provision of civil law advice to resolve a breach of contract unless the customer is considered vulnerable when our response will be limited to assistance writing a letter before action. All Lincolnshire consumers can



access free and impartial advice from the national Consumer Helpline operated by Citizens advice by professionally staffed call centres.

- 2.6.2 Responding to individual complaints alleging a breach of criminal law unless there is evidence of serious safety or animal welfare concerns, high value fraud or there is an immediate need to secure evidence.
- 2.6.3 Programmed inspection medium and low risk at premises unless in response to a serious complaint, they are identified through analysis of intelligence as presenting an immediate risk or they are included in a market surveillance project.
- 2.6.4 Programmed inspection at high risk premises only if identified through intelligence and included in the annual inspection plan, in response to a serious complaint, they are identified through intelligence as presenting an immediate risk or they are included in a market surveillance project.
- 2.6.5 Minimal food, feed or product sampling to confirm compliance with legislation or standards.
- 2.6.6 Inspection of weighing and measuring equipment in use for trade unless a risk is identified through intelligence.
- 2.6.7 Business advice beyond that which can be provided in one hour unless under the chargeable services pay as you go or primary authority.
- 2.6.8 Requests to give presentations to local groups and meetings unless they are considered to be vulnerable and the presentation provided addresses their vulnerability.
- 2.6.9 Routine inspection of livestock markets and fairs other than monthly attendance at Louth livestock market

### **3. Outcomes and activity against the Strategic Priorities in 2020/21**

#### **3.1 Tackling Detriment and Preventing Harm - Stopping Fraudulent, Illegal and Unfair Trading**

3.2 4 Trading Standards prosecutions for offences concerned with the supply of illicit tobacco were concluded in 2020/21. In total defendants were sentenced to 24 months imprisonment suspended, fined £655 and ordered to complete 700 hours of unpaid work. The courts also required them to contribute £9,600 towards prosecution costs.

3.3 Other Trading Standards cases due to be heard during 2020/21 were adjourned due to the closure of the courts during lockdown. Due to the resulting backlog these hearings have rolled over into 2021/22 and 2022/23. An example of the level

of disruption in accessing the courts the Trading Standards Service was unable to dispose of animals seized in March 2020 as they were deemed to be suffering unnecessarily until a hearing held on 19<sup>th</sup> October 2020. A hearing would normally have been secured within a matter of weeks. During this extended period the service incurred costs of £57,731 in respect of their care. £26,118 was realised from the sale of the animals after the court hearing with the shortfall being claimed from the Covid expenditure funding.

- 3.4 A further 4 investigations resulted in Offenders accepting simple cautions. These are only issued where there is an admission of guilt and steps have been taken to reduce the risk of further offending. These cautions can be used to evidence previous offending if convicted in the future.
- 3.5 The Trading Standards Service also issued 14 fixed penalty notices, total value £1,600, in respect breaches of Directions issued under Regulation 5(1) of the Health Protection (Coronavirus, Restrictions) (England) (No3) Regulations 2020.
- 3.6 **Tackling Detriment and Preventing Harm – Supporting Victims of Scams and Fraud.**
- 3.7 The Trading Standards Service supported 406 visits were made to victims of scams and fraud during 2020/21.
- 3.8 Our Scams intervention and Prevention Officer is co-located with the Lincolnshire Police Crime Prevention Team at Police HQ Nettleham. Due to COVID Lincolnshire Police suspended their volunteers work, which affected their ability to allocate victims a REVIVE volunteer. Op Revive (Repeat, Elderly, Vulnerable, Intimidated, Victim Engagement) volunteers provide support and reassurance to those who have been victims of crime. Many of their cases could be put on hold as the local PCSOs retained 'responsibility' and were looking in on residents until they could start REVIVE again. However, there cases where it wasn't appropriate to stand back, and the Trading Standards Scams Prevention Officer stepped in and conducted visits with PCSOs. Without this assistance, the Police wouldn't have been able to provide 1:1 support.
- 3.9 Trading Standards Service participated in this year's Citizen's Advice Scam Awareness Campaign. The event ran from the 15<sup>th</sup> – 28<sup>th</sup> June with a focus on scams that emerged because of the Covid pandemic. Trading Standards worked with key partners including Fire and Rescue, the Deputy Police and Crime Commissioner, Lincolnshire Police and local media. Locally Trading Standards extended the campaign to work with Business Lincolnshire to raise awareness of scams targeted at local businesses.

#### **4. Objective 2: Supporting the Local Economy**

- 4.1 The Trading Standards Service responded to 504 requests for advice directly from local businesses. Basic advice is provided free of charge, usually through

signposting or the provision of guidance. In-depth advice is provided on a pay as you go basis and is bespoke to the business. Many of the business enquiries related to regulatory and legal responsibilities of businesses during the Covid pandemic and reopening when lockdown restrictions were lifted.

- 4.2 Trading Standards are members of the Lincolnshire "Better Business for All" (BBfA) Partnership bringing together with the 7 District Councils (H&S, Environmental Health & Licensing), and Lincolnshire Fire & Rescue. All The Trading Standards Service coordinated the production of a Better Business for All Toolkit of resources to help Lincolnshire businesses become COVID-secure, resume trading safely and protect their staff and customers as lockdown was eased. The toolkit provided all the information and website links in one place making it quicker and easier for businesses to locate the key information they needed to restart their business safely.
- 4.3 Those businesses wanting regular assured advice are offered the option of entering into a Primary Authority partnership agreement. The Trading Standards Service entered into 15 such agreements and provided 277 hours of advice in 2020/21. Again the Service charges for advice on a cost recovery basis and ensures that a named contact officer is assigned to the business.
- 4.4 Despite Covid restrictions and lockdowns the Trading Standards Service also completed a program of inspections. In total 333 premises were inspected and found to be compliant or were brought into compliance during the visit. A further 43 premises inspected were found to be noncompliant and requiring some remedial action, of which 17 were deemed to be compliant within the year. In total 93% of businesses visited were found to be compliant or were brought into compliance during 2020/21.
- 4.5 These inspections included virtual visits by Trading Standards Officers to review the level of compliance in food products being sold online in Lincolnshire. 44 websites were visited across a wide range of food producers and retailers, of those 33 were identified as non-compliant and follow up work was undertaken. Initial advice was provided in writing and websites are being revisited as part of our 2021/22 inspection program where necessary. Online inspections were adopted as the Food Standards Agency released guidance to Regulators that in person inspections should only be undertaken in response to a food safety incident.

## **5. Promote Health and Wellbeing:**

- 5.1 During 2020/21 the Trading Standards Service focussed on responding to issues arising from the COVID pandemic. The service undertook a project to ensure the safety of PPE being sold online and through local retailers. Samples of hand sanitiser and face masks were submitted for test. A number were found to be noncompliant due to their labelling. A small number had serious failures with samples tested found to contain insufficient alcohol content to make them effective. Others contained highly toxic methanol, rather than ethanol which is

commonly used in such products. The Service removed 280490 unsafe products from the marketplace in 2020/21, including these noncompliant hand sanitisers.

- 5.2 Lincolnshire Trading Standards were notified of a noncompliant hand sanitiser that failed labelling requirements and had no traceability. The product had been tested by the Local Authority making the referral and by the University of Lincoln and the composition was found to be satisfactory. When approached by Trading Standards Officers the business was unable to produce any safety data information. There was no documentation to show that it was safe or that it contained the prescribed amount of ethanol to be effective. A suspension notice was issued. The business had the product tested and certificates were produced with full traceability to link the product to the test report. Trading Standards advised on the labelling to comply. Once everything had been addressed, the suspension notice was removed and over 250,000 compliant products were put back on the market.
- 5.3 In 2020/21 232,248 illicit cigarettes and 37500g of hand rolling tobacco were seized from 17 premises. The value to the retailer is estimated as £52,255.80 and £6,873.75, considerably less than the value in excise duty payable to the Treasury for the legitimate tobacco products.
- 5.4 The Trading Standards Service supports local businesses by removing counterfeit goods from the market. Counterfeit goods harm the interests of those legitimate traders selling genuine products, deny the Treasury revenue in taxation and damage investment by companies whose brands are being copied. The Trading Standards Service removed 1795 counterfeit items from the marketplace in 2020/21.
- 5.5 The Service took 86 programmed food samples and of which 12 were found to be unsatisfactory. 24 food businesses were found to be operating in breach of food standards legislation supplying misdescribed food, not declaring allergens or involved in food fraud.
- 5.6 Due to Covid restrictions age restricted sales test purchasing inspections were not undertaken in 2020/21.

## **6. Developing Our Officers:**

- 6.1 The Trading Standards Service was delivered by 30.0 FTE, 25.24 FTE of whom are operational staff.
- 6.2 Most of our Trading Standards Officers are accredited as Trading Standards Practitioners (TSP) by the Chartered Trading Standards Institute (CTSI). To retain Practitioner status Officers must complete a minimum of 20 hours CPD training annually. Those not eligible for TSP accreditation are enrolled on the CTSI Continuous Personal and Professional Development Scheme.

- 6.3 In January 2020 the Trading Standards Service employed 4 Trading Standards Officers (Level 1). The Officers joined the service with no prior Trading Standards experience. During 2020/21 they undertook the Regulatory Compliance Officer apprenticeship. All 4 successfully completed their studies and coursework despite the impact Covid restrictions had on training opportunities. The apprenticeship is recognized by the Chartered trading Standards Institute and holders gain exemptions when studying for stage one of the CTSI professional qualification. They also began studying for the CTSI Trading Standards Law Part 1 examination.
- 6.4 The Trading Standards Service committed £23,415 to ensuring that officers had access to appropriate training to support their studies and CPPD submissions.

## **7. Managing Our Intelligence and Data**

- 7.1 The Trading Standards Service received 7262 notification and referrals from the Citizens Advice Consumer Service Helpline in 2020/21. Notifications contain details of all contacts where contractual advice was given to a consumer or business in Lincolnshire. Referrals contain details of all contacts where there is an alleged criminal offence involving a consumer or business in Lincolnshire. In addition, Trading Standards received a further 1490 referrals from the Police or other service partners and local businesses.
- 7.2 All notifications, referrals and contacts were reviewed by the Service on receipt and assessed in line with Service objectives and the National Trading Standards Intelligence Operating Model (IOM). The IOM was developed by the National Trading Standards Board to support national and regional enforcement needs and local Trading Standards Services in their day-to-day work by:
- Identifying and understanding threats or problems;
  - Increasing expertise in dealing with problems effectively;
  - Providing clear and consistent tasking;
  - Taking evidence based decisions, and
  - Adopting a problem solving approach.
- 7.3 The Service carried out regular scheduled tasking meetings to monitor operational activity. These meetings were carried out virtually following the introduction of the first national lockdown and throughout 2020/21.
- 7.4 The Trading Standards Service had a dedicated intelligence team that produce a range of intelligence products. All staff are trained to use and had access to an intelligence recording system. In 2020/21 this included several problem profiles relating to the non-delivery of goods sold online. Complaints arose either because an existing business was unable to cope with increased demand or new businesses established during the pandemic selling goods online that consumers were unable to source due to shops being closed

7.5 The Trading Standards Service holds information sharing agreements with all partners with whom intelligence was being shared.

## **8. Balancing the Budget**

8.1 The Trading Standards Service revenue budget for 2020/21 was £1,344,643. The Service generated and additional £157,135.71 income equating to 12% of revenue budget. This income was derived from the following:

• Metrology Services	£ 607.40
• Licensing activities	£ 11,564.00
• Primary Authority & Business Advice	£ 16,900.06
• National Trading Standards Grants	£ 91,844.25
• Tobacco Control Board	£ 30,000.00
• Other Sources	£ 36,220.00

8.2 National Trading Standards grants were provided in respect of feed hygiene inspections commissioned by the Food Standards Agency on for regional coordination of the feed hygiene inspection program. National trading Standards grant funding also supported an ongoing fraud prosecution.

8.3 Other sources of income included EU funding in respect of an officer seconded to Business Lincolnshire who provides advice and guidance to new small businesses, and project funding from the Office of Product Safety and Standards, Food Standards Agency and Department of Health.

8.4 The Tobacco Control Board is an internal partnership between Public Health, Fire and Rescue and Trading Standards, as part of the Tobacco Control Strategy, it commissioned the Trading Standards Service to undertake enforcement activities to reduce the availability of illicit tobacco to adults and to deter any tobacco sales to children and young children.

## **9. Conclusion**

9.1 The Trading Standards Service has implemented measures to ensure that resources are deployed effectively to meet the demands of Lincolnshire residents and businesses and our partners.

9.2 The Trading Standards Service adapted service delivery in response to the Covid pandemic to ensure consumers were protected and businesses could access the advice needed to enable them to continue to trade fairly and confidently

## **10. Consultation**

### **a) Risks and Impact Analysis**

N/A

## **11. 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 Mark Keal, Trading Standards Manager who can be contacted on 075000 74526 or by e-mail at [mark.keal@lincolnshire.gov.uk](mailto:mark.keal@lincolnshire.gov.uk).

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**Open Report on behalf of Andrew Crookham, Executive Director – Resources**

Report to:	<b>Public Protection and Communities Scrutiny Committee</b>
Date:	<b>25 January 2022</b>
Subject:	<b>Public Protection and Communities Scrutiny Committee Work Programme</b>

**Summary:**

This item enables the Committee to consider and comment on the content of its work programme for the coming year to ensure that scrutiny activity is focused where it can be of greatest benefit. The work programme will be reviewed at each meeting of the Committee to ensure that its contents are still relevant and will add value to the work of the Council and partners.

**Actions Required:**

Members of the Committee are invited to review the work programme and highlight any additional scrutiny activity which could be included for consideration in the work programme.

**1. Background**

Overview and Scrutiny should be positive, constructive, independent, fair and open. The scrutiny process should be challenging, as its aim is to identify areas for improvement. Scrutiny activity should be targeted, focused and timely and include issues of corporate and local importance, where scrutiny activity can influence and add value.

All members of overview and scrutiny committees are encouraged to bring forward important items of community interest to the committee whilst recognising that not all items will be taken up depending on available resource.

Members are encouraged to highlight items that could be included for consideration in the work programme.

## 2. Work Programme

25 JANUARY 2022		
Item		Contributor
1.	Revenue and Capital Budget Proposals 2022/23 <i>[Executive decision on 8 Feb 2022]</i>	Keith Noyland, Head of Finance - Communities
2.	Registration Service Fee Setting 2022/23 – 2024/25 <i>[Pre-Decision Scrutiny- Executive Cllr decision]</i>	James Chapple, Head of Registration & Coroners Services
3.	Trading Standards Impacts and Outcomes Framework	Sara Barry, Head of Safer Communities
SITTING AS THE CRIME AND DISORDER SCRUTINY COMMITTEE		
4	Safer Lincolnshire Partnership Review and Annual Update	Sara Barry, Head of Safer Communities Diane Coulson, Assistant Director - Public Protection

8 MARCH 2022		
Item		Contributor
1	Service Level Performance Reporting against the Performance Framework 2021-2022 – Quarter 3	Diane Coulson, Assistant Director - Public Protection Nicole Hilton, Assistant Director - Communities Lee Sirdifield, Assistant Director - Corporate Mark Baxter, Chief Fire Officer Steven Batchelor, LRSP Senior Manager
2	Road Safety Partnership Annual Report	Steven Batchelor, LRSP Senior Manager
3	Development Works and Future Supports to Volunteers	Lee Sirdifield, Assistant Director – Corporate Ben Rollett, CX – Voluntary Centre Services
SITTING AS THE CRIME AND DISORDER SCRUTINY COMMITTEE		
4	Prevent Annual Update	Paul Drury, Prevent Officer Clare Newborn, Community Safety Manager

<b>19 APRIL 2022</b>		
	<b>Item</b>	<b>Contributor</b>
<b>1</b>	Animal Health and Welfare Enforcement within Trading Standards- Update Report	Sara Barry, Head of Safer Communities Mark Keal, Trading Standards Manager
<b>2</b>	Citizen's Advice- Update Report	Lee Sirdifield, Assistant Director – Corporate

<b>31 MAY 2022</b>		
	<b>Item</b>	<b>Contributor</b>
<b>1</b>	Celebratory Services -Annual Report	James Chapple, Head of Registration and Coroners Services
<b>SITTING AS THE CRIME AND DISORDER SCRUTINY COMMITTEE</b>		
<b>2</b>	Cyber fraud- Impact on Vulnerable Individuals during the Pandemic	Diane Coulson, Assistant Director - Public Protection

<b>19 JULY 2022</b>		
	<b>Item</b>	<b>Contributor</b>
<b>1</b>	Service Level Performance Reporting against the Performance Framework 2021-2022 – Quarter 4	Diane Coulson, Assistant Director - Public Protection Nicole Hilton, Assistant Director - Communities Lee Sirdifield, Assistant Director - Corporate Mark Baxter, Chief Fire Officer Steven Batchelor, LRSP Senior Manager
<b>2</b>	Integrated Risk Management Plan 2020-2024 – Yearly Update	Mark Baxter, Chief Fire Officer
<b>3</b>	FRS Attendance at Flooding Incidents – Annual Report on Performance	Mark Baxter, Chief Fire Officer
<b>4</b>	Libraries Year 6 Update (2021-22)- Progress and Developments	Louise Egan, Library & Heritage Client Lead

### **3. To be programmed**

This section covers areas of work that have been highlighted previously in Committee Meetings and by Officers as future items to be programmed.

- Serious and Organised Crime – Fraud and Modern-Day Slavery – Autumn 2022

#### 4. Conclusion

Members of the Committee are invited to review and comment on the work programme and highlight any additional scrutiny activity which could be included for consideration in the work programme.

#### 5. Consultation

##### a) Risks and Impact Analysis

N/A

#### 6. Appendices

These are listed below and attached at the back of the report	
Appendix A	Forward Plan of Decisions relating to the Public Protection and Communities Scrutiny Committee

#### 7. 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 Kiara Chatziioannou, Scrutiny Officer, who can be contacted on 07500 571868 or by e-mail at [kiara.chatziioannou@lincolnshire.gov.uk](mailto:kiara.chatziioannou@lincolnshire.gov.uk).

## Forward Plan of Decisions relating to the Public Protection and Communities Scrutiny Committee

MATTERS FOR DECISION	DATE OF DECISION	DECISION MAKER	PEOPLE/GROUPS CONSULTED PRIOR TO DECISION	HOW AND WHEN TO COMMENT PRIOR TO THE DECISION BEING TAKEN	KEY DECISION YES/NO	DIVISIONS AFFECTED
<b>Council Budget 2022/23 [1025388]</b>	8 February 2022	Executive	All relevant scrutiny Committees	Assistant Director - Finance E-mail: <a href="mailto:michelle.grady@lincolnshire.gov.uk">michelle.grady@lincolnshire.gov.uk</a>	Yes	All Divisions

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**Open Report on behalf of Andrew Crookham, Executive Director – Resources**

Report to:	<b>Public Protection and Communities Scrutiny Committee</b>
Date:	<b>25 January 2022</b>
Subject:	<b>Safer Lincolnshire Partnership Update</b>

**Summary:**

This report provides an update on the activity of the Safer Lincolnshire Partnership over the past year as well as summarising the next steps and future areas of focus for the partnership. An overview of the contribution made by Lincolnshire County Council is also included.

**Actions Required:**

Members of the Public Protection and Communities Scrutiny Committee are invited to:

- (1) Consider and comment on the contents of the report; and
- (2) Endorse the Safer Lincolnshire Partnership plan to reduce crime, disorder, and anti-social behaviour in the county of Lincolnshire.

**1. Background- Legislative**

The Safer Lincolnshire Partnership (SLP) is the single strategic multi-agency forum for partners to address community safety priorities that impact across Lincolnshire. The SLP serves as the county's Community Safety Partnership; required under the Crime & Disorder Act 1998. The SLP has a number of statutory duties as follows:

- prepare and implement a partnership plan that sets out a strategy for the reduction of reoffending, combating substance misuse, crime and disorder and addressing the priorities identified in the strategic assessment
- regularly engage and consult with the public about their community safety priorities and issues
- hold one or more public meetings during each year
- set up protocols and systems for information sharing

- commission Domestic Homicide Reviews following notification from the Police of a domestic homicide.

## **2. Current Strategy and Progress**

The Strategic Assessment developed by LCC Community Safety Analysts in 2017 informed the partnerships priorities for the 2018-21 Strategy (extended for a further year to end March 2022 due to the COVID19 pandemic). The priorities being anti-social behaviour, domestic abuse, reducing offending and serious & organised crime (specifically fraud and modern slavery). The following provides a brief summary of the activity taken in respect of each of these over the past year lead by a 'Core Priority Groups' (CPG); multiagency groups in place to deliver the plan as set out by the SLP Strategy Group.

### **2.1 Anti-Social Behaviour (ASB)**

The case management system procured by the partnership for Anti-Social Behaviour (ECINS) is now well embedded in practice. An e-learning training package has recently launched; this is a mandatory course for all system users and will ensure consistency of usage by practitioners. Additional support mechanisms introduced over the past year include the establishment of an ECINS Working Group, the purpose of which is to ensure compliance with the ECINS Partnership Agreement and identify future developments and SPOCs (Single Point of Contacts) within key organisations which will offer resilience for training and day to day queries.

During July, the Core Priority Group participated in ASB Awareness week. This saw a very successful multi-agency approach to the development of a media campaign, whereby set themes were promoted per day consistently across the range of partners.

In addition, the CPG have undertaken specific activities to support victims; this includes a refresh of the Community Trigger<sup>1</sup> process, the finer details for which are currently been finalised. A significant project has also taken place to ensure a smooth customer journey, ensuring that victims understand, and are able to access, the appropriate reporting and support agency first time.

### **2.2 Domestic Abuse**

Following the introduction of the Domestic Abuse Act on 1<sup>st</sup> April 2021, a new Domestic Abuse Partnership has been established. Much of the focus over the past year has been on preparation for the new Act and setting up of the Partnership. In particular this has included the production of a needs assessment to direct the development of a strategy. Themes identified are: Early Intervention, Safe Accommodation, Community Engagement, Perpetrator Response and Business Intelligence. A series of multi-agency workshops took place during September to aid the drafting of the strategy and delivery plan.



### 2.3 Fraud

The Fraud CPG has benefited from the establishment of a dedicated Co-ordinated post, previously the only group not to have this support. Since been in post, a number of task and finish groups have been created by the Co-ordinator to take forward the specific elements of the delivery plan. These are:

- a) Communications: the group intend to prepare a suite of communications which can be adapted and directed as appropriate when patterns or trends in fraud are identified.
- b) Training: Utilising training material from Friends Against Scams, training is being provided to professionals within the County. To date, a lot of training has been undertaken within Adult Social Care. The group are also conducting a scoping exercise to identify and ensure training is targeted at the right audience. Whilst recognising the benefits of face-to-face training, an e-learning package is also being explored.
- c) Intelligence/Intervention: a group yet to commence, however will focus on victim identification and risk assessment.
- d) Victim Intervention: The focus for this group has been to identify the need to collate a directory of resources following feedback received from partners.
- e) Co-ordinated Enforcement: This group was created to help enhance understanding of agencies expertise and role. This is particularly focussed on the Lincolnshire Police and Trading Standards relationship and devising a system to close gaps and duplication when working collaboratively. As part of this, SPOCs were identified, and Lincolnshire Police have put together an information bulletin for Police Officers and PCSOs to create understanding of the benefits of working with Trading Standards and sharing intelligence.

### 2.4 Modern Slavery

During the year there has been a refresh of the CPG objectives resulting in more streamlined and focused activity. A training programme, raising awareness of modern slavery has been delivered, by Hope for Justice, to volunteers and staff. The training was oversubscribed, and feedback was wholly positive. As a result of the relationship with Hope for Justice, further training will be provided free of charge.

The group have also done a lot to promote the Unseen Modern Slavery and Exploitation Helpline. This includes delivery of two sessions attended by approximately 200 people to raise awareness of the helpline, development of pharmacy bags, printed up with the helpline details which were used in all Lincs Co-op pharmacies during October 2021, and development of a social media resource pack to be used across all partners.

### 2.5 Reducing Offending

The CPG are currently involved in a plethora of activity to support the reducing offending agenda. With the support of Lincolnshire Action Trust, awarded specific funding from the

Ministry of Justice, a Women's Strategy has been developed. This includes seven strategic aims which all contribute to the overarching objective of ensuring the availability of community-based provision for female offenders.

A Prison Release Housing Protocol has also been drawn up. This protocol is an agreement between all Lincolnshire Local Housing Authorities, the Probation and Shelter and will apply to people released from HMP Lincoln, HMP North Sea Camp and Approved Premises within Lincolnshire. The aims of the protocol are to contribute towards the Government's aim of: eliminating rough sleeping by 2023/24.

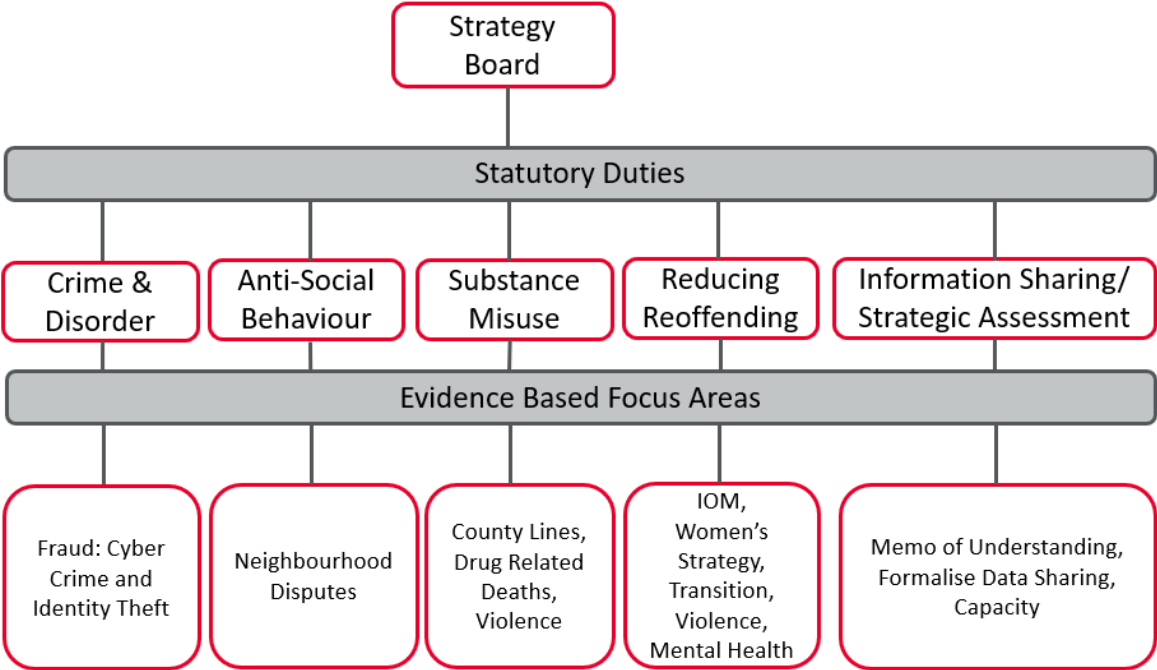
**3. Planning for 2022**

As referenced above, the current Strategy is due to expire March 2022. As such a new Strategic Assessment has been produced from which future areas of focus have been identified and a revised strategy will be developed. This activity has been run in parallel with a health check of the partnership. More details on both follow below:

3.1 Strategic Assessment

The strategic assessment has been produced as a tri-board product serving not only the SLP but also the Lincolnshire Safeguarding Adults Board (LSAB) and Lincolnshire Safeguarding Children Partnership (LSCP). As an agreed principle, it was a holistic and forward-looking assessment of community safety and safeguarding issues, taking into account the changing environment including the impact of the pandemic.

Following presentation to the SLP Strategy Board, the following areas of focus have been identified, set under the partnership's statutory duties. A new delivery plan will be drawn up in readiness for implementation as of 1<sup>st</sup> April 2022.



The SLP is also committed to working jointly with the LSAB, LSCP and the Lincolnshire Domestic Abuse Partnership to address the cross-cutting priorities identified via the assessment, namely prevention and analysis.

### 3.1 Health Check

The overarching aims of the health check were:

- Ensure compliance with statutory duties
- Understand the efficiency and effectiveness of current governance arrangements
- Understand the efficiency and effectiveness of the current operating and delivery model

A number of elements were analysed as part of the comprehensive health; these included a desktop assessment (looking at agency/representative attendance, action logs, risk register, delivery plan and research into other area Community Safety Partnerships), interviews with attendees from across the partnership, compliance with statutory duties, workshops and a survey of Core Priority Groups.

In conclusion the review found the partnership to be compliant with statutory duties and operating well. The ethos of the partnership however is one of continuous development and, as such, there were some opportunities identified within the review which will be implemented in preparation for the commencement of the new strategy period. This includes a revision to the structure to remove the Overview & Scrutiny Committee instead utilising the statutory Crime & Disorder Committees within each local authority, enhancing our community engagement and increase the emphasis on analysis and measuring our successes.

## **4. Support to the Partnership by Lincolnshire County Council**

Lincolnshire County Council provides business support, co-ordination, analysis and management of the SLP structure as well as taking an active role in each of the meetings. The Safer Communities Service also carries out a range of other functions that support the work of the SLP including contribution to procurement and contract management (e.g., Domestic Abuse Support Services and the ECINS case management system).

## **5. Conclusion**

The partnership has made significant progress against its strategy over the past year. In addition, the extensive and comprehensive work on both the Strategic Assessment and Health Check has put the SLP in an incredibly strong position moving into the new period.

## **6. Consultation**

### **a) Risks and Impact Analysis**

N/A

## **7. Background Papers**

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

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### Footnote:

1. The Community Trigger is the victim's right to request a review of their case if they feel that no effective action has been taken to resolve it. The community trigger is not about apportioning blame. Its focus is on problem solving the case, utilising the expertise of partner agencies, to identify a resolution roadmap