

AGENDA



For the ANNUAL meeting of the
COUNCIL
to be held on
THURSDAY, 18 APRIL 2013
at
2.00 PM
in the
COUNCIL CHAMBER, COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM
Beverly Agass, Chief Executive

Members of the Council are invited to attend the above meeting to consider the items of business listed below.

For those Councillors who wish to attend, prayers will be held in the Council Chamber at 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.

1. ELECTION OF THE CHAIRMAN OF THE DISTRICT COUNCIL

The Chairman will take the chair, make the declaration of acceptance of office and be invested with the chain of office.

2. VOTE OF THANKS TO THE RETIRING CHAIRMAN

After the vote of thanks, the Chairman will make a presentation to the retiring Chairman. The retiring Chairman will respond.

3. APPOINTMENT OF VICE-CHAIRMAN OF THE DISTRICT COUNCIL

The Vice-Chairman will make the declaration of acceptance of office and be invested with the Vice-Chairman's medallion.

4. APOLOGIES FOR ABSENCE

5. DISCLOSURE OF INTERESTS

Members are asked to disclose any interests in matters for consideration at the meeting.

6. MINUTES OF THE MEETING HELD ON 1 MARCH 2013

(Enclosure)

7. COMMUNICATIONS (INCLUDING CHAIRMAN'S ANNOUNCEMENTS)

(Enclosure)

8. APPOINTMENT OF THE CABINET

For noting. The Leader will announce the size of the Cabinet, appoint members to the Cabinet and announce their portfolios.

9. APPOINTMENT TO COMMITTEES AND POLICY DEVELOPMENT GROUPS

Report number LDS089 by the Head of Legal and Democratic Services.

(Enclosure)

10. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2013/14

To approve a programme of ordinary meetings of the Council and its committees for the municipal year – report number LDS088 by the Head of Legal and Democratic Services.

(Enclosure)

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To consider nominations to represent the Council on outside bodies – report number LDS090 by the Head of Legal and Democratic Services.

(Enclosure)

12. SUMMARY OF DECISIONS TAKEN UNDER SPECIAL URGENCY PROVISIONS

Report number LDS091 of the Leader of the Council.

(Enclosure)

13. RECOMMENDATIONS FROM THE CONSTITUTION COMMITTEE

Report by the Chairman of the Constitution Committee.

(To follow)

14. GOVERNANCE AND AUDIT ANNUAL REPORT AND WORK PLAN

Report number GAC005 by the Chairman of the Governance and Audit Committee.

(Enclosure)

15. QUESTIONS WITHOUT DISCUSSION

To note the list of questions asked under Council procedure rule 11.1 as circulated at the start of the meeting and their reference to the relevant Policy Development Group.

MINUTES

COUNCIL

FRIDAY, 1 MARCH 2013

2.00 PM



PRESENT

Councillor Mrs Rosemary Kaberry-Brown Chairman

Councillor Bob Adams
Councillor Ray Auger
Councillor Jean Bevan
Councillor Harrish Bisnauthsing
Councillor Pam Bosworth
Councillor Robert Broughton
Councillor Teri Bryant
Councillor Paul Carpenter
Councillor Mrs Frances Cartwright
Councillor Ibis Channell
Councillor Michael Cook
Councillor Kelham Cooke
Councillor Nick Craft
Councillor Alan Davidson
Councillor Phil Dilks
Councillor Breda Griffin
Councillor David Higgs
Councillor Reginald Howard
Councillor Jock Kerr
Councillor Vic Kerr
Councillor Michael King
Councillor Charmaine Morgan
Councillor David Nalson

Councillor Mrs. Linda Neal
Councillor John Nicholson
Councillor Nick Robins
Councillor Graddon Rowlands
Councillor Bob Russell
Councillor Bob Sampson
Councillor Trevor Scott
Councillor Ian Selby
Councillor John Smith
Councillor Mrs Judy Smith
Councillor Jacky Smith
Councillor Peter Stephens
Councillor Ian Stokes
Councillor Adam Stokes
Councillor Brenda A Sumner
Councillor Mike Taylor
Councillor Mrs Jean Taylor
Councillor Jeff Thompson
Councillor Bruce Wells
Councillor Martin Wilkins
Councillor Paul Wood
Councillor Rosemary H Woolley
Councillor Raymond Wooten

OFFICERS

Chief Executive (Beverly Agass)
Strategic Director (Daren Turner)
Strategic Director (Ian Yates)
Head of Legal and Democratic Services
(Lucy Youles)
Head of Finance (Richard Wyles)
Head of Housing and Neighbourhoods
(Ian Richardson)

OFFICERS

Head of Community Assets (Paul
Stokes)
Finance Support Manager (Finance and
Risk) (David Scott)
Human Resources and Organisational
Development Service Manager (Joyce
Slater)
Principal Democracy Officer (Jo Toomey)

61. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ashberry, Chivers, Parkin, Powell, Bob Sandall, Susan Sandall, Shorrocks, Judy Stevens and Turner.

62. DISCLOSURE OF INTERESTS

No interests were disclosed.

63. MINUTES OF THE MEETING HELD ON 13 DECEMBER 2012

It was proposed and seconded that the minutes from the meeting held on 13 December 2012 be agreed as a correct record. This was put to the vote and carried.

64. COMMUNICATIONS (INCLUDING CHAIRMAN'S ANNOUNCEMENTS)

The Council noted the Chairman's engagements.

65. DETERMINATION OF BUDGET 2013/14 (AND INDICATIVE FOR 2014/15 AND 2015/16) - GENERAL FUND, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME AND PAY POLICY STATEMENT

DECISION:

The Council resolves:

PART A

In relation to the General Fund (Revenue)

- a. to approve the original base estimate for 2013/14 and indicative base estimates for 2014/15 and 2015/16 and to set a General Fund budget requirement of £14.068M for 2013/14 (inclusive of special expenses) including the additional items listed at Appendix B and the savings listed at Appendix C as detailed in the summary at Appendix A page 1;
- b. to approve a Council Tax increase of £5 (for a Band D equivalent) for 2013/14 (including special expense areas) at Appendix A page 2;
- c. to approve increases in Fees and Charges for 2013/14 as set out at Appendix D

In relation to the Housing Revenue Account (HRA)

- d. to set dwelling rent increases in accordance with Government guideline rent providing an average rent of £74.32 (and an average rental increase of 4.57% or £3.24 per week)
- e. to set an increase in garage rents of 2.6%

- f. to increase service charges by 2.6%
- g. to approve the Housing Revenue Account for the year 2013/14 (including the items at Appendix E in the report) and indicative years 2014/15 and 2015/16 shown at Appendix F

In relation to Capital and investment Programmes

- h. to approve the General Fund Capital programme for 2013/14 to 2017/18 detailed at Appendix G page 1
- i. to approve the indicative Housing Investment programme for 2013/14 to 2017/18 detailed at Appendix G page 2
- j. to approve the Capital Financing statement detailed at Appendix G page 3

In relation to the Reserves and balances

- k. To approve the use of the reserves as detailed at Appendix H

With reference to both the recent national publicity concerning the statue of Baroness Thatcher and its possible location and the article in today's Grantham Journal could the officers of the authority be asked to revise the existing plans to commemorate Baroness Thatcher and report back to Cabinet.

Management and prudential indicators

- l. to approve the Treasury Management Strategy provided at Appendix I;

Pay Policy Statement

- m. to approve the pay policy statement shown at Appendix J

PART B

That the Council, in accordance with the requirements set out in paragraphs 32 to 36 of the Local Government Finance Act 1992, as amended (the "Act") adopts the following formal recommendations:-

- 1) That the following amounts be calculated by the Council for the year 2013/14 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (as amended)
 - a) £83,806,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act (including special expense and parish precepts).
 - b) £68,455,000 being the aggregate of the amounts which the

Council estimates for the items set out in Section 32 (3) (a) to (c) of the Act.

- c) £15,351,000 being the amount by which the aggregate at a) above exceeds the aggregate at b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- d) £7,798,000 being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed Non-Domestic Rates and Revenue Support Grant increased by the amount of the sum to be transferred from the Collection Fund to the General Fund
- e) £172.50 being the amount at c) above less the amount at d) above, all divided by the Council's tax base of 43,786.7 as recorded in minute 38 of the cabinet meeting of 21 January 2013, in accordance Section 33(1) of the Act, as the basic amount of its Council Tax for the year 2013/2014.
- f) £1,971,500 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- g) £127.47 being the amount of e) above, less the result given by dividing the amount of f) above by the Council's tax base relating to special items as set on 21 January 2013, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for year for dwellings in those parts of its area to which no special item relates.
- h) Part of the Council's area Adjusted Band D equiv.

<u>Parish</u>	<u>Adjusted Band D Equivalents</u>
	No.
Grantham combined	10,295.8
Stamford combined	6,513.9
Bourne Combined	4,686.1
Allington	339.9
Ancaster	539.7
Aslackby	102.1
Barholm & Stowe	35.1
Barkston and Syston combined	248.2
Barrowby	677.3

Baston	517.3
Belton & Manthorpe	195.4
Billingborough	444.4
Bitchfield	55.4
Boothby Pagnell	60.9
Braceborough & Wilsthorpe	133.7
Ropsley, Humby, Braceby, Sapperton combined	312.0
Burton Coggles	37.2
Careby	64.0
Carlby	204.1
Carlton Scroop and Normanton combined	121.7
Castle Bytham	290.9
Caythorpe & Frieston	505.0
Claypole	490.1
Colsterwoth, Gunby & Stainby, North Witham combined	699.2
Corby Glen & Birkholme	380.8
Counthorpe & Creeton	31.9
Deeping St James	2,314.6
Denton	117.7
Dowsby	59.4
Dunsby	43.3
Stoke Rochford and Easton combined	80.5
Edenham	103.8
Fenton	56.5
Folkingham	277.7
Foston	205.4
Fulbeck	209.8
Greatford	124.8
Great Gonerby	738.2
Great Ponton	124.8
Haconby & Stainfield	183.7
Harlaxton	313.9
Heydour	145.9
Honington	66.2
Horbling	155.5
Hougham	75.4
Hough-on-the-Hill	157.8
Ingoldsby	108.6
Irnham	99.1
Kirkby Underwood	81.4
Langtoft	714.2

Lenton	65.6
Little Bytham	103.5
Little Ponton & Stroxton	66.7
Londonthorpe & Harrowby without combined	1,627.1
Long Bennington	856.4
Market Deeping	1,955.8
Marston	145.3
Morton & Hanthorpe	775.2
Old Somerby	84.8
Pickworth	72.3
Pointon	190.9
Rippingale	325.7
Sedgebrook	139.7
Skillington	126.0
South Witham	445.3
Stubton	72.3
Swayfield	142.4
Swinstead	80.2
Tallington	188.8
Thurlby	770.9
Toft Lound & Manthorpe	130.4
Uffington	300.9
Welby	74.1
Westborough & Dry Doddington	144.8
West Deeping	115.5
Witham-on-the-Hill	94.8
Woolsthorpe	134.4
Wyville cum Hungerton	16.7

being calculated by adding to the amount at (g) above the amounts of special item relating to dwellings in those parts of the Council's area, divided in each case by the individual tax bases as recorded in minute 40 in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which special item relates.

- i) The amounts on the attached schedule (Appendix A to Part B), being the amounts given by multiplying the amounts at g) above and h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in valuation Band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account

for the year in respect of categories of dwellings listed in different valuation bands.

- j) That it be noted that for the year 2013/14 Lincolnshire County Council has stated the following amounts as a precept issued to the Council in accordance with Section 40 of the Local Government Finance Act, 1992, for each of the categories of dwellings shown below:-

Valuation Band

A £	B £	C £	D £	E £	F £	G £	H £
710.46	828.87	947.28	1065.69	1302.51	1539.33	1776.15	2131.38

- k) That it be noted that for the year 2013/14 Lincolnshire Police Authority has stated the following amounts as a precept issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Valuation Band

A £	B £	C £	D £	E £	F £	G £	H £
126.72	147.84	168.96	190.08	232.32	274.56	316.80	380.16

- l) That, having calculated the aggregate in each case of the amounts at i), j) and k) above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the amounts in Appendix B to part B as the levels of Council Tax for the year 2013/14 for the categories of dwellings shown in Appendix A to part B.

The Leader of the Council proposed the Budget as presented in report number HOF225. She moved recommendations a to c in relation to the General Fund (Revenue), d to g in relation to the Housing Revenue Account, h to j in relation to capital and investment programmes, k in relation to reserves and balances, l in relation to management and prudential indicators and m in relation to the pay policy statement. She also moved recommendations a to l at Part B of the report (as per the addendum circulated at the meeting) in relation to Council Tax setting.

In proposing the recommendations, the Leader stated that the proposals in the Budget for 2013/14 would help the Council continue to deliver against its priorities. She highlighted a number of key achievements from 2012/13 including the Gravity Fields Festival, improvements to Grantham Marketplace and Westgate and the shop front

scheme in Grantham and Bourne, Wherry's Lane in Bourne and the Local Authority Mortgage Scheme. She also highlighted future projects including a Georgian festival, which would take place in Stamford in 2013; extending the business hardship fund; rolling out the shop front scheme to Stamford; investing in broadband infrastructure and a commitment to fund the shortfall in respect of Deepings Leisure Centre until 2016 following the withdrawal of funding by Lincolnshire County Council.

The Portfolio Holders for Strategic Resources – Well Run Council and Good Housing for All each seconded the recommendations relating to their Portfolio. They talked about presenting a budget that provided for growth and protected frontline services while acknowledging the national economic position and welfare reform measures. The changes to the way in which local government was funded through the business rate retention scheme and its associated measures were also highlighted.

The Strategic Resources – Well Run Council Portfolio Holder referred to a one-year only exemption that was given to the Council to increase its council tax above the 2% national cap. The Good Housing for All Portfolio Holder added that a programme to build 30 new council homes would begin in 2013 and this would be complemented by working in partnership with registered social landlords to increase the social housing offer and bring empty properties back into use. He also referred to programmes that were improving the energy efficiency of council properties which would continue into 2013/14.

An amendment was proposed and seconded:

“With reference to both the recent national publicity concerning the statue of Baroness Thatcher and its possible location and the article in today's Grantham Journal could the officers of the authority be asked to revise the existing plans to commemorate Baroness Thatcher and report back to Cabinet.”

The proposer and seconders of the original motion agreed to incorporate the amendment within the proposition.

An amendment to the proposition was proposed and seconded:

“In order to attract international visitors to Grantham it is proposed that a statue/bust of Lady Margaret Thatcher is to be displayed in an appropriate secure setting as part of an integral exhibition reflecting her controversial life, recognising also the impact she has made at a national and international level.

It is proposed that the bust be either located in the Grantham Museum, or, in an alternative secure setting where the bust and associated exhibit can be displayed.

Having considered a number of options it is proposed that an open competition will be held which local educational establishments will be encouraged to participate in.

Collaborative projects will be encouraged.

*The prize fund for the winning entry bust/statue will be £15,000.
The prize fund for the winning associated exhibition stand will be £1000*

All entries will be included in a special exhibit at the end of the competition. The prize money will be allocated from the General Fund which has available revenue of £2m.”

Comments made by Councillors speaking on the amendment made reference to recent press coverage relating to the marble bust of Baroness Thatcher and her role as a famous daughter of Grantham. Some Councillors felt that while she was a controversial figure and regardless of political beliefs, her life and achievements should be celebrated. It was also suggested that a statue could help increase tourist interest in the town. Members of Council were reminded of the amendment that had already been incorporated within the proposition. The Section 151 Officer advised the Council that the amendment related to recommendation k in Part A of report number HOF225.

The amendment was put to the vote and lost.

Several members spoke on the substantive motion, expressing support for the budget.

One speaker said that he did not feel the budget had gone far enough to mitigate the effects of welfare reform and proposed an amendment, which was seconded:

“This council recognises that due to the financial circumstances of many Council and Housing Association tenants in receipt of Housing Benefit many may not be prepared for the need to move home as a result of the changes being implemented. Where it is identified that a tenant wishes to move in order to avoid arrears, and, that the move is compliant with SKDC rules regarding Housing Transfer or Mutual Exchange, or the tenant is moving into private accommodation, it is proposed to provide practical assistance to Council tenants concerned, to facilitate the house move.

The exact number of tenants who may opt to move is not known. Therefore an estimate has been made that 20% of 1057 Council households will be required to move, and need assistance as a result of the Housing Benefit rule. It is noted that an additional unknown number of Housing Association and Social Landlord tenants may be affected. These tenants will also be entitled to Moving Assistance.

Based on an average removal quotation for a 3 bedroom home within the same town it is proposed that a maximum sum of £400 (excl VAT) will be provided to householders identified by officers as requiring assistance. It is proposed that 211 households may require assistance being 20% of all households affected. This equates to £84,000 (excl VAT).

In extraordinary cases, at the Officers discretion e.g. where the occupant is disabled, or, has a serious medical condition, further assistance with packing costs will also be provided to an additional maximum of cost of £400 (excl VAT).

*Taking into account operational needs and known allocated spend the Housing Revenue Account has estimated non-allocated reserve of £1m. It is proposed that we remove the funds required of **£84,000** from the HRA Working Balance Reserve, which currently stands at forecast amount of £8.9m. This would enable us to ensure an appropriate and acceptable level of Working Balance. This proposal would not compromise that level.”*

Those speaking in favour of the amendment highlighted potential impacts of housing benefit changes and said that they felt the Council should have a fund to support those forced to move as a consequence of this. They expressed concern about the impact of the changes on tenants who fell into arrears and would therefore be prevented from moving. The Head of Housing informed Councillors that provision to support removal costs and advice for tenants had been made in the proposed Budget for 2013/14. Where possible council officers were trying to identify properties into which households identified as overpopulated could move and broker swaps with people not on benefit and looking to move to a larger property.

The Section 151 officer clarified that the amount to fund a scheme like this was £84k and would affect recommendation k on the use of reserves and recommendation g which related to the Housing Revenue Account (HRA). He also clarified that funding from the HRA could only be used to support tenants in council properties; tenants of other registered social landlords were not eligible to receive any support through the HRA.

The amendment was put to the vote and lost.

A further amendment was proposed and seconded:

“It is proposed to use unallocated funds in the Housing Revenue Account to increase the existing Discretionary Housing Payment (DHP) to enable SKDC officers to provide both advice and also practical assistance to residents at risk of arrears and homelessness. The fund will be used at the officer’s discretion with the aim of protecting the tenant from arrears, which will limit future options for the tenant, or homelessness. It will provide a period of grace whilst the tenant’s situation is being assessed/managed until a satisfactory resolution during the first year of the implementation of the Benefit changes.

*Taking into account operational needs and known allocated spend the Housing Revenue Account has estimated non-allocated reserve of £1m. It is proposed that we remove the funds required of **£189,828** from the HRA Working Balance, which currently stands at forecast amount of £8.9m. This would enable us to ensure an appropriate and acceptable level of Working Balance. This proposal would not compromise that level. The funds identified assume that 30% of tenants affected, whether living in homes with one or more bedrooms above their required accommodation, will require assistance.”*

Councillors who spoke in support of the motion again highlighted the potential impacts of the housing benefit changes and said that while they felt the budget went some way to help people in desperate need, it did not provide a sufficient cushion to see them through

that period without falling into arrears. They highlighted that if a tenant fell into arrears they would be prevented from moving to a smaller property even if they wanted to. The amendment would create a fund which would form part of the discretionary fund for housing officers to mitigate the impact of the changes. The Head of Housing restated that funding had been budgeted to support residents affected by housing benefit changes and because the potential impact of the legislation was unknown, the balance of funding through direct support against officer time was scalable.

Provision within the proposed budget was highlighted by Councillors who spoke against the amendment, together with pressures on local government funding in coming years.

The deputy Section 151 officer advised members that the amendment would affect recommendation k of Part A of the budget as it affected the use of reserves, and recommendation g because it affected the Housing Revenue Account.

The amendment was put to the vote and lost.

15:41 to 15:58 – the meeting adjourned

On the resumption of the meeting, it was proposed and seconded in accordance with council procedure rule 14.10(iv) that the question be now put.

As the proposer of the original motion, the Leader was given the opportunity to sum up. She highlighted the national economic position and stated that additional funding proposed through the amendments would mean that continued support would become unaffordable. Reference was made to the local council tax support scheme, which had been approved at a previous meeting of the Council. She added that despite difficult financial circumstances the district had succeeded in creating opportunities for local people, citing the local authority mortgage scheme. She also mentioned measures within the proposed budget that were designed to support and protect the most vulnerable giving the example of the council tax hardship fund, the pilot scheme that would support families affected by welfare reform measures and continued funding of the Citizen's Advice Bureau and other voluntary bodies.

A vote was taken on the proposal that the question be now put, which was carried. It was suggested that a single vote take place on the budget which covered parts A and B. All recommendations in Part A and B (incorporating the addition relating to a statue of Baroness Thatcher) were put to the vote and carried.

66. CONTRACT PROCEDURE RULES

Decision:

- 1. Council approves the updated Contract and Procurement Procedure Rules in relation to supporting local suppliers up to the contract value of £25,000***
- 2. Council approves the definition of local supplier as: 'suppliers whose trading premises are located within Lincolnshire and/or a 20***

mile radius of the county of Lincolnshire's boundary'

The Head of Finance summarised report number HOF222 on the updating of the Contract and Procurement Procedure Rules. The proposed revisions had been considered by the Governance and Audit Committee at its meeting on 6 December 2012 at which members endorsed an initiative to support local suppliers. For contracts with a value of up to £25,000, seeking a quote from a local supplier (a supplier in Lincolnshire or within 20 miles of its border) would become part of the procurement specification.

The recommendations in the report were proposed and seconded. The Governance and Audit Committee were thanked for their deliberations and recommendations. On being put to the vote, the motion was carried.

67. NOTICES OF MOTION GIVEN UNDER COUNCIL PROCEDURE RULE 12:

Decision:

That this Council supports the motion:

Members have before them a copy of a letter from the End Fuel Poverty Coalition and a copy of the proposed commitment. Fuel poverty is a growing issue and recent energy price rises could force many more households into fuel poverty. Energy efficiency improvements to homes are the most effective means to take people out of fuel poverty in the medium to long term. £4 billion will be raised each year for the next 15 years from the European Emissions Trading Scheme and the Carbon Floor Price. The funding from carbon taxes could potentially take 9 out of 10 fuel poor households out of fuel poverty if spent on improving the energy efficiency standards on their homes.

Taking into account the content of the letter and the commitment, this Council resolves to:

- ***Support the End Fuel Poverty Coalition's local authority fuel poverty commitment***
- ***Support the Energy Bill Revolution's campaign call for carbon taxes to be spent on reducing fuel poverty***

Councillor Mrs Linda Neal proposed the motion:

Members have before them a copy of a letter from the End Fuel Poverty Coalition and a copy of the proposed commitment. Fuel poverty is a growing issue and recent energy price rises could force many more households into fuel poverty. Energy efficiency improvements to homes are the most effective means to take people out of fuel poverty in the medium to long term. £4 billion will be raised each year for the next 15 years from the European Emissions Trading Scheme and the Carbon

Floor Price. The funding from carbon taxes could potentially take 9 out of 10 fuel poor households out of fuel poverty if spent on improving the energy efficiency standards on their homes.

Taking into account the content of the letter and the commitment, this Council resolves to:

- *Support the End Fuel Poverty Coalition's local authority fuel poverty commitment*
- *Support the Energy Bill Revolution's campaign call for carbon taxes to be spent on reducing fuel poverty*

Councillor Mrs Neal commended the motion to all members and asked for their support. In seconding the motion, the Good Housing for All Portfolio Holder reminded members of the Council's previous and future spending commitment in respect of improving energy efficiency and noted that the motion aligned with Council priorities. The motion was put to the vote and carried.

68. CLOSE OF MEETING

The meeting was closed at 16:16.

Chairman's List of Civic Engagements – 23 February 2013 to 18 April 2013

FEBRUARY 2013				
Date	Ref	Organisation and Event	Location	Chauf
23.02.13		The Gang Show	Guildhall Arts Centre	
MARCH 2013				
Date	Ref	Organisation and event	Location	Chauf
01.03.13 (Friday)	RKB102	North Kesteven District Council (Chairman's Civic Reception)	North Kesteven District Council's Offices, Sleaford	Yes
02.03.13 (Saturday)	RKB107	Grantham Singers – Diamond Anniversary Concert	The Guildhall Arts Centre Grantham	
06.03.13	VC022	Sainsbury's School Games Winter Festival – Cllr David Nalson	Grantham Meres Leisure Centre	
07.03.13	RKB110	Grantham & Kesteven Rotary – International Women's Evening	Jubilee Life Centre St. Catherines Road	
08.03.13 (Friday)	RKB025	SKDC Civic Dinner	Olde Barn Hotel	
13.03.13 (Wednesday)	RKB108	Rotary Club of Grantham Kesteven – Children of Courage Awards	Ramada Hotel, Grantham,	
15.03.13 (Friday)	RKB103/ RKB037	North Lincolnshire Council Civic Dinner	Normanby Hall	Yes
16.03.13	RKB104	Market Deeping Town Council Charity Civic Dinner	Deepings Sports and Social Club, Market Deeping	Yes
17.03.13 (Sunday)	RKB114	Grantham Mid Lent Fair 2013 – Opening Ceremony	The Mayor's Parlour (followed by Newton Room, Guildhall Arts Centre, Grantham)	
18.03.13 (Monday)	RKB113	2013 Rock Challenge Evening	The Mere's Leisure Centre, Grantham	
19.03.13 (Tuesday)	RKB112	The High Sheriff of Lincolnshire Mr John Burke – A Service of Evensong	Lincoln Cathedral – Service followed by Drinks at Cathedral Centre	Yes
21.03.13 (Thursday)	VC021	The Last 45 Minutes of Anne Boleyn – with Medieval Supper	Chapter House, Lincoln Cathedral	
22.03.13	RKB111	The Worshipful the Mayor & Mayoress of Boston Borough Council Civic Dinner –	The Lime Restaurant at Boston College	Yes
25.03.13	RKB115	Licensing of the new priest in Saxonwell Group of Churches – Harriet Orridge	St. Swithun's Church Long Bennington	
APRIL 2013				
Date	Ref	Organisation and event	Location	Chauf
07.04.13	RKB109	Mayor of Peterborough – Last Night of the Proms	The Key Theatre, Peterborough	Yes
07.04.13	VC023	Mayor of the City of Lincoln's Civic Service	Church Hall followed by St. Hugh's Roman Catholic Church, Lincoln followed by The Guildhall	
13.04.13	RKB116	The Chairman of East Lindsey District Council – Charity Dinner	Woodhall Spa Golf Club	Yes
14.04.13	RKB026	SKDC Thanksgiving Service	Ancaster Church	
17.04.13	RKB117	The Mayor & Mayoress of Grantham's Charity Event – Murder Mystery Evening	The Appletree Restaurant Grantham College	

REPORT TO COUNCIL

REPORT OF: **Head of Legal and Democratic Services**

REPORT NO: **LDS089**

DATE: **18 April 2013**

TITLE:	Appointments to Committees, Policy Development Groups, Panels and Boards of the Council	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter Portfolio: Governance and Communication	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services Telephone: 01476 40 61 05 E-mail: l.youles@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	The Council's Constitution	

1. RECOMMENDATIONS

- 1.1 The Council appoints the Chairman, Vice-Chairman and members of the Committees, Policy Development Groups, Panels and Boards in accordance with the legislative provisions regarding political balance and the relevant constitutional provisions.
- 1.2 The Council appoints a member to the electoral review working group to replace Councillor Kelham Cooke.

2. PURPOSE OF THE REPORT

- 2.1 The purpose of the report is to detail the Committees, Policy Development Groups, Panels and Boards to which appointments must be made.

3. DETAILS OF REPORT

- 3.1 The Council is required to appoint members to the various Committees of the Council detailed in this report. The Local Government (Committees and Political Groups) Regulations require seats on politically balanced Committees to be allocated according to the respective size of the political groups represented on the Council. The proportionality of the allocation of Members to policy development groups could be based on a cumulative total based on the number of seats across all policy development groups, or the total number of seats on each policy development group.
- 3.2 Details of which Committees require members to undertake core or mandatory training are given below. Core training is available in accordance with a Member Training Programme and must be attended as required. Mandatory training is essential before any member can sit on the relevant committee.
- 3.3 **Chairmen and Vice-Chairmen**

The Constitution states that the Chairmanships and Vice-Chairmanships of these Committees are appointed by Council following the advice of the Leader relating to the suitability and merit of the candidates.

In order to demonstrate a robust and effective scrutiny process, no member of the Cabinet may be appointed to the Scrutiny Committee and it is recommended that the chairman of the Scrutiny Committee is not a member of the Administration group. The Policy Development Groups provide an overview role to assist the Cabinet in its decision making. No member of the Cabinet may be appointed to the Policy Development Groups. To further support the robustness and effectiveness of scrutiny arrangements, Councillors who sit on Policy Development Groups may not sit on the Scrutiny Committee

Schedule of Committees

Committee	No of members	Political Balance Applies?	Training
Resources Policy Dev Group (PDG)	7	Yes	Core

Committee	No of members	Political Balance Applies?	Training
Engagement PDG	7	Yes	Core
Communities PDG	7	Yes	Core
Scrutiny Committee	11	Yes	Core
Development Control Committee	17	Yes	Mandatory
Licensing Committee (includes membership of the Alcohol, Entertainment and Late Night Refreshment Licensing Committee, Review Board and Appeals Panel)	11	Yes	Mandatory
Chief Executive's Remuneration Panel	3 (no chairman or vice required)	Yes	Core
Chief Executive's Performance Panel	3 (no chairman or vice required)	Yes	Core
Chief Executive's Appeal Panel	3 (no chairman or vice required)	Yes	Core
Constitution Committee	5	Yes	Core
Governance and Audit Committee	7	Yes	Mandatory

3.4 Electoral Review Working Group

At its meeting on xxx Council appointed Councillors Bob Adams, Adam Stokes, Kelham Cooke, Reg Howard and Alan Davidson to the electoral review working group. The council agreed that this working group of five should be politically balanced (3 Conservatives, 1 Independent and 1 Labour).

The working group was appointed to develop the submissions in respect of both stages of the review: the Council size submission and proposed warding arrangements.

After the Council had submitted its proposals on council size, Councillor Kelham Cooke resigned from the working group. The timeline for compiling proposed warding arrangements will mean members are required to attend weekly meetings for a period of eight weeks.

4. OTHER OPTIONS CONSIDERED

- 4.1 There are no other options to consider. The committees and groups are set out in the Constitution. Chairmen, vice-chairmen and members should be appointed as required.

5. RESOURCE IMPLICATIONS

- 5.1 There are no additional resource implications. Appropriate budget provision has been made for the appointments detailed.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report and no significant risks were identified.

7. ISSUES ARISING FROM IMPACT ANALYSIS

7.1 No issues arising from this report. Political balance is a legal requirement.

8. CRIME AND DISORDER IMPLICATIONS

8.1 None

9. COMMENTS OF FINANCIAL SERVICES

9.1 There are no financial implications arising from this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 The structure of the Council and its meetings is determined by the Local Government Act 1972 and the Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007. This structure as set out in the Constitution has been determined by Council.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 None applicable

12. APPENDICES:

- Appendix 1: Apportionment of seats to political groups
- Appendix 2: List of current appointments

Appendix 1: Proportion of seats

Stage 1 – Allocation to Committees ensuring political balance on each committee

<i>Party</i>	<i>Total Seats</i>	<i>%</i>	<i>Dev Control Proportion</i>	<i>Dev Control Rounded</i>	<i>Licensing & A&E Licensing Proportion</i>	<i>Licensing & A&E Licensing Rounded</i>	<i>Constitution Committee Proportion</i>	<i>Constitution Committee rounded</i>	<i>Gov & Audit Committee Proportion</i>	<i>Gov & Audit Committee rounded</i>	<i>Scrutiny Committee Proportion</i>	<i>Scrutiny Committee Rounded</i>
Conservative	38	65.52%	11.13793	11	7.206897	7	3.275862	3	4.586207	5	7.206897	7
Independents	13	22.41%	3.810345	4	2.465517	3	1.12069	1	1.568966	1	2.465517	3
Labour	7	12.07%	2.051724	2	1.327586	1	0.603448	1	0.844828	1	1.327586	1
Total	58			17		11		5		7		11

Stage 2 – Allocation to Policy Development Groups based on a) political balance spread across the total number of PDG seats and b) political balance for each PDG

Total seats available		21										
<i>Party</i>	<i>Total Seats</i>	<i>%</i>	<i>Seats prop</i>	<i>Seats Rounded</i>	<i>Engagement PDG</i>	<i>Communities PDG</i>	<i>Resources PDG</i>		<i>Engagement PDG</i>	<i>Communities PDG</i>	<i>Resources PDG</i>	<i>No.s rounded</i>
Conservative	38	65.52%	13.7586	14	4	5	5		4.586207	4.586207	4.586207	5
Independents	13	22.41%	4.7069	5	3	1	1		1.568966	1.568966	1.568966	1
Labour	7	12.07%	2.5345	2	0	1	1		0.844828	0.844828	0.844828	1
Total	58		0	21	7	7	7					7

Stage 3 – Allocation to Chief Executive Panels

Party	Seats	%	Seats prop	Seats rounded
Conservative	38	65.52%	1.9655	2
Independents	13	22.41%	0.6724	1
Labour	7	12.07%	0.3621	0
Total	58			3

Appendix 2: Current Committee appointments

Committee	Conservative	Independent	Labour
Resources Policy Development Group	Councillor Jean Bevan Councillor Mike Cook Councillor Nick Craft Councillor Trevor Scott Councillor Jacky Smith	Councillor Bob Sandall	Councillor Mark Ashberry (substitute for Councillor Phil Dilks until annual meeting on 18 April 2013)
Engagement Policy Development Group	Councillor Bob Adams Councillor Ray Auger Councillor Nick Robins Councillor Rosemary Woolley	Councillor Harrish Bisnauthsing Councillor Ibis Channell Councillor Jock Kerr	
Communities Policy Development Group	Councillor Kelham Cooke Councillor Breda Griffin Councillor John Nicholson Councillor Jean Taylor Councillor Ray Wootten	Councillor Jeff Thompson	Councillor Charmaine Morgan (substitute for Councillor Phil Dilks until annual meeting on 18 April 2013)
Scrutiny Committee	Councillor Paul Cosham Councillor Mrs Rosemary Kaberry-Brown Councillor Michael King Councillor David Nalson Councillor Bob Russell Councillor Mrs Judy Smith Councillor Frank Turner	Councillor Reg Howard Councillor Helen Powell Councillor Bob Sampson	Councillor Alan Davidson
Development Control Committee	Councillor Mike Cook Councillor David Higgs Councillor Mrs Rosemary Kaberry-Brown Councillor Michael King Councillor Alan Parkin Councillor Jacky Smith Councillor Mrs Judy Smith Councillor Adam Stokes Councillor Mrs Brenda Sumner Councillor Martin Wilkins Councillor Debbie Wren	Councillor Reg Howard Councillor Vic Kerr Councillor Helen Powell Councillor Judy Stevens	Councillor Mark Ashberry Councillor Charmaine Morgan

Committee	Conservative	Independent	Labour
Licensing/Alcohol & Entertainment Licensing Committee	Councillor Mrs Pam Bosworth Councillor George Chivers Councillor Breda Griffin Councillor Graddon Rowlands Councillor Bob Russell Councillor Mrs Jean Taylor Councillor Frank Turner	Councillor Bob Broughton Councillor Reg Howard Councillor Vic Kerr	Councillor Mark Ashberry
Constitution Committee	Councillor Ray Auger Councillor Adam Stokes Councillor Ray Wootten	Councillor Susan Sandall	Councillor Rob Shorrock
Governance & Audit Committee	Councillor Jean Bevan Councillor Trevor Scott Councillor Ian Stokes Councillor Martin Wilkins Councillor Rosemary Woolley	Councillor Jeff Thompson	Councillor Rob Shorrock
Chief Executive's Remuneration Panel	Councillor Teri Bryant Councillor Trevor Scott	Councillor Bob Sampson	
Chief Executive's Performance Panel	Councillor Mrs Linda Neal Councillor Mike Taylor	Councillor Helen Powell	
Chief Executive's Appeal Panel	Councillor Paul Carpenter Councillor Ian Stokes	Councillor Vic Kerr	
Electoral Review Working Group	Councillor Bob Adams Councillor Adam Stokes (Vacancy)	Councillor Reg Howard	Councillor Alan Davidson

REPORT TO COUNCIL

REPORT OF: **Head of Legal and Democratic Services**

REPORT NO: **LDS088**

DATE: **18 April 2013**

TITLE:	Programme of meetings of Council, Committees and Policy Development Groups for 2013/14	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter Portfolio: Governance and Communication	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services. Telephone: 01476 406105 E-mail: l.youles@southkesteven.gov.uk .	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	The Council's Constitution	

1. RECOMMENDATIONS

- 1.1 The Council determines the dates of meetings for the Council, other committees and policy development groups.

2. PURPOSE OF THE REPORT

- 2.1 Under part 4 of the Constitution (Council Procedure Rule 1) it is the business of the annual Council meeting to approve a programme of ordinary meetings of the Council for the year.

3. DETAILS OF REPORT

- 3.1 A copy of the draft programme of meetings which has already been circulated to Members for consideration, is attached at appendix 1 to this report. There is a change in the proposed frequency of meetings of the Development Control Committee from every four weeks to every three weeks. This change has been proposed because of the number of applications coming forward for the committee to determine.
- 3.2 Any changes made to the draft programme since it was circulated to Members will be highlighted at the meeting to enable Members to note and mark their diaries accordingly.

4. OTHER OPTIONS CONSIDERED

- 4.1 Under the Local Government Act 1972, the Council must hold an annual meeting. The Constitution states that the Cabinet must meet at least 12 times a year and the Development Control Committee must meet with such frequency in order to determine applications within the statutory timeframe.

5. RESOURCE IMPLICATIONS

- 5.1 There are no additional resource implications

6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
Statutory failure through not taking decisions at the required time	If there are not sufficient meetings the Council risks being unable to complete necessary business. For the consideration of urgent issues, additional meetings can be called as required.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 No issues arising from this report.

8. CRIME AND DISORDER IMPLICATIONS

8.1 None

9. COMMENTS OF FINANCIAL SERVICES

9.1 There are no financial implications arising from this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 In respect of certain committees of the Council, the Constitution stipulates a minimum number of meetings that should be held. Instances in which urgent business arises can be dealt with through provisions that allow the calling of additional meetings of committees of the Council.

11. COMMENTS OF OTHER RELEVANT SERVICES


11.1 None applicable.

12. APPENDICES:

12.1 Draft programme of meetings.

DRAFT SOUTH KESTEVEN DISTRICT COUNCIL MEETING DATES 2013/14 - DRAFT Mk 8

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL
Mon		3 CABINET	1 CABINET		2 CABINET			2 CABINET			3 COUNCIL	
Tues		4 DEV CONTROL									4 DEV CONTROL	
Thurs	2 COUNTY ELECTIONS		4 Communities PDG		5 Communities PDG	3 Resources PDG					6 Communities PDG	
Fri		7 Licensing	5 Licensing	2 Licensing	6 Licensing	4 Licensing	1 Licensing	6 Licensing		7 Licensing	7 Licensing	4 Licensing
Mon	6 Bank Holiday			5 CABINET		7 CABINET					10 CABINET	7 CABINET
Tues		11 SCRUTINY Cmtte		6 DEV CONTROL		8 DEV CONTROL		10 DEV CONTROL		11 DEV CONTROL		8 SCRUTINY Cmtte
Thurs			11 COUNCIL		12 COUNCIL		7 COUNCIL				13 Gov & Audit Cmtte	
Fri	10 Licensing								10 Licensing	14		
Mon	13 CABINET						11 CABINET	16 Constitution Cmtte	13 CABINET	17 CABINET		
Tues	14 DEV CONTROL		16 DEV CONTROL		17 DEV CONTROL	15 SCRUTINY Cmtte			14 Gov & Audit Cmtte	18 SCRUTINY Cmtte		15 DEV CONTROL
Thurs	16 Communities PDG		18 Engagement PDG		19 Engagement PDG		14 Communities PDG		16 Communities PDG		20 Engagement PDG	17 ANNUAL COUNCIL
Fri									17 Engagement PDG	21		18 Bank Holiday
Mon	20 Constitution Cmtte				23 Constitution Cmtte	21		23			24 Constitution Cmtte	21 Bank Holiday
Tues		25 DEV CONTROL	23 Gov & Audit Cmttee	20 SCRUTINY Cmtte			19 DEV CONTROL		21 DEV CONTROL		25 DEV CONTROL	
Thurs	23 Engagement PDG		25 Resources PDG		26 Gov & Audit Cmtte		21 Gov & Audit Cmtte	26 Bank Holiday	23 COUNCIL		27 Resources PDG	
Fri		27 Gov & Audit Committee					22 Engagement PDG					
Mon	27 Bank Holiday			26 Bank Holiday								
Tues				27 DEV CONTROL		29 DEV CONTROL	26 SCRUTINY Cmtte	31 DEV CONTROL				
Thurs	30 Resources PDG						28 Resources PDG		30 Resources PDG			

School holidays Lincolnshire 

REPORT TO COUNCIL

REPORT OF: **Head of Legal and Democratic Services**

REPORT NO: **LDS090**

DATE: **18 April 2013**

TITLE:	Representatives on Outside Bodies	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter Portfolio: Governance and Communication	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services Telephone: 01476 40 61 05 E-mail: l.youles@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required:
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	None	

1. RECOMMENDATIONS

- 1.1 **The Council consider nominations put forward at the annual meeting and make appointments to the various organisations seeking District Council representation.**
- 1.2 **The Council considers the recommendation of the Scrutiny Committee that Councillors who represent the authority on outside bodies complete a return (appendix B to report number LDS090) to keep other members informed of the work and effectiveness of these bodies and our input.**

2. PURPOSE OF THE REPORT

- 2.1 Under Part 4 of the Constitution, specifically Council Procedure Rule 1.2(iv), the annual meeting of the Council will receive nominations of Councillors to serve on a variety of outside bodies.

3. DETAILS OF REPORT

- 3.1 South Kesteven District Council nominates representatives to a number of varying outside bodies. The majority of appointments are for a four-year period which usually coincides with the quadrennial elections. Other appointments have different durations or run between different dates. The appointment to some of the bodies to which SKDC nominates representatives has expired.
- 3.2 The Scrutiny Committee has a standing item on its agenda to receive reports from Councillors who represent the authority on outside bodies. The Committee has tended only to receive reports from Councillors who sit on the Committee. It set up a working group to consider how Councillors could report back on the work and effectiveness of the body together with their input. A feedback form was prepared and endorsed by the Committee. It recommended that a folder containing log sheets and relevant information be kept in the Members' Lounge for the information of all Councillors. The committee also recommended that a summary of the log should be presented to them on a regular basis.

4. OTHER OPTIONS CONSIDERED

- 4.1 The Council could decline to make an appointment or appointments unless there was any legal requirement to do so.

5. RESOURCE IMPLICATIONS

- 5.1 Travelling expenses are payable to Councillors who attend meetings of outside bodies to which they have been appointed by the Council. Provision is made with the Legal and Democratic Services budget for the payment of travel expenses.

6. RISK AND MITIGATION

- 6.1 The Council should make any appointments of representatives to outside bodies in accordance with the provisions in the Council's Constitution and

where statutory requirements exist, the Member with the appropriate office should be appointed.

7. ISSUES ARISING FROM IMPACT ANALYSIS

7.1 Not applicable

8. CRIME AND DISORDER IMPLICATIONS

8.1 Not applicable

9. COMMENTS OF FINANCIAL SERVICES

9.1 Any financial implications arising from this report have been included in the budget framework for 2013/14.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 There is now no longer any requirement to register appointment to such bodies as disclosable pecuniary interests unless remuneration by way of profit or gain is received from the body for attendance or shares or land are held by the Member appointed as a trustee or otherwise.

In the event that a conflict of interest arises for any Member appointed between the interests of the Council and the interests of the body, an interest may need to be disclosed whenever the issue to which the interest relates is discussed.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 None.

12. APPENDICES:

- List of appointments required.
- Draft report form

Organisation	Current Representative(s)	Expiry Date
East Midlands Councils	The Leader (Deputy Leader in his/her absence)	May 2013 (1 year appointment)
Local Government Association	The Leader (Deputy Leader in his/her absence)	May 2013 (1 year appointment)
Local Government Association – Rural Commission	Healthy Environment Portfolio Holder (voting rights) Councillor Mrs Brenda Sumner	May 2013 (1 year appointment)
Local Government Association – Urban Commission	Economic Development Portfolio Holder (voting rights) Councillor Michael King	May 2013 (1 year appointment)

South Kesteven District Council
Summary report of members attending outside bodies

Name of Councillor:

Name of Outside body:

Date of meeting/event:

Key points arising for South Kesteven District Council:

Who should a copy of this report be sent to within the Council for action?

In the light of this meeting /event and previous ones is it worthwhile for the Council to continue to have a representative/representatives on this body?

Any other comments:

Signature:

Date:

This completed form should be sent to Jo Toomey who will send copies on to other Council members/officers if necessary and then place it in the folder in the Members' room for up to 6 months. Further copies of this form (electronic or paper) are available from Jo Toomey.

Completed forms will be analysed by Scrutiny Committee annually against the official list of members acting as representatives on outside bodies.

REPORT TO COUNCIL

REPORT OF: **Leader of the Council**

REPORT NO: **LDS091**

DATE: **18 April 2013**

TITLE:	Report on Urgent Decisions	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:		
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Mrs Linda Neal (Leader of the Council) Portfolio: Policy, Strategy and Strategic Partnerships	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services Telephone: 01476 40 61 05 E-mail: l.youles@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	The Council's Constitution – Part 4, article 17.3	

1. RECOMMENDATIONS

- 1.1 That the Council notes the report

2. PURPOSE OF THE REPORT

- 2.1 In accordance with Part 5, Section 19 of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Leader of the Council is required to submit quarterly reports to the Council on executive decisions taken under the special urgency provisions. The report should include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken. The Leader must submit at least one report annually to the Council.

3. DETAILS OF REPORT

- 3.1 Since the enactment of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 two key decisions and one non-key decision have been taken under the urgency provisions.

- 18 March 2013 – Key Decision – report number PD005 in respect of the purchase of property in Grantham (report exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)).
- 26 March 2013 – Non-key Decision – report number AFM0250 in respect of the purchase of property in Grantham (report exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)).
- 26 March 2013 – Key Decision – report number PD007 in respect of the purchase of land near Grantham (report exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)).

The decisions were taken under urgency provisions because of externally defined timescales to which the Council was subject in buying land and property.

4. OTHER OPTIONS CONSIDERED

- 4.1 This is a statutorily required report.

5. RESOURCE IMPLICATIONS

- 5.1 There are no resource implications arising from this report.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report and no high risks were identified.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 Not applicable, this is a statutory report providing a summary of past activity.

8. CRIME AND DISORDER IMPLICATIONS

8.1 None.

9. COMMENTS OF FINANCIAL SERVICES

9.1 There are no financial implications as a result of this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 To comply with the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Council's Constitution, the Leader is required to make reports to Council on decisions taken using urgency provisions.

REPORT TO COUNCIL

REPORT OF: CHAIRMAN OF GOVERNANCE AND AUDIT COMMITTEE

REPORT NO: GAC005

DATE: 18th April 2013

TITLE:	GOVERNANCE & AUDIT COMMITTEE – ANNUAL REPORT TO COUNCIL FOR YEAR ENDED 31ST MARCH 2013	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Corporate Governance and Housing Portfolio Resources and Assets Portfolio	
CONTACT OFFICER:	Richard Wyles – Head of Finance r.wyles@southkesteven.gov.uk 01476 406210	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required: N/A
Equality and Diversity:	N/A	
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council’s website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Governance & Audit Committee Agendas and Minutes 2012/13 - available via the Your Council and Democracy link on the Council’s website: www.southkesteven.gov.uk	

1. RECOMMENDATIONS

1.1 Council is asked to:

- Approve the Annual Report of the Governance & Audit Committee for 2012/13
- Approve the indicative work plan and timetable for 2013/14 that reflect the terms of reference of the Committee

2. PURPOSE OF THE REPORT

- 2.1 The purpose of this report is to advise Council of the key outcomes arising from the work of the Governance & Audit Committee for 2012/13 and to approve the work plan of the Committee for 2013/14.
- 2.2 The Committee's work is key to delivering good governance throughout the authority because it provides independent assurance and challenge on the effectiveness of the Council's overall arrangements for corporate governance and internal control, including risk management. It is good practice to publicise the work of the Committee in order to ensure a greater understanding of governance and audit issues. It is also important for the Committee to demonstrate the impact of its work to Members, partners, stakeholders and the wider community.

3. DETAILS OF THE REPORT

2012/13 – Key Outcomes

- 3.1 The following is a summary of the key outcomes arising from the work of the Committee that have helped to improve and strengthen the Council's overarching control environment and governance arrangements.
- 3.2 The Committee met five times during 2012/13. The work programme takes account of the nature of the items included and the frequency with which Members require to be kept informed. Some of the items are a statutory requirement (Statement of Accounts, Annual Governance Statement, Annual Audit Letter) whereas others are included because they meet professional guidance and recommended best practice (reports covering internal audit and risk management). In addition, some items are ad-hoc and cover such matters as the accounting policies and corporate protocols, including partnerships and health & Safety.

Governance:

- Review and approval of the Annual Governance Statement for 2011/12 on behalf of Council.

Internal Audit:

- Consideration and review of internal audit plan, progress reports and Annual Report & Audit Opinion.
- The Committee reviewed the status of all outstanding internal audit recommendations to ensure that they were implemented within the agreed time-frame.

- The Committee undertook a self assessment to determine their effectiveness and ensure their ability to fulfil their terms of reference. This assessment was facilitated by internal audit and has resulted in an action plan that will be implemented during 2013/14.

External Audit & Inspection:

- Consideration and review of external audit (KPMG) annual fee letter, progress reports and Audit opinion.
- Consideration of the Annual Report on the Certification of Claims and Returns. This includes the outcome of the audit of the Housing and Council Tax Benefit Grant claim and the Housing Subsidy claim which were all unqualified.

Financial Reporting:

- Consideration of provisional and final General Fund and HRA Revenue and Capital Outturn 2011/12.
- Approval of draft (pre-audit) and revised (post audit) Statement of Accounts for 2011/12 and the external auditor's Annual Governance Report detailing adjustments to the Financial Statements and the Value for Money Conclusion.
- During the year, the Committee received reports on the pension fund assumptions and accounting policies to be used in the closedown of the 2012/13 accounts.

Treasury Management:

- The Governance & Audit Committee is responsible for monitoring treasury management performance. Specifically, this covered the review of the Treasury Management Annual report for 2012/13 and the formation of the 2013/14 strategy. In addition, the Committee received a mid-year report on assurance relating to treasury management activity. As part of the Committee's ongoing development, external Treasury training was undertaken by the Council's external treasury advisors.

Risk Management:

- Regular review of Council's Corporate Risk Register and associated Risk Management Improvement Plan.
- The Committee also approved the Risk Management Annual Report that summarised the work of the Risk Management Group and detailed what training had been undertaken.
- Approval of the updated Risk Management Strategy for 2013/14.

Internal Control Policies and Procedures:

- In December 2012, the Committee received a proposal to include the use of local suppliers within the Contractual Procurement and Procedure Rules. This was recommended and approved by Council in March 2013.

- The committee also approved an update to the Councils whistle-blowing policy contained within the Counter Fraud, Corruption and Bribery Framework.

Other Reports & Feedback:

- Review of Local Government Ombudsman's Annual Letter.
- Review of the Health and Safety Annual Report
- Review of Partnerships Annual Report
- Review of Business Continuity Annual Report

2013/14 - Annual Work Plan & Timetable

- 3.3 In line with best practice, an indicative annual work plan and timetable has been developed and this is attached as Appendix A. The existence of an annual work plan and timetable will assist Members in planning the work of the Committee and ensure that they are better informed and therefore engaged in the wide spectrum of audit, governance and financial issues. It will also ensure that the focus of the Committee's work is correctly balanced in terms of the degree of emphasis and the timing and frequency of reviews.
- 3.4 Looking forward, it is important to ensure that all Members are appraised of the work of the Committee and are actively engaged in helping to improve and strengthen the Council's governance arrangements in all areas of their work for the local community. It is also important to recognise that the Council's developing governance agenda is not the sole responsibility of the Governance & Audit Committee. It is also proposed to increase the number of meetings for the Committee to 6 for the 2013/14 municipal year as it has become evident that the agendas have become too large on occasion which can have a detrimental impact on the time available for a debate of each item. The proposed dates of the meetings are included within the suggested municipal calendar which is featured elsewhere on the Council agenda.
- 3.5 To assist in heightening awareness and promoting engagement, every effort will be made to ensure that reports continue to be written in a format that is understandable to all Members of the Council.

4. OTHER OPTIONS CONSIDERED

- 4.1 None

5. RESOURCE IMPLICATIONS

- 5.1 None.

6. RISK AND MITIGATION

6.1 Risk has been considered as part of this report and no high levels risks have been identified.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

7.1 None

8. CRIME AND DISORDER IMPLICATIONS

8.1 None

9. COMMENTS OF FINANCIAL SERVICES

9.1 There are no specific financial comments.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 Each year, it is important that all Members are informed of the work of the Committee and given the opportunity to comment on the work plan and timetable for the ensuing year.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 None

12. APPENDIX

12.1 2013/14 - Indicative Work Plan and Timetable (Appendix 1 attached)

Appendix 1

GOVERNANCE & AUDIT COMMITTEE – INDICATIVE ANNUAL WORK PLAN

	Jun	Jul	Sep	Nov	Jan	Mar	Comments/ Frequency
Governance							
Annual Governance Statement (AGS)		√					Annually
Review Code of Corporate Governance	√						Review biennially
Internal Audit							
Appointment of Internal Auditors	■	■	■	■	■	■	As required
Annual Audit Plan						√	
Progress Report	√		√	√	√	√	
Tracking Recommendations	√			√		√	
Annual Report	√						
Private meeting with internal audit				√			
Review effectiveness of internal audit and external audit relationship				√			By ref to Joint Working Protocol
External Audit (KPMG)							
External Audit Plan (inc fees)						√	
Progress Report	■	■	■	■	■	■	As required
Annual Audit Letter					√		
Annual Governance Report			√				
Private meeting with external audit				√			
Claims & Returns – Annual Report						√	
Internal Control Policies							
Counter Fraud & Corruption Framework						√	Review biennially
Review Other Policies as required eg Contract Procedure Rules, Codes of Conduct	■	■	■	■	■	■	
Risk Management							
Revised Strategy						√	Review biennially
Annual Report	√						
Risk Register Update			√			√	Review bi-annually
Insurance Annual Report			√				
Finance							
Draft/Final Financial Outturn	√						
Statement of Accounts		√	√				
Treasury Management Strategy	■	■	■	■	■	■	Review as required
Treasury Management Annual Report	√						
Treasury Management mid-year review				√			
Review of Financial Regulations	■	■	■	■	■	■	Review as required
Accounting Policies						√	
Pension Assumptions						√	
G&A Committee							
Review of Effectiveness & TOR				√			Review biennially
Other Reports							
Review Business Continuity Annual Report			√				
Review Health & Safety Annual Report	√						
Ombudsman Annual Report			√				
Review of various protocols – Partnerships, Sponsorship	■	■	■	■	■	■	Review as required

- These items may occur at any time during the course of the municipal year