

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Tuesday, 16 June 2020 at 2.00 pm
Virtual meeting - this meeting is being held remotely

Cabinet Members: Councillor Kelham Cooke, The Leader of the Council (Chairman)
Councillor Barry Dobson, The Deputy Leader of the Council (Vice-Chairman)
Councillor Annie Mason, Cabinet Member for Communities
Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations
Councillor Robert Reid, Cabinet Member for Housing and Planning
Councillor Adam Stokes, Cabinet Member for Finance and Resources
Councillor Rosemary Trollope-Bellew, Cabinet Member for Culture and Visitor Economy

Agenda Updates

Accessing the Meeting

Councillors should access the meeting using the link in their calendar.

Members of the press and public can gain access to the meeting by using the following link:

[Cabinet 16 June 2020](#)

If using a smartphone or tablet it may be necessary to download the Skype for Business app before you can enter the meeting; please allow time for this. If you are using a laptop or desktop computer, you should be able to access the meeting via your web browser.

When you follow the link to the meeting you will enter a virtual lobby; you will be invited into the meeting from the lobby just before the meeting begins. Members of the public should not use the Chat function in Skype for Business. This is for use by Councillors who will use it to indicate that they would like to speak.

If you have any questions about how to join the meeting, please e-mail democracy@southkesteven.gov.uk.

5. **Programme of Meetings 2020/21** (Pages 3 - 5)
Report of the Chief Executive on the Programme of Meetings 2020/21.
11. **Key and Non-Key Decisions taken under Delegated Powers.** (Pages 7 - 13)
Report of the Leader of the Council on Key and Non-Key Decisions for noting

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☎ 01476 406080

Karen Bradford, Chief Executive

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Cabinet

16 June 2020



Agenda Item 5: Programme of meetings 2020/21

Update

- 1.1 Since the publication of the Cabinet agenda, further feedback has been received on the draft programme of meetings 2020/21. Revisions arising from that feedback have been incorporated in the updated version of Appendix 1, which is attached.
- 1.2 These changes are:
 - Cabinet – An additional meeting has been included on 13th October 2020, due to an omission on the previous draft programme
 - Companies Committee – At the request of the Chairman, two further meetings have been added: 28th July 2020 and 21st October 2020
 - Governance and Audit Committee – The meeting due to be held on 25th June 2020 has been removed in consultation with the Chairman and officers
 - Governance and Audit – A further meeting has been added on 5th November 2020, in consultation with the Chairman and officers
 - Culture and Visitor Economy Overview and Scrutiny Committee – the following meetings have been moved in consultation with the Chairman and relevant Cabinet Member:
 - The meeting due to be held on 8th September 2020 has been moved to 15th September 2020
 - The meeting due to be held on 3rd November 2020 has been moved to 17th November 2020
 - The meeting due to be held on 2nd March 2021 has been moved to 9th March 2021
 - The meeting due to be held on 11th May 2021 has been moved to 18th May 2021
 - Environment Overview and Scrutiny Committee – The meeting due to be held on 2nd February 2021 has been removed, in consultation with the Chairman
 - Finance, Economic Development and Corporate Services Overview and Scrutiny Committee – The meeting due to be held on 19th January 2021 has been moved to 12th January 2021, in consultation with the Chairman and relevant Cabinet Member

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Meetings between May 2020 and September 2020 will be held virtually

Updated Appendix 1, issued on 12 June 2020

	May	June	July	August	September	October	November	December	January	February	March	April	May
Monday		1 Councillor briefing		3			2			1	1 Council		3 Bank Holiday
Tuesday		2		4	1		3 Cabinet	1 Cabinet		2 Cabinet	2 Cabinet		4
Wednesday		3	1	5 Planning	2 Planning		4	2		3 Planning	3 Planning		5
Thursday		4 Gov & Audit	2	6	3	1	5 Gov & Audit	3		4	4	1	6 LCC/PCC election
Friday	1 Licensing	5 Licensing	3 Licensing	7 Licensing	4 Licensing	2 Licensing	6 Licensing	4 Licensing	1 Bank Holiday	5 Licensing	5 Licensing	2 Bank Holiday	7
Monday	4	8	6	10	7 Constitution	5	9	7 Constitution	4	8	8 Constitution	5 Bank Holiday	10
Tuesday	5	9	7 Cabinet	11	8 Cabinet	6 Environment	10 FED&CS OSC Q2 (am)	8 Environment	5 Culture & Visitor Econ	9	9 Culture & Visitor Econ	6	11 Cabinet
Wednesday	6	10 Planning	8 Planning	12	9	7	11 Companies (pm)	9	6	10	10 Employment	7	12 Planning
Thursday	7	11	9	13 Gov & Audit	10 Communities & Rural	8	12 Communities & Rural	10	7 Communities & Rural	11	11 Communities & Rural	8	13
Friday	8 Bank Holiday	12	10	14	11	9	13	11	8 Licensing	12	12	9 Licensing	14 Licensing
Monday	11	15	13	17	14	12	16	14	11	15	15	12	17
Tuesday	12	16 Planning	14 Culture & Visitor Econ (am)	18 Cabinet	15 Culture & Visitor Econ	13 Cabinet	17 Culture & Visitor Econ	15	12 FED&CS	16	16	13	18 Culture & Visitor Econ
Wednesday	13	17 Cabinet (pm)	15	19 Planning	16 Planning	14 Planning	18 Employment	16	13 Budget OSC	17 Planning	17 Planning	14 Planning	19 Employment
Thursday	14 Council	18 Communities & Rural	16 Council	20	17 Annual Council	15	19 Gov & Audit	17	14	18	18 Gov & Audit	15	20 Annual Council
Friday	15	19	17	21	18	16	20	18	15	19	19	16	21
Monday	18	22	20	24	21	19	23	21	18	22	22	19	24
Tuesday	19	23 Environment	21 Environment	25	22 FED&CS OSC Q1 (am)	20	24	22	19	23 FED&CS OSC Q3 (am)	23	20 Environment	25
Wednesday	20	24 Planning	22 Planning	26 Budget OSC Amended 20/21 Budget	23 Employment	21 Companies (am)	25 Planning	23 Planning	20 Cabinet	24 Companies (pm)	24	21	26 Planning
Thursday	21	25	23 Gov & Audit	27	24	22 Budget OSC 21/22 Budget (pm)	26	24	21	25	25	22	27
Friday	22 Licensing	26	24	28	25	23	27	25 Bank Holiday	22	26	26	23	28
Monday	25 Bank Holiday	29 Constitution	27	31	28	26	30	28	25		29	26	31
Tuesday	26 FED & CS OSC	30 FED&CS OSC Q4 (am)	28 FED & CS OSC (am)	29	27	27	29	29	26 Environment		30 Cabinet	27 FED&CS OSC (am)	28 Bank Holiday
Wednesday	27	30 Companies (pm)	29 Companies (pm)		30	28	30	27	27	28	31	28 Companies (pm)	
Thursday	28		30 Employment		30 Planning	29 Planning		30	28 Employment	29	31 Planning	29 Planning	
Friday	29		31			30		31	29 Council			30 Communities & Rural	

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16 June 2020

Agenda Item 11: Key and Non-Key Decisions taken under delegated powers

Update

- 1.1 Since the report of the Leader of the Council was finalised, one further decision has been taken by an individual Cabinet member:
- 1.2 On 29 May 2020 the Leader of the Council took a Key Decision under special urgency provisions to continue the food waste collection scheme in the pilot area until the end of March 2021. The decision also delegated authority to the Chief Executive, in consultation with the Cabinet Member for Commercial and Operations, to carry out an interim review of the arrangements and cost of the scheme by 30 September 2020 and implement any related findings, at which point withdrawing the scheme would remain an option.
- 1.3 The Leader's decision was made in consultation with the Cabinet Member for Commercial and Operations. As the decision was taken under special urgency provisions, the Chairman of the Environment Overview and Scrutiny Committee and the Chairman of the Council were also consulted. The decision took immediate effect.
- 1.4 Details of the decision can be viewed by using the following link:
<http://moderngov.southkesteven.gov.uk/mglIssueHistoryHome.aspx?IssueId=27183&OptionNum=0>
- 1.5 Enclosed are documents that form a new Appendix 5 to the report, they are:
 - 1.5.1 Appendix 5a: Report and decision notice – continuation of the food waste collection scheme
 - 1.5.2 Appendix 5b: Special Urgency notice – continuation of the food waste collection scheme

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**SOUTH
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Key Decision

22 May 2020

Councillor Kelham Cooke

The Leader of the Council



Food waste collection service

A report considering whether to extend the food waste collection service within the existing area of South Kesteven.

Report Author

Gary Smith, Strategic Director, Commercial and Operational



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gary.smith@southkesteven.gov.uk

Cabinet Member consulted	Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations	19 May 2020
Approved for circulation	Councillor Kelham Cooke, the Leader of the Council	29 May 2020
Public or Exempt	Public	
Reasons for exemption	Not applicable	
Conflicts of interest	None	

Recommendation to decision-maker

1. That the Council continue to deliver the food waste collection service to the existing area until 31 March 2021
2. That authority is delegated to the Chief Executive, in consultation with the Cabinet Member for Commercial and Operations, to carry out an interim review of the arrangements and cost of the scheme by 30 September 2020 and implement any related findings, at which point withdrawing the scheme would remain an option

1 The Purpose of the Report

- 1.1 In June 2018 the Council began a pilot food waste collection service to approximately 4,700 properties in the district of South Kesteven. The pilot was funded by Lincolnshire County Council on behalf of the Lincolnshire Waste Partnership.
- 1.2 Performance has been good with consistently high participation levels (circa 70-80+%) and food waste collections increasing the total amounts of waste recycled by approximately 10%. In addition, the majority of customers who responded to the survey (1,147 or 95.9%) agreed with the trial.
- 1.3 The food waste collection scheme supports DEFRA's ambitions to roll-out mandatory food waste collection nationally and aligns with the 'Our Waste, Our Resources: A Strategy for England'.
- 1.4 On 12 May 2020 the Council received formal notification from Lincolnshire County Council that, on behalf of the Lincolnshire Waste Partnership, it was withdrawing support for food waste collection beyond the current year, which comes to an end on 4 June 2020.

2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 This decision is being taken under the special urgency arrangements set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 because it has not been possible to give 28-days prior notification of this decision on the Cabinet Forward Plan. In accordance with the Council's Constitution, the Chairman of the Environment Overview and Scrutiny Committee has been consulted. He has indicated his support for the proposal and confirmed that he is happy for this decision to be made under the special urgency provisions.
- 2.2 The timing of the notification from Lincolnshire County Council on behalf of the Lincolnshire Waste Partnership and the discussions that were required with the County Council about arrangements for the transfer and disposal of food waste in the event that South Kesteven District Council wished to continue to deliver the scheme in the pilot area meant that it was not possible to give 28-days prior notification of the decision. The time that the call-in period would take has also been considered prejudicial to the interests of the Council and the public because it would result in the disruption of service. This would lead to a backlog, which residents would be required to store and members of the street scene team would need to collect at a time when the service is under pressure because of the Covid-19 response.
- 2.3 The Chairman of the Council has also been consulted and she has confirmed that she is content that for this reason the decision should not be subject to call-in.
- 2.4 The Cabinet Member for Commercial and Operations has been consulted in the drafting of this report and is supportive of the continuation of the scheme as set out.

3 Available Options Considered

- 3.1 The Council could choose to stop delivering the food waste collection service to the pilot area. This is not considered desirable given the positive performance, level of support from residents who participate, the shortness of notice to residents who participate and the general direction of travel of the national waste policy.
- 3.2 It would not be possible to make a decision to rollout out the scheme to the wider district at this time because of the logistical, vehicle and staffing level requirements that would need

to be planned. In addition, arrangements would need to be put in place to ensure sufficient funding was available.

- 3.3 The final option available is to extend the scheme in the pilot area, either for a prescribed period or indefinitely. Extending the scheme indefinitely would require the matter of budget to be addressed, together with a longer-term plan for the wider district.

4 Preferred Option

- 4.1 The preferred option is to continue to provide the food waste collection service in the pilot area for a fixed period with a mid-term review date at which point the Council could choose to withdraw the scheme. With some operational changes and taking advantage of alignment with wider waste collection, it is anticipated that £50k would cover the continued food waste collection for a period of 12 months. This can be funded from within currently allocated budgets in the short term.

5 Reasons for the Recommendation (s)

- 5.1 The fixed term extension would provide time to complete a full review of resourcing arrangements and time to identify alternative approaches. This would allow further time to work with Lincolnshire County Council to review the treatment/disposal solution. The extension would also allow sufficient time to understand whether Covid-19 is expected to impact on the timetable for the national rollout of the mandatory food waste collection scheme.
- 5.2 By building in a review date of September 2020, the Council can assess any financial impact on disposal and transfer of food waste following the change in arrangement with Lincolnshire County Council. The review will give the Council the opportunity to withdraw from the scheme should costs be higher than anticipated.

6 Financial Implications

- 6.1 There is residual funding available from the money allocated and approved within the budget at the outset of the pilot which can be utilised to fund the scheme for the remainder of the financial year. This is assuming that the Council's delivery model and its associated costs remains unchanged. If there are any changes to this funding proposal, then this will need to be taken into consideration at the review date proposed in the recommendation.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

7 Legal and Governance Implications

- 7.1 Legal and governance implications are captured within the body of the report.

Legal Implications reviewed by: Jo Toomey, Head of Governance

8 Equality and Safeguarding implications

- 8.1 There are no equality or safeguarding implications arising as a result of this report.

9 Risk and mitigation

- 9.1 Risk has been considered in the preparation of this report and no significant high risks have been identified. Consultation with Lincolnshire County Council will be a key part in mitigating risks to an ongoing solution. Initial discussions with Lincolnshire County Council have indicated that they would be able to facilitate the disposal of food waste if South Kesteven District Council decided to continue collections.

10 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 10.1 Collecting and recycling food waste has a positive carbon impact, however, the Council taking responsibility for transporting the food waste to the north of Lincoln for treatment, may have a negative carbon impact.

11 Background papers

- 11.1 Cabinet minute 106 of 11 January 2018 and associated papers agreeing to the principle of a food waste pilot:
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MID=3503#A120618>
- 11.2 Non-key decision on the pilot food waste collection service:
<http://moderngov.southkesteven.gov.uk/mgIssueHistoryHome.aspx?IId=23742&optionId=0>

Report Timeline:	Call-in deadline	Not applicable
	Date decision effective (subject to call-in)	29 May 2020

Decision:	<ol style="list-style-type: none">1. That the Council continue to deliver the food waste collection service to the existing area until 31 March 20212. That authority is delegated to the Chief Executive, in consultation with the Cabinet Member for Commercial and Operations, to carry out an interim review of the arrangements and cost of the scheme by 30 September 2020 and implement any related findings, at which point withdrawing the scheme would remain an option
Date:	29 May 2020
Decision made by:	<i>Councillor Kelham Cooke, the Leader of the Council</i>
In consultation with:	<i>Karen Bradford, Chief Executive</i>

URGENT DECISION

Notice is hereby given that a decision has been taken under the special urgency provisions set out in Section 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The decision relates to the extension of the Food Waste Collection Scheme in the pilot area until 31 March 2021.

The decision has been taken under these provisions because the Council received formal notification from Lincolnshire County Council, on behalf of the Lincolnshire Waste Partnership on 12 May 2020, that it was withdrawing support for food waste collection beyond the current year, which comes to an end on 4 June 2020. Following that notification, South Kesteven District Council has been in discussion with Lincolnshire County Council about collection and disposal of food waste should the Council wish to continue the scheme for the pilot area until the end of the financial year.

If the decision was not made as a matter of special urgency, then there would be a gap in provision of service, which could create a reputational risk to the Council and create a backlog, placing pressure on the street scene team during the Covid-19 response period. As this has been taken as an urgent decision, call-in provisions do not apply.

Shahin Ismail
Monitoring Officer

Council Offices
St. Peter's Hill
Grantham

Friday, 29 May 2020

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