

## Council

Wednesday, 20th July, 2022, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

### Supplementary Agenda

I am now able to enclose, for consideration at the above meeting of the Council, the following information.

The Mayor has agreed to include an item which was omitted from the agenda in error – Item 20 Urgent Decisions, which is to be noted.

<b>6 Cabinet</b>	(Pages 329 - 332)
To receive and consider the report of the meeting of Cabinet held on 13 July 2022.	
<b>8 Scrutiny Committee</b>	(Pages 333 - 336)
To receive and consider the report of the Scrutiny Committee held on 12 July and the Scrutiny Budget and Performance Panel held on 20 June.	
<b>20 Urgent Decisions</b>	(Pages 337 - 352)
To receive and consider the report of the Director of Governance and Monitoring Officer.	

Gary Hall  
Chief Executive

Electronic agendas sent to Members of the Council

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# Agenda Item 6

## Report of Cabinet

1. Any Cabinet recommendations on the reports that require a decision by full Council appear as separate items on the agenda.

### Meeting held on 13 July 2022

#### Biodiversity Strategy

2. Cabinet considered a report of the Director of Director of Communities seeking approval and adoption of the draft Biodiversity Strategy and the Interim Biodiversity Action Plan.
3. The report explained that Under the Natural Environment and Rural Communities Act 2006, and recently updated by the Environment Act 2021, public authorities in England are under a legal duty to have due regard to the conservation and enhancement of biodiversity in the exercise of its functions. Section 105 of the Environment Act 2021 requires local authorities to prepare a 'local nature recovery strategy'.
4. Public bodies must also determine what action is required to conserve and enhance biodiversity in the exercise of its functions and must determine such policies and objectives as appropriate to achieve this. They must also publish biodiversity reports providing a summary of the action taken and planned and detailing the resulting biodiversity gains achieved.
5. Councillor Mick Titherington, Deputy Leader and Cabinet Member (Health and Wellbeing) in his introduction commended the work of officers and the Climate Emergency Task Group. He also highlighted the fact that The Wildlife Trust for Lancashire, Manchester and North Merseyside had welcomed the Council's intention to adopt a Biodiversity Strategy.
6. One member raised concerns expressed by local residents regarding rewilding, such as the possibility of increased dog fouling, littering and the alleged presence of ticks near children's play areas.
7. Councillor Titherington responded that rewilding would mean an increase in insects which was a key part of reversing the damage to biodiversity, however he stressed that if there were any safety concerns they would be addressed on a case by case basis.
8. Councillor Tomlinson, Cabinet Member for Finance, Property and Assets also commented that he had recently investigated an allegation on social media regarding a tick bite which turned out to be completely unfounded, so it was important to take a measured and appropriate response to local residents concerns.

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## 9. **Decision made (unanimously):**

1. That the report be noted; and
2. that the Biodiversity Strategy and Interim Action Plan be recommended to Council for adoption.

## **Climate Emergency Strategy and Action Plan Update, including Annual Green House Gas Update**

10. Cabinet considered a report of Director of Communities providing members with an update on the work undertaken with regard to the Climate Emergency Strategy and Action Plan.
11. The report indicated that in July 2020 members approved and adopted a Climate Emergency Strategy. The Strategy provided background to the Climate Emergency issue, our current position in terms of the Council and the borough and identified categories of areas to concentrate on to achieve the overall goal of net-carbon neutral by 2030.
12. Members were also given a commitment by the Task Group that the strategy would be reviewed and revised each year, including an update on the current carbon footprint and work undertaken.
13. This Strategy was updated and presented to Full Council in July 2021 and has again been updated and is presented within this report. As the original Climate Emergency Strategy was approved by Full Council, the revised strategy also needs to be approved.
14. In July 2021, following the adoption of the Climate Emergency Strategy a Climate Emergency Action Plan was approved at Full Council, detailing some of the measures that would be taken to achieve the Council's goal of net-zero carbon emissions by 2030. This Action Plan complements the existing Air Quality Action Plan. This report contains an overview of the progress that has been achieved against these action plans and some detail of the challenges that are still faced.
15. Councillor Mick Titherington, Deputy Leader and Cabinet Member (Health and Wellbeing) in his introduction commended the work of officers and the Climate Emergency Task Group throughout the year.
16. Arising from discussion on this report, one of the key issues was measuring Air Quality Management Areas. This had showed improvement however it could be due to the decrease in traffic during the pandemic. In addition, it was noted that some of the Council's recent decisions would lead to an increase in the Council's carbon emissions such as taking leisure centres in house and waste insourcing.
17. **Decision made (unanimously):**

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1. That members note the work undertaken by the cross-party Climate Emergency Task Group.
2. That members note the current carbon footprint of both the Council and the borough.
3. That members note the actions and progress made towards the Climate Emergency and Air Quality Action Plans and wider agenda.
4. That Council be recommended to approve the updated Climate Emergency Strategy.

## **Investment in Leisure Local Facilities**

18. Cabinet considered a report of the Director of Communities to consider investment proposals for leisure local facilities, specifically Fox Lane Sports and Social Club, and Penwortham Priory Academy.
19. The proposed investments contribute towards improving the health and wellbeing of South Ribble residents – making significant improvements to two leisure facilities open for community use.
20. Fox Lane Sports and Social Club and Penwortham Priory have each exhausted their own funds and were unable to carry out the proposed leisure facility improvements without external support. Without support from South Ribble Borough Council, they will have to seek funding from elsewhere. Fox Lane Sports and Social Club require investment to ensure their long-term sustainability.
21. Cabinet Members strongly supported the recommendations and cited examples of community benefit in terms of physical and mental health and wellbeing, and helping to tackle social isolation and dementia.
22. Due to his interest insofar as being a member of Fox Lane Sports and Social Club, Councillor Titherington did not participate in the vote in respect of that recommendation.

## **23. Decision made**

That Council be recommended to:

1. Note and approve the investment proposal for Fox Lane Sports and Social Club. This project is ready-to-go and funding can be provided immediately once grant agreements are in place.
2. Note and approve the investment proposal for Penwortham Priory. Funding to be provided up to the proposed value, subject to final quotes from contractors.

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## **Key Contracts and Partnerships Update**

24. The Leader and Cabinet Member (Strategy and Reform) presented a report of the Director of Change and Delivery providing an update on the performance of the council's key partnership arrangements.
25. The key partnerships performance report is produced in accordance with the requirements of the council's Key Contracts and Partnerships Framework. It informs members of:
  - i. The performance of the council's key partnerships against targets set for the current year;
  - ii. Any emerging issues
  - iii. An assessment of the key partner's financial strength and stability
  - iv. An update on the changes to our key contracts and partnerships.
26. The Cabinet noted the report.

COUNCILLOR PAUL FOSTER  
LEADER OF THE COUNCIL

# Agenda Item 8

## Report of Scrutiny Committee

1. This report summarises the business considered at the meetings of the Scrutiny Committee held on 12 July 2022 and the Scrutiny Budget and Performance Panel held on 20 June 2022.

### Scrutiny Committee – 12 July 2022

2. We requested that a detailed update on Masterplans and further information on the employee survey results be provided at the next meeting of the Committee in October.
3. We asked that all outstanding items raised on the Matters Arising sheet be reviewed and updated.

### Community Wealth Building

4. The Leader of the Council and the Director of Change and Delivery attended the meeting to present an update on the Community Wealth Building Programme.
5. We acknowledged that Community Wealth Building was a complex concept.
6. We asked for further information on pension contributions for new staff that transferred following the insourcing of the waste contract and look forward to receiving this.
7. We asked how the Council could encourage key stakeholders to buy in to Community Wealth Building principles and heard changes in Council procurement policies and updated national and local frameworks supported the model.
8. We requested that the community wealth building model be reviewed in light of the changing and increasing challenges affecting the Borough and ensure it remains adaptable.
9. We were pleased to hear about the extensive networking and sharing of best practice with our partners.
10. We look forward to receiving further information on the £150k reserve for community wealth building.
11. We asked that the Council encourages the Lancashire County Council pension fund committee to consider adopting community wealth building principles.
12. We thanked the Leader of the Council and the Director of Change and Delivery for their report and attendance.

### Holiday Activities and Food Programme Update

13. The Leader of the Council and the Director of Communities attended the meeting to present an update on the Holiday Activities and Food Programme.
14. We were pleased with the scheme and feedback presented to us. We heard that lessons were learnt about the huge demand for the sessions and improvements had been made around communications and the booking system to meet these demands.

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15. We asked about funding for the scheme in the future and were assured that funding was in place for three years with a commitment made to secure any additional funding required in the future to ensure delivery of the programme.
16. We asked for further information be provided on any benefits and positive impacts the programme has had on anti-social behaviour and community safety.
17. We welcomed the reassurance that consideration is being given to extending the programme to other school holiday periods.
18. We requested that further consideration be given to those children who are home-schooled and explore ways to improve engagement with the programme.
19. We thanked the Leader of the Council and the Director of Communities for their report and attendance.

## **Urgent Decisions**

20. We received a report of the Director of Governance and Monitoring Officer which outlined a number of urgent decisions taken since 20 April 2022 in accordance with the urgency procedures outlined within the Council's Constitution.
21. We noted that 8 urgent decisions had been submitted during this period.
22. We were reassured that the number of urgent decisions was trending downwards, but the committee would continue to monitor in the coming months.

## **Scrutiny Budget and Performance Panel – 20 June 2022**

### **Performance Monitoring Report 2021-2022- Quarter 4**

23. The Leader of the Council and the Director of Change and Delivery presented a report which outlined the Council's performance against the delivery of the Corporate Strategy projects and objectives during Quarter 4 (January- March 2022).
24. We noted that the majority of projects within the corporate plan were on-track.
25. We asked for feedback on the Peer Review to be made available - this would be reported at Council in July.
26. We look forward to the Chorley and South Ribble Partnership presenting its draft action plan to the Scrutiny Committee later in the year.
27. We queried the approach taken by the Council regarding the proposed Tourism Strategy.
28. We requested more information on the number of credit union members, amounts saved and loaned and welcomed the commitment to take the credit union out to local communities across the Borough - linking in with the community hubs.
29. We sought clarification on the role of community co-operatives and asked for a register to be kept as they are formed.
30. We welcomed an update on the progress of work at Worden Hall and were pleased with the offer of a site visit once the work was completed.



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31. We expressed concern at the customer service wait times and acknowledges the steps being taken to improve the situation and learn for the future.

## **Revenue Budget Outturn 2021/22**

32. The Leader of the Council and the Director of Finance and Section 151 Officer presented a report which set out the revenue and reserves provisional outturn for the Council as at 31 March 2022.
33. We noted that there was an underspend against the budget for 2021/22. Following the allocation to reserves and the agreed movement of £0.392m at quarter three to the Covid Recovery Reserve, there was no change to the general fund reserve.
34. We look forward to the quarter 1 performance report updating on the impact of increased costs and cost of living crisis is having on our residents.
35. We asked that the level reserves for planning appeals and inquiries be reviewed in the future.

## **Capital and Balance Sheet Outturn 2021/22**

36. The Leader of the Council and the Director of Finance and Section 151 Officer presented a report which outlined the outturn financial position of the Council in respect of the capital programme as at 31 March 2022, highlighting key issues and explaining key variances, and providing an overview of various elements of the Council's balance sheet as at 31 March 2022.
37. We questioned the impact of recent increases in interest rate on the assumptions and budget position and were reassured that they would be reviewed.
38. We requested that the capital programme be carefully monitored to ensure delivery of the planned schemes.

## **Recommendation(s)**

That Council note the report.

Councillor Ange Turner  
Chair of Scrutiny Committee

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Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 20 July 2022
	Scrutiny Committee	Tuesday, 12 July 2022

Is this report confidential?	No
Is this decision key?	No

## Urgent Decisions

### Purpose of the Report

1. This report informs Council of a number of urgent decisions taken in accordance with urgency procedures outlined in the Council's Constitution since they were last reported to Council on 20 April 2022.

The decisions to waive call-in on 25 and 28 March as detailed in the report have previously been reported to Council. However they are also required to be reported to the next scheduled meeting of the Scrutiny Committee and hence are included in this report.

2. These urgent decisions include:-

'key' decisions taken by the Executive (i.e. Cabinet or Individual Executive Members) as defined in the Cabinet Forward Plan / Notice of Executive Decisions, including decisions which contain confidential or exempt information;

urgent reports taken to Cabinet;

urgent decisions taken outside the budget and policy framework;

and urgent decisions for which the Mayor agreed to waive scrutiny call-in; and

urgent decisions taken under Section 35 of the Council's Constitution.

For clarification, **these do not relate to urgent decisions arising from the COVID pandemic.**

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## Recommendations to Scrutiny Committee

3. Scrutiny Committee is asked to note the report; and
4. To review the process to agree the urgent decisions and waive of scrutiny call-in in respect of Practical Support Payments on 25 and 28 March 2022.

## Recommendations to Council

5. Council is asked to note the report.

## Reasons for recommendations

7. This report informs Council and the Scrutiny Committee of the following decisions which have been taken under urgency procedures:-

### Part 4C – Access to Agenda and Report Before a Meeting

- **5.5** The Council will always endeavour to publish reports at least three working days before the meeting. Lesser notice than this may only be given if the Mayor decides that there are highly exceptional circumstances.

### Part 4C - Reports on Special Urgency Decisions to Council & General Exceptions

- **19.1** The Leader must submit a report to the next available Council meeting setting out the details of any executive decision taken as a matter of special urgency under the procedure set out in Rule 18 (Key Decision - Special Urgency).
- **19.2** The Cabinet must prepare a report to the next available Council meeting setting out the details of any executive decision taken without giving 28 days' notice under the procedure set out in Rule 17 (Key Decision – General Exception).

### Part 4D – Urgent Decisions outside the Budget or Policy Framework

- **4 (a)** The Cabinet, a committee of the Cabinet, an individual member of the Cabinet or officers, a Community Hubs chairman or joint arrangements discharging executive functions may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency. However, the decision may only be taken: i) if it is not practical to convene a quorate meeting of the full Council; and ii) if the chairman of the Scrutiny Committee agrees that the decision is a matter of urgency.

### Part 4F – Scrutiny Procedure Rules - Call In and Urgency

- **11.14.** All decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency. The next available meeting of the Scrutiny Committee will review the process for agreeing the urgent decision and make appropriate recommendations.

## Other options considered and rejected

8. None, for the reasons given above.

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## Corporate priorities

9. The report relates to the following corporate priorities: (please bold all those applicable):

<b>An exemplary council</b>	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

## Background to the report

10. Following the meeting of Council 20 April 2022, the following decisions were taken under the Council's urgency procedures, as detailed below.

## Details of urgent decisions taken in accordance with the Constitution

11. The Council will always endeavour to publish reports at least three working days before a meeting. Lesser notice than this may only be given if the Mayor decides that there are highly exceptional circumstances under paragraph 5.5. of Part C of the Council Constitution.
12. Key decisions *for which it was not possible to give 28 days' notice on the Cabinet Forward Plan but published at least 5 working days before the decision is taken* fall under Council Procedure Rule 17 – Key Decision – General Exception in Part 4C of the Council's Constitution, which requires the Chair of the Scrutiny Committee to be informed of the reasons for the urgency.
13. Key decisions *published less than 5 working days before the decision was taken* fall under Council Procedure Rule 18 - Key Decision – Special Urgency in Part 4C of the Council's Constitution, where the decision may only be made where agreement has been obtained from the Chair of the Scrutiny Committee.
14. Any urgent decision to waive scrutiny call-in must be agreed by the Mayor in accordance with paragraph 11.14 of Part 4F of the Constitution. A decision will be considered urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.
15. An individual member of the Cabinet may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency and agreed by the Chair of the Scrutiny Committee in accordance with paragraph 4a) of Part 4D the Budget and Policy Framework Procedure Rules.

Decision	Date and Decision Maker	Reasons for urgency
<b>Practical Support Payments –</b> <b>1)Food Poverty and</b> <b>2)Wellbeing</b>  <b>Scrutiny Call in waived</b>	<b>Deputy Leader and</b> <b>Cabinet Member (Health</b> <b>and Wellbeing)</b>  <b>28 March 2022</b>	In accordance with paragraph 11.14 of Part 4F of the Council Constitution, the Mayor agreed to waive call in of

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		<p>this decision. The reasons for the urgency were as follows:-</p> <p>This funding must be spent by the deadline of 31 March 2022 otherwise it must be returned to the Government. The purpose of the funding is reducing vulnerability and supporting COVID recovery and if the money was to be returned it would not be in the interests of the residents of South Ribble.</p>
<p><b>Practical Support Payments –</b></p> <p>1) <b>Community (Welfare Essentials)</b></p> <p>2) <b>Community (Resocialisation)</b></p> <p><b>Scrutiny call in waived</b></p>	<p><b>Cabinet Member (Communities, Social Justice and Wealth Building)</b></p> <p><b>25 March 2022</b></p>	<p>In accordance with paragraph 11.14 of Part 4F of the Council Constitution, the Mayor agreed to waive call in of</p> <p>this decision. The reasons for the urgency were as follows:-</p> <p>This funding must be spent by the deadline of 31 March 2022 otherwise it must be returned to the Government. The purpose of the funding is reducing vulnerability and supporting COVID recovery and if the money was to be returned it would not be in the interests of the residents of South Ribble.</p>
<p><b>Sale of Land at Four Oaks</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet Member (Finance, Property and Assets)</b></p> <p><b>11 April 2022</b></p>	<p>Due to the nature of this decision, the report contained exempt information. However, it was not possible to give 28 days' notice on the Cabinet Forward Plan because the sale was due for completion and any delay may have jeopardised the interests of the Council and would not have been in the public interest.</p>

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<p><b>Procurement of waste Management Software to support the Insourcing of Waste</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet Member (Communities, Social Justice and Wealth Building)</b></p> <p><b>30 May 2022</b></p>	<p>This decision relates to the award of contract for approval of software to support the in sourcing of the waste contract from FCC on 11 June 2022. The reason it could not wait 28 days was that the decision must be implemented by 11 June 2022.</p>
<p><b>Test Track Site</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet Member (Finance, Property and Assets)</b></p> <p><b>20 June 2022</b></p>	<p>Due to the nature of this decision, the report contained exempt information. However it was not possible to give 28 days' notice on the Forward Plan because due to strict timescales the decision must be implemented by the end of June 2022.</p>
<p><b>COVID 19 Additional Relief Fund</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet Member (Communities, Social Justice and Wealth Building)</b></p> <p><b>21 June 2022</b></p>	<p>This was a key decision in that involved a spend of funding over £100k. However, it was not possible to give 28 days' notice on the Forward Plan because the Council needed to begin allocating the funding by the end of June 2022.</p>
<p><b>Procurement Strategy for Leisure Centre Investment Work</b></p> <p><b>Report published less than 3 working days before the meeting of Cabinet</b></p>	<p><b>Cabinet</b></p> <p><b>20 June 2022</b></p>	<p>In accordance with paragraph 5.5 of Part 4C of the Council's Constitution, the Mayor agreed that the report be considered as a matter of urgency for the reasons that Cabinet requested greater detail around the procurement options and contract forms to enable a fully informed decision to be made by them. Therefore, the report was only finalised ready for publication on 16 June 2022.</p>
<p><b>Levelling Up Funding Bid</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet</b></p> <p><b>30 June 2022</b></p>	<p>This was a key decision involving expenditure of over £100k. It was not possible to wait 28 days due</p>

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		to the timescales involved in submitting the Bid.
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## Climate change and air quality

16. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

17. There are no Equality Impact Assessment (EIA) and Equality Act implications arising from this report.

## Risk

18. None.

## Comments of the Statutory Finance Officer

19. The Chief Finance Officer (s151) comments have been included on all the urgent decisions referenced in this report.

## Comments of the Monitoring Officer

20. It is considered that the Council's Constitution has been followed in this regard. Monitoring Officer comments were included on all of the decisions. This report is just for information.

## Background documents

Council Constitution

[Modern.gov link to Decisions page](#)

## Appendices

None.

Report Author:	Email:	Telephone:	Date:
Clare Gornall (Democratic and Member Services Officer)	clare.gornall@southribble.gov.uk		5 July 2022



Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 20 July 2022

Is this report confidential?	No
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Is this decision key?	No
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## Urgent Decisions - Supplement report

### Purpose of the Report

1. This report informs Council of an urgent decision taken in accordance with the Council's Constitution on 11 July 2022. The report is a supplement to the Urgent Decisions report published with the Council agenda for the meeting on 20 July 2022.

### Recommendations to Council

2. Council is asked to note the report.

### Reasons for recommendations

3. This report informs Council of any decisions taken under urgency procedures in accordance with the Council's Constitution.

### Other options considered and rejected

4. None, for the reasons given above.

### Corporate priorities

5. The report relates to the following corporate priorities: (please bold all those applicable):

<b>An exemplary council</b>	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

## Background to the report

6. Under the Council's Financial Procedure Rules, approval above £100,000 for a new scheme must be made by Full Council.
7. The process for Council urgent decisions is as follows:-

### **Section 35 of the Council Constitution - Delegation of Urgent Decisions between Meetings of the Cabinet or a Committee**

8. Where a need for urgent action arises between meetings of a committee, but it is not considered to be sufficient justification for calling a special meeting or calling such a meeting would not be possible for any reason, such decisions may be taken by the Chief Executive (or other designated officer). The Chief Executive (or other designated officer) shall first consult the chairman or vice chairman of the concerned committee (in this instance the Chairman of Council is the Mayor).

### **Part 4D. Urgent Decisions Outside the Budget or Policy Framework**

9. (a) The Cabinet, a committee of the Cabinet, an individual member of the Cabinet or officers, Community Hubs chairman or joint arrangements discharging executive functions may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency.

However, the decision may only be taken:

- i) if it is not practical to convene a quorate meeting of the full Council; and
- ii) if the chairman of the Scrutiny Committee agrees that the decision is a matter of urgency.

<b>Decision</b>	<b>Date and Decision Maker</b>	<b>Reasons for urgency</b>
<b>Urgent decision under Section 35 of the Council's Constitution</b>  <b>Household Support Fund Round 2</b>	<b>11 July 2022</b>  <b>Chief Executive in consultation with the Mayor</b>	SRBC has been allocated £340,000 in the second round of Household Support Fund (HSF). This decision would normally need to be approved at Council however, the Mayor and Chair of the Scrutiny Committee agreed to this urgency of this decision due to the need to begin distributing the monies as soon as possible and by the deadline of 30 September 2022 otherwise it would need to be returned to the Government.

### **Climate change and air quality**

10. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

### **Equality and diversity**

11. There are no Equality Impact Assessment (EIA) and Equality Act implications arising from this report.

### **Risk**

12. None.

### **Comments of the Statutory Finance Officer**

13. There are no financial implications to the Council relating to the contents of this report.

### **Comments of the Monitoring Officer**

14. It is considered that the Council's Constitution has been followed in this regard. Monitoring Officer comments were included on all of the decisions. This report is just for information.

### **Background documents**

Council Constitution

[Modern.gov link to Decisions page](#)

[Link to Urgent Decision Household Support fund](#)

### **Appendices**

Appendix 1 - Report of the Chief Executive in consultation with the Mayor

Report Author:	Email:	Telephone:	Date:
Clare Gornall (Democratic and Member Services Officer)	clare.gornall@southribble.gov.uk		July 2022

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REPORT TO	DATE
Chief Executive in consultation with the Mayor	11 July 2022



TITLE	REPORT OF
Urgent Decision Under Section 35 of the Council's Constitution: Household Support Fund Round 2	Jennifer Mullin

Is this report confidential?	No
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### PURPOSE OF THE REPORT

1. Agreement on the distribution of South Ribble's Household Support Fund Round 2 allocation for 2022.

### RECOMMENDATIONS

2. The distribution of South Ribble's Household Support Fund to potentially vulnerable residents, as outlined in this report.
3. Approval of flexibility within the distribution of the fund, to ensure that resources are allocated to the areas of most need.

### REASONS FOR THE DECISION

4. Household Support Fund offers the opportunity for the Council to support both vulnerable residents, and those who have been adversely financially affected by COVID.
5. Ensuring best use of this funding is directly in line with the Council's priorities.

### CORPORATE OUTCOMES

6. The report relates to the following corporate outcomes:

An exemplary council	✓
Thriving communities	✓
A fair local economy that works for everyone	✓
Good homes, green spaces, healthy places	✓

### BACKGROUND TO THE REPORT

7. SRBC has been allocated £340,000 in the second round of Household Support Fund (HSF), resourced by the DWP and overseen by LCC. Once again, LCC has received £9.678m of HSF, to support vulnerable households in COVID recovery.
8. DWP guidance for councils states that HSF should 'primarily be used to support households in the most need with food, energy and water bills. It can also be used to support households with essential costs related to those items and with wider essential costs.'

9. Funding received by LCC is being split between individual district allocations and payments of £15 per child per week of school holidays to families in receipt of free school meals over the summer holidays. These payments satisfy the DWP requirement for a third of funding to be spent on households with children.
10. There is a further DWP requirement to support pensioners who are potentially vulnerable with a third of the overall budget. At county level, the decision has been taken that all districts will issue a £90 one off payment to pensioners in receipt of Council Tax Support. In South Ribble, this is 1251 individuals, which equates to £112,590 – 33% of our £340,000 allocation.
11. This leaves a balance of £227,410 for ‘other households.’ There is an expectation that districts will use their local knowledge and networks to distribute funding to households who need support, either directly, or through third party organisations. There are no standard criteria to meet and no prescribed assessment process to follow.
12. All HSF round 2 monies must be spent by 30 September 2022. LCC officers have indicated that a management fee of around 5% is appropriate.

## **PROPOSALS**

13. Through the South Ribble Together support hub and the previous round of HSF, we have gained significant insight into the issues and challenges faced by vulnerable households across the borough. We are aware that increasing energy and food costs are a growing concern, and that many household incomes have decreased during the pandemic, through illness, redundancy, unpaid leave and reduced hours.
14. Using this insight, the communities team is proposing a varied approach to allocation of funds. Although timescales are tight, this funding presents a genuine opportunity to make a difference locally, including those households who are exempt from other support streams. This includes people who are working and do not receive benefits, but struggle on low incomes.
15. Conversations have been held with partners to gain insight into current needs and service demands; the proposals for South Ribble are in line with the feedback received.
16. A two-phase approach is proposed, to ensure that funding is distributed efficiently, effectively, and there is flexibility in directing budget where there is most need. Phase 1 includes funding to a range of partners, charities and community groups who were all successful in delivering round 1 of the same funding.

Theme	Goods / service	Provider	Spend	TOTAL
Energy	Utility support - gas, water, electricity	CAB	£ 40,000	£ 80,000
	Home energy efficiency adaptations	SRBC	£ 40,000	
Food & energy	Shelving, fridges, freezers & stock for community shops.	Leyland Foodbank	£ 4,000	£ 28,000
		Bamber Bridge Foodbank	£ 4,000	
		Penwortham Foodbank	£ 4,000	
	Community Shop Vouchers	New Day Foodbank	£ 4,000	
		The Place	£ 4,000	
	Slow cookers, recipe books & ingredients	The Base	£ 4,000	
		CNOS	£ 4,000	
Food, energy & wider essentials	Move on packs - appliances, energy vouchers, furniture, bedding, towels, etc	Refuge	£ 4,000	£ 20,000
		Tippytoes	£ 4,000	
		Barnardos	£ 4,000	
		Key Unlocking Futures	£ 4,000	
		SLEAP	£ 4,000	
Wider essentials	Step up grants – bespoke support for people in crisis	SRBC	£ 12,000	£ 12,000
<b>TOTAL</b>			<b>£140,000</b>	<b>£140,000</b>

17. Phase 2 is dependent on the demand / spend from the above, proposed as:

Theme	Goods / service	Spend
Energy / food	Utility support / home adaptations	£ 60,000
	Contingency	£ 10,410

18. The overall proposed budget breakdown is:

	Proposed budget
Phase 1	£ 140,000
Phase 2	£ 60,000
Contingency	£ 10,410
Admin fee @ 5%	£ 17,000
<b>TOTAL</b>	<b>£ 227,410</b>

19. For utility to provide fuel on pre-paid to those with accounts. As in HSF round 1 delivery, a sliding scale of value is proposed, based on household size:

Single person	£100	Couple	£150
1 child family	£200	2 child family	£250
Family with 3 or more children / dependents		£300	

support, CAB is able vouchers for those meters, and grants

20. A proportionate allocation of the management fee would be paid to CAB, to cover training and supervision of volunteers and collation of management information.

## MONITORING AND REPORTING

21. Following the model used previously in HSF round 1, a twice-weekly monitoring meeting is planned with CAB, to review demand and spend. South Ribble Together Caseworkers are in the office each day and will work closely with CAB colleagues to ensure smooth operation.
22. Monitoring meetings will be used to discuss and resolve complex cases, to ensure a backlog does not build up.
23. All providers listed the table in paragraph 18 will be required to provide a regular data return on the spend and number of payments made / people supported. All providers will be given the ongoing support of the Communities Service.
24. Management information to be returned to LCC for DWP monitoring focuses on spend and volume. The following tables have been supplied as a template:

Total Value of Awards split by Household Composition					
		a) Households with Children	b) Households with Pensioners	c) Other households	c) Total amount provided to vulnerable households
Row 1	Spend (£s)				
Row 2	Volumes				

Total Value of Awards Split by Category							
		a) Energy and Water	b) Food	c) Essentials linked to Energy and Water	d) Wider Essentials	e) Housing Costs	e) Total
Row 1	Spend (£s)						
Row 2	Volumes						

## CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

25. In order to ensure that HSF funding reaches as many households as possible, a range of promotion methods are proposed. These include:
  - A flyer for foodbank parcels, and briefing for foodbank volunteers
  - A webpage on [www.southribble.gov.uk](http://www.southribble.gov.uk)
  - Proactive contact with applicants for household energy schemes who have been unsuccessful but are on a low income
  - Proactive contact with residents on a Council Tax recovery plan
  - Briefing for gateway staff
  - Briefing for housing staff
  - Briefing for South Ribble Together Network partners (includes South Ribble Integrated Team, Help Through Crisis, Progress, SLEAP and others)
  - Briefing for DWP staff who are based at the Civic Centre
  - Briefing for Headteachers and article in parentmail newsletters

## ALTERNATIVE OPTIONS CONSIDERED



26. Across Lancashire, district councils are taking a range of approaches in distribution of Household Support Fund, including automatic payments to benefit recipients, energy grants and provision of shopping vouchers.
27. Conversations have been held with council services, charities and community groups who support vulnerable households, to ascertain current levels of demand. The proposals outlined in this report correlate directly with feedback received.

### **CLIMATE CHANGE AND AIR QUALITY IMPLICATIONS**

28. The proposals in this report do not directly impact the Council's climate change and sustainability targets, but there are measures which do contribute:
  - Replacing items such as windows and boilers with more energy efficient models.
  - Use of CAB to offer fuel vouchers alongside energy advice and support.
  - Step up grants to update to improve homes and make them warmer.
  - Slow cooker project to encourage healthy and energy efficient food preparation.

### **RISK MANAGEMENT IMPLICATIONS**

29. The timescales for distributing this funding are tight, and there is a reputational risk in not spending the borough's allocation and having to return funding to the DWP. Mitigation of this risk includes using a range of providers, a phased approach, and monitoring of spend and impact.

### **EQUALITY & DIVERSITY IMPACT**

30. In relation to Household Support Fund, there are no negative impacts on any of the protected groups. There are positive impacts on age, disability and maternity as financial support given through the fund seeks to reduce vulnerability.

### **COMMENTS OF THE STATUTORY FINANCE OFFICER**

31. This funding must be spent by 30 September 2022, or returned to Lancashire County Council, and ultimately the Government.
32. This leaves only around 3 months to distribute funds to eligible residents.
33. A partnership approach has been developed which will see existing partners utilising their established networks to distribute funds.
34. A number of safeguards are in place;
  - Funds will be released to CAB on a staged basis – phase 2 being issued once the initial tranche has been spent.
  - Activity will be recorded to monitor take up.
  - Spend levels will be closely monitored to ensure funds are used to the best effect, and fully spent by 30 September 2022.
35. There are no wider budget / resource implications for the Council.

### **COMMENTS OF THE MONITORING OFFICER**

36. Clearly we need to move quickly on this and there needs to be some degree of flexibility over how we deliver on this. Working in conjunction with our partners we need to ensure that vulnerable households are the beneficiaries of this fund.

## **BACKGROUND DOCUMENTS**

There are no background papers to this report.

**Jennifer Mullin**  
**Director of Communities**

Report Author:	Telephone:	Date:
Rebecca Heap	01772 625276	30/6/22

## **Approval of Urgent Decision**

Following careful consideration and assessment of the contents of the report, I approve the recommendations contained in the report in accordance with the Council's constitution in consultation with the Committee Chair:

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Gary Hall  
Chief Executive

Dated: 11 July 2022

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Councillor David Howarth  
Mayor

Dated: 11 July 2022