

# Council

Wednesday, 31st January, 2024, 6.00 pm

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

## Agenda

**1 Apologies for absence**

**2 Declarations of Interest**

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item.

If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

**3 Minutes of meeting Wednesday, 22 November 2023 of Council**

(Pages 5 - 16)

**4 Minutes of meeting Wednesday, 6 December 2023 of Council**

(Pages 17 - 18)

**5 Minutes of meeting Wednesday, 17 January 2024 of Council**

(Pages 19 - 24)

**6 Mayors Announcements**

**7 Cabinet**

(Pages 25 - 30)

To receive and consider the report of the Cabinet held on 13 December and 17 January.

**8 Governance Committee**

(Pages 31 - 34)

To receive and consider the report of the Governance Committee held on 28 November 2023.

<b>9 Scrutiny Committee</b>	(Pages 35 - 36)
To receive and consider the report of the Community and External Scrutiny Committee held on Monday 27 November 2023.	
The report of the Community and External Scrutiny Committee held on Monday 22 January will follow.	
<b>10 Standards Committee</b>	(Pages 37 - 38)
To receive and consider the report of the Standards Committee held on 21 December 2023.	
<b>11 Calendar of Meetings 2024/25</b>	(Pages 39 - 44)
To receive and consider the report of the Director of Governance.	
<b>12 Nomination of Mayor-elect 2024/2025 and Deputy Mayor-elect 2024/2025</b>	(Pages 45 - 48)
To receive and consider the report of the Director of Governance.	
<b>13 Vehicle Age Policy Update</b>	(Pages 49 - 66)
To receive and consider the report of the Deputy Chief Executive.	
<b>14 Questions to the Leader of the Council</b>	
<b>15 Questions to Cabinet Members</b>	

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Council

The minutes of this meeting will be available on the internet at  
[www.southribble.gov.uk](http://www.southribble.gov.uk)

Forthcoming Meetings  
6.00 pm Wednesday, 28 February 2024 - Shield Room, Civic Centre, West Paddock,  
Leyland, PR25 1DH

<b>Minutes of</b>	<b>Council</b>
<b>Meeting date</b>	<b>Wednesday, 22 November 2023</b>
<b>Committee members present:</b>	Councillors Chris Lomax (Mayor), Peter Mullineaux (Deputy Mayor), Will Adams, Jacky Alty, Hilary Bedford, Damian Bretherton, Aniela Bylinski Gelder, Matt Campbell, Colin Coulton, Matthew Farnworth, Mathew Forshaw, Paul Foster, Peter Gabbott, Jasmine Gleave, James Gleeson, Mary Green, Michael Green, Harry Hancock, Jo Hindle-Taylor, David Howarth, Clare Hunter, Lou Jackson, Will King, James Lillis, Keith Martin, Nicky Peet, Lesley Pritchard, John Rainsbury, George Rear, Wesley Roberts, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, Emma Stevens, Elaine Stringfellow, Caleb Tomlinson, Matthew Tomlinson, Angela Turner, Karen Walton, Ian Watkinson, Connor Watson, Kath Unsworth and Haydn Williams
<b>Committee members attended virtually (non-voting):</b>	Councillors Jane Bell, James Flannery, Pete Pillinger and Paul Wharton-Hardman
<b>Officers present:</b>	Chris Sinnott (Chief Executive) and Chris Moister (Director of Governance) and Coral Astbury (Democratic and Member Services Officer)
<b>Public:</b>	2

A video recording of the public session of this meeting is available to view on [YouTube here](#)

## **46 Minutes Silence**

The Mayor invited Members to observe a minutes silence in memory of former Mayor and Councillor, Fred Cooper.

Councillors Peter Mullineaux, Paul Foster, David Howarth and Phil Smith paid tribute and sent their condolences to family.

## **47 Presentation of long service award**

The Mayor presented former Councillor Carol Wooldridge with her long service award.

## **48 Apologies for absence**

# Agenda Item 3

2

Apologies were received from Councillors Deborah Ashton, Jane Bell, Julie Buttery, James Flannery, Pete Pillinger and Paul Wharton-Hardman.

## **49 Declarations of Interest**

Councillor Michael Green declared a non-pecuniary interest in items 12 and 18 and indicated he would remain in the meeting for item 12 but leave the meeting for item 18.

Councillor David Howarth and Councillor Matthew Tomlinson both declared a non-pecuniary interest in item 18 and indicated they would participate in the debate and vote for that item.

## **50 Minutes of meeting Wednesday, 20 September 2023 of Council**

Councillor Karen Walton advised there had been a typing error under item 37 and referred to the voting record on page 9 and advised her vote had not been recorded.

The Mayor advised Councillor Walton that voting records would be checked by Officers and the minutes updated accordingly.

### **Resolved: (**

That the minutes of the last meeting were agreed as a correct record for signing by the Mayor.

## **51 Mayors Announcements**

The Mayor gave an update on his recent duties, including his quiz night, Remembrance Sunday and A Taste of Leyland.

The Mayor also mentioned some upcoming events such as his Christmas Banquet and the Extraordinary meeting of the full Council on 6 December 2023.

## **52 Urgent Decisions**

The Leader of the Council, Councillor Paul Foster, outlined the report and explained that only two urgent decisions had been taken since the last Council meeting.

It was proposed by the Leader of the Council, Councillor Paul Foster and seconded by the Deputy Leader and Cabinet Member (Property, Assets, Commercial Services and Major Developments) Councillor Aniela Bylinski Gelder and subsequently,

### **Resolved:**

Report was noted.

## **53 Cabinet**

Members received a general report of the Cabinet meeting held on 11 October and 15 November.

# Agenda Item 3

3

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Aniela Bylinski Gelder and subsequently,

**Resolved:**

Report was noted.

**54 Governance Committee**

Members received a general report of the Governance Committee meeting held on 26 September.

It was proposed by the Chair of Governance Committee, Councillor Colin Sharples, seconded by the Vice-Chair of Governance Committee, Councillor Wesley Roberts and subsequently,

**Resolved:**

Report was noted.

**55 Scrutiny Committee**

Members received a general report of the Corporate, Performance and Budget Scrutiny Committee held on 8 November.

It was proposed by the Chair of the Corporate, Performance and Budget Scrutiny Committee, Councillor Will Adams and seconded by the Vice-Chair, Councillor Michael Green and subsequently,

**Resolved:**

Report was noted.

**56 South Ribble - Corporate Strategy Refresh 23/24**

The Leader of the Council, Councillor Paul Foster, presented a report of the Chief Executive.

The report sought approval for the refresh of the corporate strategy 2023/24 – 2024/25 and provided an overview of performance in 2022-23 and changes proposed for 2023-24. The corporate priorities had been refreshed in response to the challenges faced by residents and businesses and performance measures were being reviewed and updated.

The following members participated in the debate: Councillors Paul Foster (Leader of the Council), David Howarth (Leader of the Liberal Democrats) and Will King.

Members discussed the corporate strategy and the proposed targets in the report.

An amendment was proposed by Councillor Will King on behalf of the Conservative Group and seconded by Councillor Michael Green, that sought to amend the recommendation within the report to the following:

# Agenda Item 3

4

*“The Corporate Strategy 2023-24 and 2024-25 be approved but the target remain at 80% for the indicator for customers being satisfied with the service that they receive from the council”.*

Councillor Foster did not accept the amendment and spoke against it.

Councillor Foster proposed moving to a vote on the amendment, seconded by Councillor Bylinski Gelder and subsequently.

**Resolved:** (For: 25, Against: 18) that the meeting move to the vote on the amendment.

For: Councillors Adams, Alty, Bedford, Bylinski Gelder, Farnworth, Foster, Gabbott, Gleeson, Hindle-Taylor, Hunter, Jackson, Lomax, Martin, Peet, Pritchard, Roberts, Sharples, Shaw, Stringfellow, Stevens, C Tomlinson, M Tomlinson, Unsworth, Watkinson and Williams.

Against: Councillors Bretherton, Campbell, Coulton, Forshaw, Gleave, Mary Green, Michael Green, Hancock, Howarth, Lillis, Mullineaux, Rainsbury, Rear, P Smith, M Smith, Turner, Watson and Walton.

A vote was undertaken on the proposed amendment and subsequently.

**Resolved:** (For: 16, Against: 21) that the amendment be lost.

For: Councillors Bretherton, Campbell, Coulton, Forshaw, Hancock, Howarth, King, Lillis, Rainsbury, Rear, Shaw, P Smith, M Smith, Turner, Watson and Walton.

Against: Councillors Adams, Alty, Bedford, Bylinski Gelder, Farnworth, Foster, Gleeson, Hindle-Taylor, Hunter, Jackson, Martin, Pritchard, Roberts, Sharples, Stringfellow, Stevens, C Tomlinson, M Tomlinson, Unsworth, Watkinson and Williams.

A vote was undertaken on the substantive motion.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Aniela Bylinski Gelder and subsequently

**Resolved:** (For: 24, Abstain: 18) that:

1. The Corporate Strategy 2023/24 – 2024/25 be approved.

For: Councillors Adams, Alty, Bedford, Bylinski Gelder, Farnworth, Foster, Gabbott, Gleeson, Hindle-Taylor, Hunter, Jackson, Martin, Mullineaux, Peet, Pritchard, Roberts, Sharples, Shaw, Stringfellow, Stevens, C Tomlinson, Unsworth, Watkinson and Williams.

Abstain: Councillors Bretherton, Campbell, Coulton, Forshaw, Gleave, Mary Green, Michael Green, Hancock, Howarth, Lillis, Mullineaux, Rainsbury, Rear, P Smith, M Smith, Turner, Watson and Walton.

# Agenda Item 3

5

## 57 Statement of Community Involvement

The Cabinet Member (Planning, Business Support and Economic Development), Councillor James Flannery, introduced a report that presented members with the draft Statement of Community Involvement (SCI) in relation to the consultation procedures to be undertaken by the Council for planning policy and development management functions. The report also sought agreement to consult on the draft statement.

Councillor Mary Green spoke on the item and advised the report had been considered by Planning Committee who felt that a six week consultation period had been appropriate. Councillor Green had now reconsidered the report and wanted to propose an amendment to the report to increase the consultation period to eight weeks due to the upcoming Christmas period. The amendment was seconded by Councillor Phil Smith.

The Leader of the Council advised that the Council was working to strict deadlines regarding production of the Local Plan and an extension of consultation period could impact future stages.

An amendment was proposed by Councillor David Howarth and seconded by Councillor David Shaw to increase the consultation period within the report to six weeks, in line with the recommendations from Planning Committee.

Councillor Flannery explained the consultation process would commence following the Christmas period, but he was happy to accept the amendment that the period of consultation should run for a period of six weeks. Councillor Foster confirmed they would accept the amendment.

Councillor Mary Green withdrew her amendment.

A vote was undertaken on the proposed amendment and subsequently,

### **Resolved: Unanimously**

1. Council agrees that the draft Statement of Community Involvement, contained at Appendix 1, be the subject of public consultation, for a period of six weeks.

## 58 Healthy Weight Collaboration

The Cabinet Member (Communities, Leisure and Wellbeing) Councillor Clare Hunter, presented a report that provided details of the proposed collaboration agreement with Lancashire County Council (LCC) to deliver Healthy Weight Services in South Ribble.

The report also sought approval to receive associated funding for a period of five years with a possible extension of three years.

Members noted the risk of illness due to weight was higher in Lancashire against a national average and addressing these issues were complex. The programme would follow a holistic approach and demonstrate the value a district council could add when trying to address weight issues.

# Agenda Item 3

6

It was proposed by the Cabinet Member (Communities, Leisure and Wellbeing), Councillor Clare Hunter and seconded by the Leader of the Council, Councillor Paul Foster and subsequently,

## **Resolved: (Unanimously)**

1. To receive the funding amount of £69,015 per year, a total of £345,075 over five years and £552,120 over eight years and to establish an expenditure budget to administer the funding which has been allocated to South Ribble.
2. Delegate authority to Director of Communities and Leisure in consultation with the Cabinet Member (Communities, Leisure and Wellbeing) to agree, accept and implement the final delivery plan with Lancashire County Council.

## **59 Constitution - Planning**

The Chair of Governance Committee, Councillor Colin Sharples presented a report that asked member's to consider possible changes to the constitution in relation to the work of Planning Committee.

Councillor Sharples advised that the Constitution Task Group had taken a look at the workings of Planning Committee following a notice of motion submitted by Councillor Turner. The committee had considered evidence from a number of persons and best practice at other authorities. The task group had met twice before the May 2023 election and one meeting after, with a new membership.

Councillor Sharples thanked all members for their input into the task group.

An amendment was proposed by the Deputy Leader, Councillor Bylinski Gelder on behalf of Councillor Flannery and seconded by the Leader of the Council, Councillor Paul Foster that the report be,

*“referred back to Governance Committee for further consideration. During the period when the review of the Constitution relating to Planning Committee took place there was a substantial change in the membership of Governance Committee. It is therefore considered that the report should be referred back to Governance Committee to allow more time for a greater consideration of these issues, with the further review to take place at an appropriate time in the schedule of work for the Committee.”*

Members debated the amendment included Councillors Margaret Smith, Phil Smith, Karen Walton, Damian Bretherton, Michael Green, Wesley Roberts and James Flannery.

A vote was taken on the amendment and subsequently,

## **Resolved: (For: 24, Against: 20)**

1. That the report be referred back to Governance Committee for further consideration.



# Agenda Item 3

7

For: Councillors Adams, Alty, Bedford, Bylinski Gelder, Farnworth, Foster, Gabbott, Gleeson, Hindle-Taylor, Hunter, Jackson, Lomax, Martin, Peet, Pritchard, Roberts, Sharples, Stevens, Stringfellow, C Tomlinson, M Tomlinson, Unsworth, Watkinson and Williams.

Against: Councillors Bretherton, Campbell, Coulton, Forshaw, Gleave, Mary Green, Michael Green, Hancock, Howarth, King, Lillis, Mullineaux, Rainsbury, Rear, Shaw, M Smith, P Smith, Turner, Walton and Watson.

## 60 Notice of Motion

Councillor Ange Turner proposed a notice of motion, seconded by Councillor David Howarth that raised concern at the level of raw sewage spills in South Ribble.

Councillor Turner explained that water companies, such as United Utilities, were continuing to release raw sewage into public waterways and it needed to be stopped with mandatory targets and timescales for the spills to be stopped.

Councillor Matthew Tomlinson proposed an amendment to the motion, seconded by the Leader of the Council, Councillor Paul Foster that sought to make the following amendments;

*“After ‘Strengthen Ofwat’s powers to hold water companies accountable.’*

*Insert the following; “and implement the Labour Party Proposal to place the water industry under ‘special measures’*

- a) Ensuring that water bosses will face personal criminal liability for extreme and persistent lawbreaking.*
- b) Introducing severe & automatic fines for illegal discharges that water companies cannot ignore*
- c) Forcing all water companies to monitor every single water outlet*
- d) Banning the payment of bonuses to water bosses who are found to pump significant levels of raw sewage into our rivers, lakes and seas.*

*And*

*Change the wording of the closing statement from “Council resolves to write to the government” to ‘Council asks the Leader to write to the government.’*

The following members participated in the debate on the amendment: Councillors Paul Foster, Will King, Phil Smith, Matthew Farnworth, Damian Bretherton, Karen Walton, Jacky Alty, David Howarth, Matthew Tomlinson

# Agenda Item 3

8

Councillor Matthew Tomlinson highlighted during the debate that he thought the letter would be stronger if it came from the Leader of the Council and the notice of motion was written by himself.

Councillor Howarth indicated that the amendment was accepted by his group as proposers of the motion.

A vote was taken on the substantive motion which had adopted and included the amended wording and was subsequently,

**Resolved:** (For: 31, Against: 10 and Abstain: 3)

1. The Leader of the Council will write to the Secretary of State for the Environment, Food and Rural Affairs calling on the government to:
  - i) Set meaningful targets and deadlines for water companies to end sewage discharges.
  - ii) Introduce a sewage tax on water company profits to fund the clean up of waterways.
  - iii) Reduce the number of licences given to water companies permitting them to discharge sewage into rivers.
  - iv) Strengthen Ofwat's powers to hold companies accountable and implement the Labour Party proposal to place the water industry under 'special measures':
    - A) Ensuring that water bosses will face personal criminal liability for extreme and persistent lawbreaking.
    - B) Introducing severe & automatic fines for illegal discharges that water companies cannot ignore
    - C) Forcing all water companies to monitor every single water outlet
    - D) Banning the payment of bonuses to water bosses who are found to pump significant levels of raw sewage into our rivers, lakes and seas."
  - v) Cease making cuts to Environmental Agency funding and ensure that it has enough staff to significantly improve its monitoring of the threats of inadequate storm-water infrastructure and pollution from sewage and agricultural nitrates.
  - vi) Work with local authorities to ensure water companies protect our rivers by a requirement to invest upfront in sewerage infrastructure to reflect environmental objectives in local plans and planning applications.

# Agenda Item 3

9

For: Councillors Adams, Alty, Bedford, Bylinski Gelder, Campbell, Farnworth, Foster, Gabbott, Gleeson, Hancock, Hindle-Taylor, Howarth, Hunter, Jackson, Lillis, Lomax, Martin, Mullineaux, Peet, Pritchard, Roberts, Sharples, Shaw, Stevens, Stringfellow, C Tomlinson, M Tomlinson, Turner, Unsworth, Watkinson and Williams.

Against: Councillors Bretherton, Coulton, Mary Green, Michael Green, Rainsbury, Rear, M Smith, P Smith, Walton and Watson.

Abstain: Councillors Forshaw, Gleave and King.

## 61 Questions to the Leader of the Council

Councillor Shaw asked the Leader if Council would be able to see the report from the AEA review into the electoral processes following the election in May 2023. The Leader explained the report did not find any failings within the authority; however, a report would be brought back to the appropriate committee.

Councillor Williams referred to the recent government decision on Pickering's Farm and asked the Leader if he thought the level of existing congestion on Leyland Road was unacceptable. The Leader agreed and responded to say that he would be contacting the MP to discuss the issue further.

Councillor David Howarth asked the Leader if the Council operated in a transparent manner where council tax expenditure was subject to checks. In response the Leader explained that every decision was made appropriately in line with strict governance arrangements.

A written question was received in advance of the meeting from a member of the public and asked the Leader the following:

*"In my email of the 26/10 I invited you to distance the Council from the sponsorship by Royal Flush Vapes of the lights on ceremony in Leyland.*

*I therefore have to ask you to justify the decision to associate SRBC and a vaping company in sponsoring what is the quintessential children's event ; the turning on of the Christmas lights?*

*Is the Council falling into the same trap as the Sports world when it succumbed to the tobacco industry?"*

*My daughter and many other teachers have had vaping problems within their schools and we are constantly hearing of children becoming addicted to and suffering ill health because of vaping."*

In response, the Leader explained the light switch on event was organised by the Leyland Town Team and not the Council. The Council only provide support for the advertising and stewarding of the event. The Leader had spoken to the Chair of Leyland Town Team to express concern over the sponsorship of the event.

A second written question was received in advance of the meeting from a member of the public and asked the Leader the following:

# Agenda Item 3

10

*"In November 2021 the council passed a motion to write to the Minister of State for Crime & Policing, and the Home Secretary calling for Misogyny to be made a hate crime. On the 9th March 2023 BBC News reported that Broadcaster Pat Sharp has left his Greatest Hits Radio show after reportedly making an inappropriate comment to a woman at an event.*

*Sharp made a comment about a woman in attendance in front of around 400 people while hosting the event.*

*"For the day and age we live in, it was completely unacceptable," said one guest in the room. "It was inappropriate and disgusting... it was the talk of the evening and completely ruined the atmosphere."*

*A spokesman for Greatest Hits Radio said this issue has now been brought to our attention, we have agreed with Pat Sharp that he will not return to the station immediately." Please could you explain how the council can hire Pat Sharp to front "Music in the Park?"*

The Leader explained that Pat Sharp had not been found guilty of any hate crime or misogyny and had made an error of judgement, Pat Sharp had apologised and things had moved on.

## 62 Questions to Cabinet Members

### **Deputy Leader and Cabinet Member (Property, Assets, Commercial Services and Major Developments)**

A written question had been submitted in advance by Councillor David Howarth that asked the following:

*"Could the Deputy Leader therefore explain how a sum of £15,000 of South Ribble Borough Council tax payers' money can be paid into a third-party bank account without the recipient's knowledge, for a grant they didn't apply for, to pay an invoice for work they didn't order?"*

*Which further leads me to the questions - how does the award of £15,000 from the Boost Fund Plus to a Community Hub which is ineligible, meet with the requirements of the Local Code of Corporate Governance?"*

*How does this attempt to circumvent financial regulations sit with public perception and the ethical standards set out in the Nolan Principles especially as the scheme was prominent in political literature during the recent local elections?"*

In response, Councillor Bylinski Gelder explained that she was no longer responsible for this area of the authority however the Monitoring Officer had already had discussions with Councillor Howarth on this issue. Penwortham Community Hub had proposed the project to allocate £15,000 of money to Penwortham Town Council

# Agenda Item 3

11

(PTC) with the support of the Leader and Cabinet under the Boost Fund Programme. This was rejected as it would have emptied the fund, however a bid came from PTC through boost fund plus. They met the criteria as they are a not for profit organisation and a constituted community group.

Councillor Bylinski Gelder explained she had a signed grant agreement with PTC signed by the Town Council's Democratic Services Officer. The Community Hub Chair at the time, Councillor Turner, was listed as the recipient and project manager. The grant funding was paid into PTC bank account following receipt of the signed grant agreement. There were no governance issues from the Council.

Councillor David Howarth asked why he had not been given the outcome of the investigation. The Mayor responded to explain that paperwork would be made available to Councillor Howarth.

Councillor Karen Walton explained that a number of businesses surrounding Hope Terrace Car Park had not yet received a consultation letter and asked when this would be sent. In response, Councillor Bylinski Gelder explained the car parking scheme was under review to January and a letter was only sent to the businesses who had contacted the Council.

Councillor Bretherton asked if any efficiency reports on commercial buildings, including investment properties, had been undertaken in preparation for the Council's Carbon Neutral target of 2030. Councillor Bylinski Gelder advised she could only comment on the building condition survey and the question may be better asked of the Cabinet Member (Neighbourhood and Waste), however she was happy to respond to further questions in writing.

## **Cabinet Member (Finance and Public Protection)**

Councillor Turner asked if the Council had submitted a grant form to government showing the COVID grants as fully spent. Councillor Tomlinson agreed to provide a written response.

Councillor Adams referred to the unsuccessful levelling up bid for the Penwortham Masterplan and asked if there was a solution to the funding challenge. Councillor Tomlinson explained that £2million had already been identified and the authority was committed to delivering the plan. The budget would be presented in February and would expand on the future capital programme. Members were working with officers to find a solution.

## **63 Exclusion of Press and Public**

**Resolved:** (Unanimously)

That the press and public be excluded for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

## **64 City Deal**

# Agenda Item 3

12

Councillor Michael Green had previously declared an interest for this item of business and the left the meeting for the duration.

The Leader of the Council, Councillor Foster, presented a report that provided members with options around the City Deal and explained the ongoing situation and concerns.

The following members participated in the debate: Councillors Peter Mullineaux, Margaret Smith, Mary Green, David Shaw and Phil Smith.

It was proposed by the Leader of the Council, Councillor Paul Foster and seconded by the Deputy Leader of the Council, Councillor Aniela Bylinski Gelder and subsequently,

**Resolved: (Unanimously)**

1. Council resolves to implement the five year run on as detailed in paragraph 9 of the Heads of Terms dated 12 September 2014.

Chair

Date

<b>Minutes of</b>	<b>Council</b>
<b>Meeting date</b>	<b>Wednesday, 6 December 2023</b>
<b>Committee members present:</b>	Councillors Chris Lomax (Mayor), Peter Mullineaux (Deputy Mayor), Will Adams, Jacky Alty, Damian Bretherton, Aniela Bylinski Gelder, Matt Campbell, Colin Coulton, Matthew Farnworth, James Flannery, Mathew Forshaw, Paul Foster, Peter Gabbott, Jasmine Gleave, James Gleeson, Mary Green, Michael Green, Jo Hindle-Taylor, Lou Jackson, Keith Martin, Nicky Peet, Pete Pillinger, Lesley Pritchard, George Rear, Wesley Roberts, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, Emma Stevens, Caleb Tomlinson, Matthew Tomlinson, Karen Walton, Ian Watkinson, Connor Watson, Kath Unsworth, Paul Wharton-Hardman and Haydn Williams
<b>Committee members attended virtually (non-voting):</b>	Councillors
<b>Officers present:</b>	Chris Sinnott (Chief Executive), Coral Astbury (Democratic and Member Services Officer), Chris Moister (Director of Governance) and Jennifer Mullin (Director of Communities)
<b>Other attendees:</b>	Councillors and (attended virtually)
<b>Public:</b>	0

A video recording of the public session of this meeting is available to view on [YouTube here](#)

## **65 Apologies for absence**

Apologies were received from Councillors Deborah Ashton, Jane Bell, Hilary Bedford, Julie Buttery, Jasmine Gleave, Harry Hancock, David Howarth, Will King, John Rainsbury, Elaine Stringfellow and Paul Wharton-Hardman.

## **66 Declarations of Interest**

There were no declarations of interest.

## **67 Conferment of Honorary Freeman**

Members of the Council heard the nomination for Honorary Freeman of the Borough on former councillor Cliff Hughes MBE.

# Agenda Item 4

2

It was proposed by Councillor Paul Foster and seconded by Councillor Karen Walton and subsequently,

**Resolved: (Unanimous)**

Former Councillor Cliff Hughes MBE is appointed as Honorary Freeman of the Borough.

**68 Conferment of Honorary Alderman**

Members of the Council heard the nominations for Honorary Aldermen of the Borough.

Former Councillor Derek Forrest was proposed by Councillor Paul Foster and seconded by Councillor Jacky Alty.

Former Councillor Jon Hesketh was proposed by Councillor Paul Foster and seconded by Councillor Margaret Smith.

Former Councillor David Suthers was proposed by Councillor Paul Foster and seconded by Councillor Matthew Tomlinson, on behalf of Councillor Jane Bell.

Former Councillor Mick Titherington was proposed by Councillor Paul Foster and seconded by Councillor Matthew Tomlinson.

A block vote was taken and it was subsequently,

**Resolved: (Unanimously)**

That Former Councillors Derek Forrest, Jon Hesketh, David Suthers and Mick Titherington are appointed as Honorary Aldermen.

Chair

Date



<b>Minutes of</b>	<b>Council</b>
<b>Meeting date</b>	<b>Wednesday, 17 January 2024</b>
<b>Committee members present:</b>	Councillors Chris Lomax (Mayor), Peter Mullineaux (Deputy Mayor), Jacky Alty, Deborah Ashton, Hilary Bedford, Damian Bretherton, Julie Buttery, Aniela Bylinski Gelder, Matt Campbell, Colin Coulton, Matthew Farnworth, Mathew Forshaw, Paul Foster, Peter Gabbott, Jasmine Gleave, James Gleeson, Mary Green, Michael Green, Harry Hancock, Jo Hindle-Taylor, David Howarth, Clare Hunter, Lou Jackson, Will King, James Lillis, Keith Martin, Nicky Peet, Pete Pillinger, Lesley Pritchard, John Rainsbury, Wesley Roberts, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, Emma Stevens, Elaine Stringfellow, Matthew Tomlinson, Angela Turner, Karen Walton, Connor Watson, Kath Unsworth, Paul Wharton-Hardman and Haydn Williams
<b>Committee members attended virtually (non-voting):</b>	Councillors Jane Bell and Caleb Tomlinson
<b>Officers present:</b>	Sarah Bullock (Deputy Chief Executive), Chris Moister (Director of Governance) and Coral Astbury (Democratic and Member Services Officer)
<b>Public:</b>	0

A video recording of the public session of this meeting is available to view on [YouTube here](#)

## **69 Apologies for absence**

Apologies were received from Councillors Will Adams, Jane Bell, James Flannery, George Rear, Caleb Tomlinson and Ian Watkinson.

Councillors Jane Bell and Caleb Tomlinson did attend virtually on Microsoft Teams.

## **70 Declarations of Interest**

The following declarations were received:

Councillor Michael Green declared a personal, non-pecuniary interest as a member of Lancashire County Council (LCC) Executive.

Councillor Matthew Campbell declared a personal interest as an LCC employee.

# Agenda Item 5

2

Councillor Matthew Tomlinson declared a personal, non-pecuniary interest as an elected member of LCC.

Councillor David Howarth declared a personal, non-pecuniary interest as an elected member of LCC.

Councillor Paul Wharton-Hardman sought clarification from the Monitoring Officer on Councillor Michael Green's eligibility to take part in the debate and vote on the agenda item. In response, the Monitoring Officer explained he had given Councillor Green advice and was satisfied that Councillor Green had explained his thought process and would be making a decision with an open mind.

## 71 Lancashire Devolution Deal

The Leader of the Council, Councillor Paul Foster presented a report that presented a summary of the proposals to create a combined county authority (CCA) and a devolution deal for Lancashire, and to agree the principles of a response to the consultation.

The Leader thanked officers for a detailed and clear paper and outlined some of the background to the devolution deal.

Members were advised that should the deal go ahead, the authority would lose funding from the UK Shared Prosperity Fund (UKSPF) which would put projects such as the Penwortham Masterplan, Worden Hall and Park Improvements, community engagement and activities and business support at risk.

An amendment was proposed by Councillor Karen Walton on behalf of the Conservative Group and seconded by Councillor Margaret Smith that sought to remove paragraph 25 and replace it with the following,

*"We support the Combined County Authority and ask that when they get to negotiating the final deal, request that:*

- 1. There is a formal mechanism for consulting with the 12 District Councils and that the 2 representatives appointed to the Board are mandated to implement the stated objectives.*
- 2. The future United Kingdom Shared Prosperity fund is left to the District Councils to distribute."*

The following members debated the amendment, Councillors Karen Walton, Margaret Smith, David Howarth, Mary Green, Paul Foster, Phil Smith and Matthew Tomlinson.

A number of points were raised including the lack of involvement in the devolution deal for district council's, the parliamentary time frame for adoption and the desire that UKSPF funding should remain with the district councils.

A recorded vote was undertaken on the proposed amendment and subsequently,

# Agenda Item 5

3

**Resolved:** (For: 15, Against: 29) that the amendment be lost.

For: Councillors Bretherton, Buttery, Campbell, Coulton, Forshaw, Gleave, Mary Green, Michael Green, King, Mullineaux, Rainsbury, M Smith, P Smith, Walton and Watson)

Against: Councillors Alty, Ashton, Bedford, Bylinski Gelder, Farnworth, Foster, Gabbott, Gleeson, Hancock, Hindle-Taylor, Howarth, Hunter, Jackson, Lillis, Lomax, Martin, Peet, Pillinger, Pritchard, Roberts, Sharples, Shaw, Stevens, Stringfellow, M Tomlinson, Turner, Unsworth, Wharton-Hardman and Williams)

The debate resumed to the substantive motion and the following member spoke: Councillors David Howarth, Jacky Alty, Keith Martin, Matthew Farnworth, Paul Wharton-Hardman, Connor Watson and Paul Foster.

Members compared the deal to those of Liverpool Combined Authority and Greater Manchester Combined Authority and there was some disappointment at the level of proposed devolved powers and funding.

Some members felt that there should have been more consultation by LCC with the district authorities and it would be difficult for elected representatives of Blackburn with Darwen or Blackpool to understand issues affecting residents in South Ribble.

A recorded vote was undertaken on the proposed recommendations and subsequently,

**Resolved: (For: 30, Against: 14)**

**Resolved:**

1. That Council agrees the response below should form the basis of South Ribble Borough Council's response to the consultation:

"South Ribble Borough Council recognises that devolution has the potential to secure significant benefits for Lancashire, bringing decision making and accountability closer to residents. Other areas of the north west, most notably Greater Manchester and Liverpool City Region, have already benefited from their devolution deals.

Effective devolution should encourage strong economic growth and increased productivity, alongside better health and wellbeing and strengthened public services.

Unfortunately, the proposals currently being consulted on are unlikely to lead to those benefits and so South Ribble Borough Council cannot support them. The council has some specific concerns about the proposals. These are set out below, referencing the relevant section of the consultation being referred to:

- a) The proposals for management of future rounds of the UKSPF in **section one** fail to recognise the success of the current round that is currently managed by district councils. Changing it to a more remote body with limited infrastructure to manage successful community schemes will make future success less likely. South Ribble Borough Council believes that responsibility for future

# Agenda Item 5

4

rounds of UKSPF should remain with district councils.

- b) The provision of £6 million of capital investment to Samlesbury Enterprise Zone and £6 million to the Blackburn Technology Innovation Quarter (**section one**) is welcome investment in the county but are small scale and limited in geographic impact. The council believes that the upper tier authorities proposing the creation of the CCA need to more clearly explain how future investment will be secured and prioritised, identifying how investment will benefit the whole of the county area.
- c) The devolution of adult education and the core Adult Education Budget at **section two** is welcome, but the proposals beyond that are currently vague and undeveloped. The partners involved in the CCA need to more clearly explain how skills of a large and diverse county area will be served by programmes that are developed.
- d) The proposals at **section three** demonstrate the importance for partners who are constituent members in recognising the nuances and needs of local areas, as it makes special arrangements for Blackpool Transport Services. This is important in a county the size of Lancashire but fails to recognise the particular needs of other areas such as South Ribble where the borough as a distinct area is not represented. The proposal includes reference to Network North funding. The announcement from government on Network North included the A582 improvement scheme and the council would like clarity on how this scheme will be supported by the CCA.
- e) Expanding eligibility criteria for Cosy Homes in Lancashire through an additional £2 million of funding at **section four** is supported, but it must be recognised that the scale of funding is extremely small across the whole county.
- f) The proposals across **sections five, six and seven** do not appear to add anything that is not already in place across the council. While opening the potential for further discussions with the government and its agencies may be positive, it is not possible to support something with no detail. As with the other sections of the proposals, South Ribble Borough Council would welcome devolution in these areas, but the current proposals need to be stronger and more ambitious to realise Lancashire's potential.
- g) **Section eight** sets out the governance arrangements for the CCA and devolution deal. South Ribble Borough Council does not support the governance arrangements proposed. They fail to recognise the important role of district councils in understanding and representing local communities. While the Levelling Up and Regeneration Act sets out the rules for membership, the constituent members could provide full voting rights within the CCA constitution to encourage district engagement. In addition, the CCA partners should clearly set out a more comprehensive plan for ensuring that the new arrangements will not just make local government in Lancashire even more complex and confusing for residents, businesses and communities.

2. That the Chief Executive be asked to share the council's response to the consultation with local MPs representing the borough.

# Agenda Item 5

5

For: Councillors Alty, Ashton, Bedford, Bylinski Gelder, Farnworth, Forshaw, Foster, Gabbott, Gleeson, Hancock, Hindle-Taylor, Howarth, Hunter, Jackson, Lillis, Lomax, Martin, Peet, Pillinger, Pritchard, Roberts, Sharples, Shaw, Stevens, Stringfellow, M Tomlinson, Turner, Unsworth, Wharton-Hardman and Williams.

Against: Councillors Bretherton, Buttery, Campbell, Coulton, Gleave, Mary Green, Michael Green, King, Mullineaux, Rainsbury, M Smith, P Smith, Walton and Watson.

Chair

Date

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# Agenda Item 7

## Report of Cabinet

1. Any Cabinet recommendations on the reports that require a decision by full Council appear as separate items on the agenda.
2. Please note that the report may not reflect the wording used in the minutes, as they have yet to be formally agreed.
3. All decisions taken by Cabinet on 13 December 2023 can be found on the published Decision Notice.

## Meeting held on 13 December 2023

### Payment Strategy

4. The Cabinet Member (Customer and Digital) Councillor Ian Watkinson presented a report that sought approval for the Payment Strategy to be implemented.
5. Councillor Watkinson explained the strategy would give customers more choice and options to pay. After meeting with the Cabinet Member (Community Wealth Building, Social Justice, Equality and Diversity) the payment strategy had been amended, ensuring that customers would be supported and guided when wishing to pay via cash and cheque.

### Print Strategy

6. The Cabinet Member (Customer and Digital) Councillor Ian Watkinson presented a report that sought approval to implement the print strategy.
7. Councillor Watkinson advised the strategy would set parameters for printing and posting to minimise the environmental impact and maximise efficiency. Print quotas would be introduced for all councillors and officers and there would be a lead by example approach.
8. We noted the cost of printing in 2022-23 was £22,500 and the cost of mail was £167,624 as only 4.8% of annual bills were sent electronically. The target would be to reduce print volumes by 20% per annum over the next three years.

### Shared Service Building Control

9. I presented a confidential report that sought approvals for the implementation of a shared building control service.

# Agenda Item 7

10. Cabinet noted the report had already been to Shared Services Joint Committee (SSJC) and the structure had been updated to reflect comments made during the consultation period.
11. I explained that a shared service would bring resilience and provide more development opportunities for staff.

## **Contract Award – Lead Design Consultant Penwortham Masterplan (RIBA Stage 3-4)**

12. The Cabinet Member (Planning, Business Support and Economic Development) Councillor James Flannery presented a report that sought approval to award the Lead Design Consultant for the Penwortham Masterplan (RIBA Stage 3-4) contract and to agree next steps to appoint the wider design team.
13. We welcomed the report and discussed what the masterplan would bring to Penwortham.
14. I encouraged all Penwortham Councillors to get involved with the design of the masterplan as local knowledge would be important to the project.

I would like to recommend that Council note the report.

Councillor Paul Foster  
Leader of the Council



## **Report of Cabinet**

1. Any Cabinet recommendations on the reports that require a decision by full Council appear as separate items on the agenda.
2. Please note that the report may not reflect the wording used in the minutes, as they have yet to be formally agreed.
3. All decisions taken by Cabinet on 17 January 2024 can be found on the published Decision Notice.

## **Meeting held on 17 January 2024**

### **Nomination of Mayor-elect 2024/2025 and Deputy Mayor-elect 2024/2025**

4. I presented a report that sought to nominate the Mayor-elect and Deputy Mayor-elect for 2024-2025. We nominated Councillor Peter Mullineaux as Mayor-elect for 2024/2025 and Councillor Paul Wharton-Hardman as Deputy Mayor with a view to becoming Mayor in 2025-2026.

### **Draft 24/25 Budget Update**

5. The Cabinet Member (Finance and Public Protection), Councillor Matthew Tomlinson presented a report that set out the draft budget position for the council for 2024/25 and the forecast for 2025/26, reflecting the information within the Provision Local Government Financial Settlement.
6. We were advised the figures in the report were subject to the receipt of the final Local Government Finance Settlement announcement which is due in early February 2024.
7. The report was based on a worst-case scenario and the previous Medium Term Financial Strategy was projecting a budget shortfall of £1.1million so savings had been identified to close the gap. Costs had risen in areas such as homelessness, utility costs and larger than expected pay rises for staff.
8. It was proposed that there would be an increase in council tax of 2.99% for the first time in four years.
9. We noted that there would be a struggle to balance the budget without use of reserves and there would be a drawdown of £500,000 from the reserves. However, these funds would come from a reserve specifically set up to protect the authority from inflationary costs.

## **Fees and Charges 2024-25**

10. The Cabinet Member (Finance and Public Protection), Councillor Matthew Tomlinson presented a report that set out the current position around fees and charges with proposals for 2024/25. Increases would be implemented from 1 April 2024 or the most suitable date following.
11. We noted that fees and charges had been frozen in 2023/2024 but now had to be increased due to inflation pressures. We also noted that many fees and charges were fixed by central government and not under the Council's control. There would be no change to some fees such as car parking.

## **Lancashire Advanced Engineering and Manufacturing Enterprise Zone**

12. I presented a report that sought permission to proceed with public consultation on a draft Local Development Order (LDO).
13. The last LDO had been set in 2014 by South Ribble Borough Council and Ribble Valley Borough Council. As the LDO had now expired the authority we are required to start a statutory consultation prior to renewing the order. Following consultation there would be a decision taken to full Council on whether the LDO should be renewed.

## **Leyland Town Deal – Project Update**

14. I gave an update to members on the progress of the Leyland Town Deal and presented a report that also sought specific approvals for a number of related issues, including a revised land and property acquisition strategy.

## **Approval for the Contract Award Procedure for ICT Hardware, Software and Support Services**

15. The Cabinet Member (Customer and Digital), Councillor Ian Watkinson presented a report that informed members of the proposed shared procurement for ICT hardware, software, support and to seek arrangement to the sharing of costs and assessment criteria.

I would like to recommend that Council note the report.

Councillor Paul Foster  
Leader of the Council

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# Agenda Item 8

## **Report of the Governance Committee**

1. Any recommendations on the reports that require a decision by full Council appear as separate items on the agenda.
2. Please note that the report may not necessarily reflect the wording used in the minutes.

## **Meeting held on 28 November 2023**

## **Draft Audit Findings Report 2022-23**

3. Matt Derrick, External Auditor (Grant Thornton) presented the draft Audit Findings Report 2022-23. Mr Derrick reported that there would need to be an adjustment to the accounts arising from the fact the pension fund valuation was 12.5m net (assets exceeding liabilities). Following an external assessment, the pension fund would not be categorised as an asset and a decision would need to be taken how this should be represented in the final Statement of Accounts.
4. It was noted that it was unusual for a pension fund to be in surplus. It was highlighted that pension investments were particularly sensitive to interest rates, so the value may have actually fallen since March 2022. Mr Derrick indicated that the Lancashire Pension Fund was evaluated every 3 years.
5. Louise Mattinson, Director of Finance indicated that the Final Audit Findings Report 2033-23 with full Management Responses (including progress with regard to procurement recommendations), would be submitted to Governance Committee in January 2024.
6. Arising from a query in relation to a formal policy for cyber security (page 17), Louise Mattinson indicated that she had passed on the matter to the Director of Customer and Digital, Asim Khan, for a response.
7. The Committee noted the report.

# Agenda Item 8

## Statement of Accounts 2022-23

8. Jean Waddington, Principal Financial Accountant, presented a report of the Director of Finance which submitted for approval for the Statement of Accounts 2022-23. As the external audit had not yet been fully completed, the report recommended that the Director of Finance, in consultation with the Chair of the Governance Committee, should approve any further non-material amendments to the Statement of Accounts, if necessary, before the accounts were signed and dated. If the Director of Finance is of the opinion that the amendments are material to the financial position of the council, Governance Committee should be reconvened to approve the new Statement of Accounts.
9. Ms Waddington explained that unfortunately, it would not be possible to meet the statutory deadline of publishing the Audited Statement of Accounts by 30 November 2023, however, it would be actioned by the end of the year.
10. With regard to the pie charts on page 81 (“Where the money was spent” and “Where the money came from”), members requested that the actual figures be included rather than percentages.
11. With regard the financial risks identified arising from the Government’s annual financial settlement, Louise Mattinson stressed that the Council was lobbying central government for a longer term financial settlement.
12. Arising from a query regarding the financial standing of the council compared to other councils, Louise Mattinson indicated that she would circulate a copy of the CIPFA Resilience Report that provides some comparison between South Ribble BC and its ‘nearest neighbour’ comparators – including Chorley Council. The report was based on the data published by CIPFA for 2021/22 and was presented to the Committee on 23<sup>rd</sup> May 2023 – the same data was expected for 2022/23 around March/April 2024 which would be brought to Committee for review and information.
13. It was noted that New Longton had been omitted from the breakdown of geographical areas and would be included in the final report.

### **The Committee resolved:**

1. To approve the Statement of Accounts for 2022/23 (Appendix A), subject to any minor amendments identified during the final stages of the completion of the External Audit by Grant Thornton, which, in the opinion of the Director of Finance (Section 151 Officer), are minor in nature, i.e. defined as non-material to the finance position of the council;

# Agenda Item 8

2. To delegate authority to the Director of Finance, in consultation with the Chair of the Governance Committee, to make such amendments;
3. If amendments are identified during the final stages of the completion of the External Audit by Grant Thornton, which the Director of Finance considers to be material to the financial position of the council, the Governance Committee will be reconvened to approve the new Statement of Accounts;
4. To authorise the Director of Finance and Chair of Governance Committee to sign the Letter of Representation (Appendix B).

## **Treasury Management Mid Year Review 2023/24**

14. Jean Waddington, Principal Financial Accountant presented a report of the Director of Finance on Treasury Management performance and compliance with Prudential Indicators for the period end 30 September 2023.
15. The report also presented monitoring figures for the quarter ended 30<sup>th</sup> September 2023, including updated interest rate forecasts from Link Asset Services.
16. The Committee resolved that the report be noted.

## **Constitution Update**

17. The Director of governance, Chris Moister, presented a report informing members of proposed and consequential amendments to Part 2: Governance – how we run the Council and decisions in the Council's Constitution.
18. **Resolved:** That the Committee notes the proposed changes detailed in the report and recommends them to Full Council for approval.

## **COUNCIL RECOMMENDATION:**

That Council notes the report of the Governance Committee.

# Agenda Item 8

Councillor Colin Sharples  
Chair of the Governance Committee



# Agenda Item 9

## Report of the Community and External Scrutiny Committee

This report summarises the business considered at the meeting of the Community and External Scrutiny Committee meeting held on 27 November 2023.

### Health Question Time

We welcomed a panel of senior health partners to the meeting, invited them to introduce themselves and provide an overview of their role.

The Panel comprised of:

- Gary Doherty – Director of Strategy at Lancashire Teaching Hospitals NHS Trust.
- Sarah James – Integration Place Leader (Central and West Lancashire) at Lancashire and South Cumbria Integrated Care Board
- Dr Sakthi Karunanithi – Director of Public Health at Lancashire County Council
- Chris Oliver – Chief Executive of Lancashire and South Cumbria NHS Foundation Trust
- Laura Walsh – Director of Operations at Lancashire and South Cumbria NHS Foundation Trust

We asked a range of questions including:

- How health organisations work together to provide the best care for patients;
- How a local focus and needs of individual areas are accommodated;
- How district councils are engaged with and collaborate on projects like the emerging Central Lancashire Local Plan;
- On what is being done to tackle health inequalities and reduce the need for hospital admissions;
- How service users and carers shape and support service delivery;
- The lasting impact of Covid;
- How delays in Accident and Emergency Departments can be addressed;
- Availability of dentistry services;
- An update on the New Hospital Programme;
- Use of AI ‘bots’ in assessing patients;
- Assurances on how patient data is used and properly protected;
- How Lancashire Teaching Hospitals NHS Trust is addressing areas of improvements highlighted by the Care Quality Committee; and

# Agenda Item 9

- How the role of scrutiny can be a benefit to NHS organisations.

We subsequently;

1. Thanked the senior representatives of the health partners for attending and answering our detailed questions;
2. Welcomed the suggestion that the role of councillors providing valuable insight and feedback on health prevention, health services and determinants of health and wellbeing be explored further;
3. Placed on record our appreciation to all health, social care and frontline workers for their brilliant and dedicated work during the Covid pandemic;
4. Look forward for further information being provided on the availability of dentistry services in South Ribble; and
5. Look forward to working more closely with health partners in the future.

## **Recommendation(s)**

That Council note the report.

Councillor Angela Turner  
Chair of the Community and External Scrutiny Committee  
BS

# Agenda Item 10

## **Report of the Standards Committee**

1. Any recommendations on the reports that require a decision by full Council appear as separate items on the agenda.
2. Please note that the report may not necessarily reflect the wording used in the minutes.

## **Meeting held on 21 December 2023**

## **Standards Update**

3. The Director of Governance and Monitoring Officer, Chris Moister, presented a report providing an update on the Standards Regime for the year 2023.
4. The report updated members on the complaints received against councillors and how they had been progressed. It enabled members to consider any areas of concern over behaviours and focus any work planning.
5. The Standards Committee had undertaken a significant amount of work in the last few years to support members in improving standards of behaviour. These issues were acknowledged by councillors and referenced by External Audit as an area for improvement which will enable the council to best meet its objectives and support clear and robust decision making.
6. A lengthy review of Code of Conduct had been completed and training provided to all members. The Chair and Vice Chair have supported the Monitoring Officer in embedding the new code and the Committee as a group have led on the improvements.
7. One of the areas of complaint, which was not viewed as a breach of the Code and not proceeded with, related to the use of Social Media. This was identified as an improvement area and there was a report on the agenda to recommend a review of the Social Media Protocol.
8. The Committee noted the report.

## **Social Media Protocol**

9. Following a review of the Code of Conduct, the Director of Governance and Monitoring Officer, Chris Moister, presented a report requesting that members consider the Social Media Protocol which provides guidance on the application of the Code.

# Agenda Item 10

9. . The existing protocol was a short, easy to read document providing a useful guide for members. In particular it set out some of the greater risk legal areas and a helpful list of do's and don'ts. Whilst the advice contained in the Protocol was still largely applicable it had not kept up with some changes to the Code of Conduct or changes in technology.
10. .A review of the document was proposed to ensure it is still fit for purpose.
11. The Committee resolved:
  1. That a working group be set up to review the Social Media Protocol, open to all members of the Standards Committee (including independent persons).
  2. That a meeting of the working group be convened in due course.

## **COUNCIL RECOMMENDATION:**

That Council notes the report of the Standards Committee.

Councillor Kath Unsworth  
Chair of the Standards Committee

# Agenda Item 11



Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 31 January 2024

## Calendar of Meetings 2024/25

Is this report confidential?	No
------------------------------	----

Is this decision key?	Not applicable
-----------------------	----------------

### Purpose of the Report

1. To provide members notice of, and to seek approval for the calendar of meetings scheduled for the 2024/25 municipal year.

### Recommendations to Council

2. That the 2024/2025 calendar of meetings, as shown at Appendix 1, be approved.
3. That the Director of Governance be given authority to make the necessary amendments to the Constitution to enable the Mayor Making meeting to take place after the Annual Meeting of the Council.

### Reasons for recommendations

4. Approving the calendar of meetings for the forthcoming municipal year at this time will ensure that preparation can begin, and arrangements be made in advance of May 2024.

### Other options considered and rejected

5. There were no other options to be considered. The Council must organise and publicise a schedule of meetings to allow for preparation of reports and work programmes; to ensure availability and attendance of members and officers; and to facilitate public participation in meetings where permitted.

# Agenda Item 11

## Corporate priorities

6. The report relates to the following corporate priorities:

<b>An exemplary council</b>	Healthy and Happy Communities
Opportunities for Everyone	Green and Clean Neighbourhoods

## Background to the report

7. The calendar of meetings is devised on annual basis in advance of the new municipal year.
8. Members will be aware that the calendar of meetings is normally submitted for consideration at this time of the year to assist officers and members with forward planning.

## Overview of the Calendar of Meetings

9. Appendix 1 presents a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 May 2024 to 31 May 2025 inclusive.
10. The timetable takes into account:
  - Existing decision-making arrangements
  - School holiday closures
  - Bank holidays
  - Parish council meetings
  - Political group meetings
11. As some parts of the authority work within the Shared Services environment work has been undertaken with officers at Chorley Council to mitigate potential clashes in dates. Where necessary, alternative arrangements for delegation between the authorities shared leadership have been agreed.
12. It is proposed that as per the Annual and Mayor Making meetings for the year 2023-24 the constitution be amended to enable the Mayor Making to come after the Annual Meeting.

## Consultation carried out and outcomes of consultation

13. The proposed Calendar of Meetings was considered at a meeting of the Leader and Deputy Leader Briefing in December 2023.
14. Copies of the proposed Calendar of Meetings were emailed to the Leaders of the Conservative and Liberal Democrat Groups on 8 January 2024 for information.
15. The Shared Senior Management Team was also consulted on the calendar.

## 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.

# Agenda Item 11

## Equality and diversity

17. There are no implications on equality or diversity arising from this decision.

## Risk

18. It should be acknowledged that the calendar of meetings is a fluid document and there may be occasions where meetings are called or cancelled with little notice. The Democratic Services team will endeavour to avoid such events, but this is not often possible due to the ever-changing nature of the decision-making process.

## Comments of the Statutory Finance Officer

19. There are no direct financial implications arising from this report.

## Comments of the Monitoring Officer

20. As per the report, this decision will require an amendment to the constitution. The delegation, which relates to a local arrangement, is properly made to the Director of Governance to enable the adoption of the Calendar.

## Background documents

There are no background papers to this report.

## Appendices

Appendix A - Proposed 2024/25 Calendar of Meetings

Report Author:	Email:	Telephone:	Date:
Ruth Rimmington (Democratic Services Team Leader)	ruth.rimmington@southribble.gov.uk	01257 515118	14 November 2023

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**SOUTH RIBBLE BOROUGH COUNCIL  
TIMETABLE OF MEETINGS 2024/25**

	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2025	May 2025															
Mon			1	FPC										Mon														
Tue			2	PTC								1	GLC PTC	Tue														
Wed	1		3	CAB					1	New Year's Day		2	MB	Wed														
Thu	2	E	4	CE	1	P			2			3		1	E	Thu												
Fri	3		5		2			1	3			4		2		Fri												
Sat	4		6		3			2	4		1	5		3		Sat												
Sun	5		7		4		1		5		2	6		4		Sun												
Mon	6	Bank Holiday	3	FPC CPBS	8	LH	5	2	FPC	7	FPC	4	FPC	2	FPC	6	ICB	FPC	3	FPC	3	FPC	7	FPC	5	Bank Holiday	Mon	
Tue	7	PTC	4	PTC LT	9	GLC	6	3	PTC	8	ScT	5	PTC	3	PTC	7	PTC	4	PTC	4	PTC	8	PTC	8	PTC	6	PTC	Tue
Wed	8	MHPC	5	CAB	10	MHPC	7	4	SS	9	MHPC	6	GLC LPS	4	SS	8	MHPC	5	MB	5	SS	9	MHPC	7				Wed
Thu	9		6	PT	11	P	8	5	P	10	P	7	P	5	ICB	9	CE	6	J	6	CE	10		8				Thu
Fri	10		7		12		9	6		11		8		6		10		7		7		11		9				Fri
Sat	11	CG LG	8	CG	13	CG LG	10	CG	7		12	CG	9	CG	7		11	CG	8	CG	8	CG	12	CG	10	CG LG	Sat	
Sun	12		9		14		11	8		13		10		8		12		9		9		13		11				Sun
Mon	13	FPC LH	10	LH	15	CG	12		9	CPBS CG LH	14	LH CG	11	CPBS CG LH	9	LH J	13	LH CG	10	CPBS CG LH	10	CG LH	14	LHPC	12	LH	Mon	
Tue	14		11	GLC LPS	16		13		10	GLC	15		12		10	GLC PT	14	GLC	11	GLC	11	GLC LPS	15		13			Tue
Wed	15	AC	12	MHPC SS	17	C	14		11	CAB MHPC	16	CAB	13	CAB MHPC	11	MHPC	15	CAB	12	BCAB MHPC	12	CAB MHPC	16		14	AC MHPC	Wed	
Thu	16		13	P	18		15		12	PT	17		14		12	P	16	MB	13	P	13	MB	17		15			Thu
Fri	17		14		19		16		13		18		15		13		17		14		14		18		16	Good Friday		Fri
Sat	18	LG	15		20		17		14	CG	19		16		14	CG	18		15		15		19		17	LG	Sat	
Sun	19		16		21		18		15		20		17		15		19		16		16		20		18			Sun
Mon	20	CG	17	CESC	22		19		16	CESC	21		18	MB	16	CPBS CG	20	CESC	17		17	CESC	21	Easter Monday	19	CG	Mon	
Tue	21	ICB	18	J	23		20		17	MB	22		19		17	MB	21	G	18		18	G	22		20			Tue
Wed	22	C*	19		24		21		18	S	23		20		18	CAB	22		19		19	S	23		21	C*	Wed	
Thu	23	GT G	20	ICB	25	SPC	22		19	CE	24		21	CE	19	S	23	P	SPC	20		20	P	24	P	22	PT SPC	Thu
Fri	24		21		26		23		20		25		22		20		24		21		21		25		23			Fri
Sat	25		22		27		24		21	LG	26		23	LG	21		25	LG	22	LG	22	LG	26		24			Sat
Sun	26		23		28		25		22		27		24		22		26		23		23		27		25			Sun
Mon	27	Bank Holiday	24	MB	29		26	Bank Holiday	23	CG	28		25	CG	23		27	CG	24	CG	24	CG	28		26	Bank Holiday	Mon	
Tue	28	ScT	25	TTF	30	G GT	27		24	G	29		26	G	24		28		25	PT	25	J	29		27	G GT	Tue	
Wed	29		26	ST	31		28		25	C	30		27	C	25	Christmas Day	29	C	26	CT	26	C	30		28			Wed
Thu	30		27				29	ICB	26	SPC J	31	ICB	28	SPC TTF	26	Boxing Day	30	ICB	27	ICB	27	SPC TTF			29			Thu
Fri	31		28				30		27				29		27		31		28		28				30			Fri
Sat			29				31		28				30		28				29		29				31			Sat
Sun			30						29						29				30		30							Sun
Mon									30						30						31							Mon
Tue															31													Tue

Page 41

<b>C</b>	Council
<b>AC</b>	Annual Council
<b>CT</b>	Council Tax Setting Council
<b>CAB</b>	Cabinet
<b>BCAB</b>	Budget Cabinet
<b>ICB</b>	Informal Cabinet Briefing (5)
<b>CW</b>	Cabinet Workshop (4pm)
<b>P</b>	Planning Committee
<b>PT</b>	Planning Training (5.30pm)
<b>LPWG</b>	Local Plan Working Group

<b>LPS</b>	Licensing & Public Safety Committee
<b>GLC</b>	General Licensing Sub Committee (2pm)
<b>TTF</b>	Taxi Trade Forum
<b>LT</b>	Licensing Training (5:30pm)
<b>S</b>	Standards Committee
<b>ST</b>	Standards Training (5.30pm)
<b>CESC</b>	Community and External Scrutiny
<b>BSC</b>	Budget Scrutiny Committee
<b>ScT</b>	Scrutiny Training (5.30pm)
<b>CPBS</b>	Corporate, Performance & Budget Scrutiny

<b>G</b>	Governance Committee
<b>GT</b>	Governance Training (5.30pm)
<b>MB</b>	Member Briefing
<b>MI</b>	Member Induction
<b>SS</b>	Shared Services
<b>J</b>	Central Lancs Strategic Planning JAC (6.3)
<b>CE</b>	Climate Emergency Task Group
<b>E</b>	Election/Referendum

<b>FPC</b>	Farington Parish Council (7pm)
<b>LH</b>	Little Hoole Parish Council (7pm)
<b>LPC</b>	Longton Parish Council (7:30pm)
<b>MHPC</b>	Much Hoole Parish Council (7:30pm)
<b>PTC</b>	Penwortham Town Council (7pm)
<b>SPC</b>	Samlesbury and Cuerdale Parish Council (7:30pm)

	Weekends/Bank Holidays
	School Holidays

Meetings commence at 6pm unless otherwise stated  
\* Mayor Making Ceremony

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# Agenda Item 12



Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 31 January 2024

## **Nomination of Mayor-elect 2024/2025 and Deputy Mayor-elect 2024/2025**

Is this report confidential?	No
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Is this decision key?	No
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### **Purpose of the Report**

1. The purpose of this report is to agree the Mayor-elect and Deputy Mayor-elect for 2024-2025 (with a view to becoming Mayor 2025-2026).

### **Recommendations to Council**

2. That Councillor Peter Mullineaux be nominated as Mayor-elect for 2024-2025.
3. That Councillor Paul Wharton-Hardman be nominated Deputy Mayor-elect for 2024-2025 with a view to becoming Mayor in 2025-2026.

### **Reasons for recommendations**

4. To ensure that the Mayor is appointed by the Council for the next municipal year.

### **Other options considered and rejected**

5. Not applicable as legally we must appoint a Mayor to chair council meetings and undertake the required duties within the Council's constitution.

# Agenda Item 12

## Corporate priorities

6. The report relates to the following corporate priorities:

<b>An exemplary council</b>	Healthy and happy communities
Opportunities for everyone	Green and clean neighbourhood

## Background to the report

7. Each year Cabinet nominates to Council the Mayor-elect and Deputy Mayor-elect for the following municipal year (May to May).
8. Cabinet met on 17 January 2024 to consider the nomination of Mayor-elect and Deputy Mayor-elect for 2024-2025.

## Nomination of Mayor-elect and Deputy Mayor-elect

9. It is proposed that Councillor Peter Mullineaux be nominated as Mayor-elect for the 2024-2025 municipal year.
10. It is proposed that Councillor Paul Wharton-Hardman be nominated as Deputy Mayor-elect for the 2024-2025 municipal year.
11. The Council has previously agreed a protocol for the selection of the Mayor and the proposed nominations reflect the number of seats held by each political group following last May's elections.
12. It should be noted that it is the role of the Council to agree the appointment of the Mayor on an annual basis.

## Climate change and air quality

13. 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

14. There are no equality and diversity issues as a result of this report.

## Risk

15. There are no risks as a result of this report.

## Comments of the Statutory Finance Officer

16. There are no financial implications as a result of this report as the costs associated with the Mayoralty are already included within the Council's budgets.

# Agenda Item 12

## Comments of the Monitoring Officer

17. This report is in accordance with the Council's constitution.

## Background documents

There are no background papers to this report.

## Appendices

There are no appendices to this report.

Report Author:	Email:	Telephone:	Date:
Darren Cranshaw (Head of Democratic Services)	darren.cranshaw@southribble.gov.uk	01772 625512	19/01/2024

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# Agenda Item 13



Report of	Meeting	Date
Deputy Chief Executive (Introduced by Chair of Licensing and Public Safety Committee)	Council	Wednesday, 31 January 2024

## Vehicle Age Policy Update

Is this report confidential?	No
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Is this decision key?	Not applicable
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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### Purpose of the Report

1. To consider the outcome of a consultation exercise undertaken in November 2023, and the approval by the Licensing & Public Safety Committee (LPSC) of a proposed change to the Council's Taxi Licensing Policy in the light of this consultation, at the meeting of 12/12/23.
2. To seek formal adoption of changes to the Taxi Licensing Policy following consideration by the LPSC with regards to the Vehicle Age Policy (VAP).

### Recommendations to Council

3. Members are requested to formally adopt the updated Taxi Licensing Policy at **Appendix 1** following the approval by the LPSC on the 12/12/2023.

### Reasons for recommendations

4. Following an Unmet Demand Survey conducted in 2023, on the availability of licenced vehicles within South Ribble, the necessary changes were highlighted in a report taken to Committee on 12/09/2023 and 12/12/2023, which outlined recommended changes required to the vehicle age policy to be compliant with the council's equality duty to wheelchair users.

### Other options considered and rejected

5. Options considered by members of the LPSC.

# Agenda Item 13

6. To stay with the current policy wording,
7. to vary the policy to allow wheelchair accessible vehicles with a euro rating of less than 6, to be licenced up to 12 years.

## Corporate priorities

8. The report relates to the following corporate priorities:

<b>An exemplary council</b>	<b>Healthy and happy communities</b>
<b>Opportunities for everyone</b>	<b>Green and clean neighbourhood</b>

## Background

9. At the meeting of the LPSC in April 2022, Members supported a new VAP which gave emphasis to new restrictions on the ages of licenced vehicles dependant on the emissions rating of the vehicle.
10. The new policy permitted vehicles with an emissions rating of euro 6 to be licenced up to 6 years old when first licenced, then remain to remain licenced up to 12 years old.
11. The policy set out that vehicles with an emissions rating of less than euro 6, would only be licenced up to 4 years old when first licenced, then remain licenced up to 8 years old.
12. Euro 6 is the name given to a set of limits for exhaust emissions produced by virtually any vehicle powered by petrol or diesel engines.
13. Euro 6 - Applies to most new cars registered from 1 September 2015.
14. The policy was formally adopted by council on 20<sup>th</sup> April 2022, for a period to 2025.

## Issues

15. Since the policy was passed in 2022, the council has instructed an independent “Unmet Demand Survey” of vehicles licenced by this authority.
16. An unmet demand survey looks at the current policy on licensing vehicles and reports back the levels of diversity, between the types of vehicles available to its residents, and if there is any unmet demand of licenced vehicles in the locality.
17. Local authorities are expected to have these surveys conducted every 3 years.
18. The report stated that the number of wheelchair accessible vehicles licenced by the authority is in line with the guidelines set out in the Department For Transport (DFT) statutory standards released in 2022.
19. The unmet demand survey can be found within Background Document 1 – Item 21 as appendix 1.



# Agenda Item 13

20. Under section 167 of the Equality Act 2010, the Council has a duty to license wheelchair accessible vehicles (WAV) and keep a list of the vehicles advertised to the general public, so that there is no unmet demand for vehicles by wheelchair users.
21. Since the new policy was introduced in April 2022, the only remaining vehicles pending to be changed, that are now non-compliant with the new policy introduced last year, are either wheelchair accessible or multi-purpose vehicle (MPV) / WAV vehicles - we still have 11 licensed, (older than 8 years old but euro 5 rated).
22. The type of vehicles that are normally adapted for wheelchair access are normally small, converted vans or MPV's in which manufacturers have taken longer to implement low co2 rated engines than they have for cars.
23. The cost of purchasing these types of vehicles is much greater than saloon type non-WAV's.
24. Officers are concerned should these vehicles not be licenced by the authority we may see an unmet demand for WAVs for our wheelchair users.
25. This problem has been identified in London within its "Ultra Low Emission Zones" (ULEZ), where WAV type vehicles have been given a grace period which exempts them from paying the ULEZ charge until 24 October 2027, by the transport for London.
26. Understandably there are important environmental considerations, reducing the amount of higher polluting vehicles, improving air quality, but also the authority needs to be aware of our duties under equalities legislation – in particular we need to ensure that there are enough wheelchair accessible vehicles available on our fleet.

## **LPSC meeting 12/09/2023.**

27. Members of the LPSC agreed to proceed to a consultation exercise, to explore extending exemptions from the Euro 6 policy to all WAV (wheelchair accessible) and MPV (Multipurpose Vehicles).
28. Members agreed to receive a report advising of the results of that consultation exercise at a future meeting.
29. The report presented to members of the licensing and public safety committee on 12/09/2023, can be found within background document n1 - via the link under agenda item 21 - [Agenda for Licensing and Public Safety Committee on Tuesday, 12th September, 2023, 6.00 pm - South Ribble Borough Council \(moderngov.co.uk\)](#)

## **LPSC meeting 12/12/2023.**

30. At the meeting of the LPSC, members were presented feedback on the consultation exercise carried out with regards to the proposed small change to the policy on the age of the vehicles licenced by this authority.
31. All Licenced drivers, Vehicle Proprietors and Operator were contacted with a copy of the consultation and asked to respond.

# Agenda Item 13

32. The consultation can be found attached within Background document 2 - agenda item 33, paragraphs 44 to 46 of the report.
33. Members agreed to amend the policy wording to include WAV and MPV vehicles that are not euro 6 compliant to be exempt from being euro 6 and remain licensed until 12 years old.
34. Members agreed for the report to be presented at the next meeting of Full Council with a recommendation for formal adoption of the proposed policy changes.
35. The report presented to members of the licensing and public safety committee on 12/12/2023, can be found via the link under agenda item 33. [Agenda for Licensing and Public Safety Committee on Tuesday, 12th December, 2023, 6.00 pm - South Ribble Borough Council \(modern.gov.co.uk\)](#)

## Proposal

36. Members of The Council are invited to consider the feedback given from the two previous Licensing and Public Safety Committees, found attached to this report as background documents 1 and 2, and the consultation exercise undertaken in November 2023.
37. Members are asked to take the decision to formally adopt the proposed changes to the wording of the Vehicle Age Policy within the South Ribble Borough Council Taxi Licensing Policy (indicated in red) attached to this report as **appendix 1**.

## Climate change and air quality

38. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda:
  - a. net carbon zero by 2030
  - b. limiting non sustainable forms of transport
  - c. limiting or improving air quality

## Equality and diversity

39. South Ribble Borough Council is responsible for the licensing of hackney carriage and private hire vehicles, drivers, and operators.
40. This policy applies to all regardless of gender, age, disability, religious belief, race or ethnic minority or sexual orientation.
41. No overall impacts have been identified across the equality strands within this report.
42. Please see the summarised outcome of the Equality Impact Assessment (EIA) attached to the report as Appendix 2.

## Risk

43. The risk to the council not fulfilling its duty to have wheelchair accessible vehicles available has been identified in the report, with a recommendation to change the policy to address this risk.

# Agenda Item 13

## Comments of the Statutory Finance Officer

44. There are no direct financial implications of this report.

## Comments of the Monitoring Officer

45. The amendments proposed to the Policy have undergone a consultation process with relevant stakeholders, consideration and approval at the Licensing and Public Safety Committee and it is now at the stage requiring approval by Council. It is a requirement within the Council's constitution for all amendments to the Taxi Policy to be adopted by Full Council.

## Background documents

46. Background Document 1 - The report presented to members of the licensing and public safety committee on 12/09/2023, can be found via the link under agenda item 21 - [Agenda for Licensing and Public Safety Committee on Tuesday, 12th September, 2023, 6.00 pm - South Ribble Borough Council \(moderngov.co.uk\)](#)

47. Background Document 2 - The report presented to members of the licensing and public safety committee on 12/12/2023, can be found via the link under agenda item 33. [Agenda for Licensing and Public Safety Committee on Tuesday, 12th December, 2023, 6.00 pm - South Ribble Borough Council \(moderngov.co.uk\)](#)

## Appendices

Appendix 1 - Proposed Policy Wording.

Appendix 2 - Equality Impact Assessment

Report Author:	Email:	Telephone:	Date:
Chris Ward (Licensing Manager)	christopher.ward@southribble.gov.uk	01772 625330	12/01/2024

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## 7.8 Vehicle Age Limits 01/05/2022 – 01/05/2023

The Council operates an age policy in respect of licensed vehicles and since its introduction, the travelling public of South Ribble have benefitted from more reliable vehicles which are fitted with better safety features and are more environmentally friendly.

The Council will where appropriate, issue Hackney Carriage and Private Hire Vehicle Licences to vehicles which:

- a) Are no older than 4 years, when first presented for licensing
- b) In respect of vehicles with a Euro Rating 6 for diesel and petrol fuelled vehicles, or Hybrid and electric vehicles, are no older than 6 years when first presented for licensing.

Vehicles in (a) above, which have been continuously licenced by South Ribble, will no longer be eligible for renewal once they are 8 years old.

Vehicles in (b) above, which have been continuously licenced by South Ribble, will no longer be eligible for renewal once they are 12 years old.

Any vehicle current performing “special educational needs school transport” or a WAV or MPV type vehicle may be granted the exemption from being categorised into (a) where its euro rating does not comply with euro 6. Thus, these types of vehicle will fall into category (b) at the discretion of the licensing manager upon assessment of the vehicle by officers.

### Referrals to General Licensing committee

In order to ensure that the Council does not fetter its discretion, a vehicle proprietor retains the right to apply to licence a vehicle which falls outside the Council’s age criteria.

All such applications will be referred to the next scheduled General Licensing Committee for consideration.

The Committee will take into account factors including, but not restricted to:

- The make and model of the vehicle
- The exceptional condition of the vehicle, including the bodywork and interior passenger accommodation
- The mileage
- The service history
- Details of all repairs undertaken throughout the vehicle’s life
- Details of all replacement parts fitted throughout the vehicle’s life
- Whether any particular contracts rely on the specific use of the vehicle.

The Committee will not take into account the personal or financial circumstances of a proprietor when considering a departure from this policy

Each case will be determined on its own individual merits and any departures from this policy will be in exceptional circumstances only and will be recorded along with the reasons such a departure. Any departure from the policy will not create a precedent for future decisions.

Determination of the number of passengers which the vehicle will be licensed to carry will be the responsibility of the Licensing Officer on presentation of the vehicle at first inspection.

*The vehicle Age Policy will be reviewed in 2025.*

## Appendix 2 – Impact Assessment (IA)

<b>Name of the project, policy, service, or strategy:</b>	Vehicle Age Policy		
<b>Responsible officer:</b>	Chris Ward		
<b>Service Lead:</b>	Elizabeth Hindle		
<b>Date of assessment:</b>	12/09/2023	<b>Date of review:</b>	29/11/2023

# Introduction

## Overview

### What is an Impact Assessment?

The Impact Assessment is a tool to ensure that any policy, project, strategy, or service is assessed to consider any positive or negative impacts for all our residents with regards to equalities, health and sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned at Chorley Council or South Ribble Borough Council.

### Who is the Impact Assessment for?

The responsibility of conducting the Impact Assessment is with the leading officer of the policy that is being assessed, with service leads responsible for the final sign off of the assessment. Once complete and signed off, the Impact Assessments are submitted to Performance and Partnerships, who are responsible for storing, monitoring, and ensuring the quality of the assessments. The assessment tool covers both Chorley and South Ribble Borough Council.

### Why do we need to do Impact Assessments?

As Councils, we are committed as community leaders, service providers, and employers. Therefore, we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments and thus meet our legal duties.

## Instructions

### Quick steps for completion

Follow the quick steps below when completing the Impact Assessment:

**1. Sections:** There are three sections to the Impact Assessment. These include:

- Equality impact: the impact on the nine equality strands, which include age, disability, sex, gender reassignment, race, religion, sexual orientation, pregnancy and maternity, and marriage and civil partnership. See the **Equality Framework**.
- Health and environmental impact: the impact on health and wellbeing as well as the environment.
- Reputational impact: the impact on the Councils' reputation and our ability to deliver our key priorities. Reference should be made to the Corporate Strategies.



**2. Rating and evidence:** Each section has a number of questions that should be given a rating and evidence given for why the rating has been selected. This allows us to quantify the impact. The rating key is outlined below:

Code	Description
P	Positive impact
N	Negative impact
NI	Neutral impact

**3. Actions:** Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy, project, or strategy that is being assessed.

**4. Sign off:** Once the assessment is completed, sign off is required by a Service Lead.

**5. Submit:** Once signed off, the Impact Assessment should be sent to the Performance and Partnerships Team, who will store the assessment securely and check for quality.

**6. Follow up:** Actions should be implemented and changes should be made to the policy, project, or strategy that has been assessed, with follow ups conducted annually to monitor progress.

## Information and Support

### Contact details

To submit your completed Impact Assessment or for guidance and support, please contact Performance and Partnerships at [performance@chorley.gov.uk](mailto:performance@chorley.gov.uk) or [performance@southribble.gov.uk](mailto:performance@southribble.gov.uk)

## Equality Impact

Area for consideration	P	N	NI	Evidence	Further action required
<b>What potential impact does this activity have upon:</b>					
Those of different ages?			X		
Those with physical or mental disability?	X			<p>The council policy should make available vehicles accessible to wheelchair bound passengers.</p> <p>The report identifies the risk in the attached unmet demand survey if the council does not licence a percentage of its vehicles in line with DFT guidance.</p> <p>Recommendation to change the policy to address this risk.</p>	
Those who have undergone or are undergoing gender reassignment?			X		
Those who are pregnant or are parents?			X		
Those of different races?			X		

Those of different religions or beliefs?			X		
Those of different sexes?			X		
Those of different sexual orientations?			X		
Those who are married or in a civil partnership?			X		
Socio-economic equality or social cohesion?			X		

## Health, Social and Environmental Impact

Area for consideration	P	N	NI	Evidence	Further action required
<b>What potential impact does this activity have upon:</b>					
Enabling residents to start well (pre-birth to 19)?			X		
Enabling residents to live well (16 to 75 years)?			X		
Enabling residents to age well (over 65 years)?			X		
Natural environment?			X		
Air quality and pollution?			X	The proposed policy seeks to allow 11 vehicles to allow to be licenced that are less than euro 6 rated	
Natural resources?			X		
Rurality?			X		

## Strategic Impact

Area for consideration	P	N	NI	Evidence	Further action required
<b>What potential impact does this activity make upon:</b>					
The Councils' reputation?	X	X			
Our ability to deliver the Corporate Strategy? <i>(Please refer to the Strategic Objectives)</i>			X		

## Impact Assessment Action Plan

If any further actions were identified through the Impact Assessment, then they should be listed in the table below:

Action	Start Date	End Date	Lead Officer
Policy wording reconsidered for 12/12/2023 following the consultation of the trade members, no additional equality impact issues were raised by trade members.	Sept 2023	Dec 2023	Chris Ward Licensing Manager
Policy wording reconsidered for 12/01/2024 following the consultation of the trade members, no additional equality impact issues were raised by trade members.	Dec 2023	Jan 2024	Chris Ward Licensing Manager



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