

SKEGNESS TOWN COUNCIL

Minutes of the Council Meeting

Held at 7:15pm on Wednesday 18th January 2023
At Tower Gardens Pavilion, Skegness

PRESENT: Councillor T Tye (Town Mayor) in the Chair.

Councillors: M Anderson, P Barry (Deputy Mayor), T Burnham, R Cunnington, B Brookes, D Brookes, J Brookes, S Dennis, D Edginton, A Findley, D Kirk and P Sutton.

Invited: Rev Richard Holden

Officers: Town Clerk and Deputy Town Clerk.

2 members of the public were present and 1 member of the press attended.

C148. MINUTES OF LAST MEETING (Agenda Item 1)

It was proposed, seconded and

RESOLVED: *That:-*

- a) an amendment be made to start the page numbering at 49 and to add Cllr G Saxon as present.*
- b) the minutes of the Council meeting held on Wednesday 7th December 2022 be confirmed as a correct record.*

C149. APOLOGIES (Agenda Item 2)

An apology for absence was received from Councillors S Blackburn, S Claxton, M Dannatt, S Kirk, C Macey, J Sadler and G Saxon.

C150. DECLARATIONS OF INTEREST (Agenda Item 3)

Cllr S Dennis – item 6 – Payee.
 Cllr B Brookes – item 20 – Similar Business
 Cllr D Brookes – item 20 – Similar Business

C151. FORESHORE PLASTIC POLLUTION (Agenda Item 4)

Luke Douglas-Home gave a short presentation on foreshore plastic pollution; a discussion took place.

It was proposed, seconded and

RESOLVED: *That Cllr B Brookes be the main contact along with the Mayor to assist with tackling the issues around plastic pollution.*

C152. PUBLIC PARTICIPATION (Agenda Item 5)

Mr B Walker spoke in support of item 12 for a Coronation event.

C153. THE TOWN MAYOR'S ANNOUNCEMENTS & CORRESPONDENCE (Agenda Item 6)

The Town Mayor informed Council that a list of Mayoral events has been posted on the Council website, Facebook and Twitter. A letter from Lives was also presented.

It was proposed, seconded and

RESOLVED: *That the Mayors announcements and letter from Lives be noted.*

C154. SCHEDULE OF PAYMENTS FOR APPROVAL (Agenda Item 7)

Cllr S Dennis declared an interest and left the meeting for this item.

The Town Clerk reported on a schedule of payments made between 2nd December 2022 and 9th January 2023 as shown in Appendix A to these minutes.

It was proposed, seconded and

RESOLVED: *That the payments be approved.*

C155. QUESTIONS TO/COMMENTS FROM THE LINCOLNSHIRE POLICE REPRESENTATIVE (Agenda Item 8)

Questions from Cllr Mark Anderson

1/ What are the latest figures on hate crimes and ABSOs in Skegness?

2/ I am hearing that there are vigilante groups formed in Skegness to take back control by following Asylum seekers and using threats abuse and violence. Is this true or false?

3/ How many murders have there been in Skegness and where in the past two years?

The Town Clerk gave a verbal report on the response from the Police which indicated that a freedom of information request be submitted

It was proposed, seconded and

RESOLVED: *That the response be noted.*

C156. REPORTS FROM COUNCIL REPRESENTATIVES TO OUTSIDE BODIES (Agenda Item 9)

Councillor M Anderson spoke on his attendance at the last East Lindsey Children's Board meeting, informing members that the next meeting is on 12th February 2023.

It was proposed, seconded and

RESOLVED: *That Cllr B Brookes resignation for the Towns Fund Grants Panel be noted and that Cllr T Burnham sits on the Towns Fund Grants Panel as a representative from Skegness Town Council.*

C157. REPORTS FROM DISTRICT & COUNTY COUNCILLORS
(Agenda Item 10)

Concerns were raised that there was no general bus provision from Skegness to Boston on a Sunday.

It was proposed, seconded and

RESOLVED: *That:-*

- a) the Lincolnshire County Council January 2023 report be noted.*
- b) the Town Clerk write to County Councillors to express concerns regarding the lack of bus provision to Pilgrim Hospital on Sundays.*

C158. PLANNING COMMITTEE MEETING MINUTES (Agenda Item 11)

It was proposed, seconded and

RESOLVED: *That:-*

- a) the minutes from the Planning & Planning Policy committee on Wednesday 9th November 2022 be noted and the resolutions therein adopted.*
- b) The minutes from the Planning & Planning Policy committee on Wednesday 30th November 2022 be approved and the resolutions therein adopted*
- c) The comments made by the Town Clerk under delegated authority after the inquorate Planning & Planning Policy Committee on Wednesday 14th December 2022 and the resolutions therein adopted.*

C159. CORONATION WORKING GROUP MEETING NOTES (Agenda Item 12)

Documents from the working group were provided which included recommendations, a discussion took place around a potential event in Tower Gardens and some other activities to mark the Coronation.

It was proposed, seconded and

RESOLVED: *That:-*

- a) an event is held in Tower Gardens on the day of the Kings Coronation.*
- b) Cllr T Tye be appointed as the event organiser with support from the Coronation working group and with the Town Council office assisting with the preparation of the event plan and event notification.*
- c) Skegness Town Council insures the event.*

- d) *event attractions are funded through sponsorship and that Councillors help source funding.*
- e) *An oak tree is planted in Westway for the Kings Coronation.*
- f) *When the next street naming request is received the name “King Charles” is recommended.*
- g) *an item to name a part of Tower Gardens after the King and invite him to the opening be agreed in principle but deferred until designs for the Tower Gardens Towns Fund project are available.*

C160. PRECEPT & BUDGET 2023/24 (Agenda Item 13)

The draft budget, proposed fees and general reserve policy was presented. The Town Clerk went through the report highlighting the areas of risk around income and low general reserves. A discussion took place and the Town Clerk answered questions from Councillors.

A recorded vote took place:

For:

Councillors: A Findley, R Cunnington, P Sutton, B Brookes, J Brookes, D Brookes, T Burnham, P Barry and T Tye.

Against:

Councillors: D Edginton, S Dennis and D Kirk.

Abstained:

Councillor M Anderson.

It was proposed, seconded and

RESOLVED: *That:-*

- a) *the reserve policy be approved.*
- b) *risks as defined in respect of General reserves and expected income be accepted.*
- c) *the change in the tax base be noted.*
- d) *the fees and charges as set out in section 4 of the report be approved.*
- e) *the budget as set out and precept of £617,375 be approved.*

9:04pm Councillors P Barry, J Brookes and P Sutton left the meeting.

C161. LINCOLNSHIRE COUNTY COUNCIL BUDGET CONSULTATION (Agenda Item 14)

A discussion took place.

9:14pm Councillor D Kirk left the meeting.

It was proposed, seconded and

RESOLVED: *That the consultation be noted.*

C162. MEETING DATES 2023/24 (Agenda Item 15)

The meeting dates for 2023/24 were considered and a discussion took place.

It was proposed, seconded and

RESOLVED: *That the programme of meetings for 2023/24 be approved.*

C163. SKEGNESS & MABLETHORPE TRANSPORT STRATEGY (Agenda Item 16)

It was proposed, seconded and

RESOLVED: *That the Skegness & Mablethorpe Transport Strategy be noted.*

C164. POLICE CRIME COMMISSIONER RESPONSE TO INVITATION TO MEETING (Agenda Item 17)

The response from the Police Crime Commissioner, declining an invitation to attend was presented.

It was proposed, seconded and

RESOLVED: *That the response be noted.*

C165. REVIEWED CEMETERY POLICY (Agenda Item 18)

It was proposed, seconded and

RESOLVED: *That the Cemetery policy be approved.*

C166. PROPOSAL TO GO INTO PRIVATE SESSION FOR THE NEXT 2 ITEMS – Under the Public Bodies (Admission to Meetings) Act 1960 (due to the confidential nature of business relating to commercial premises and contracts) (Agenda Item 19)

It was proposed, seconded and

RESOLVED: *That Skegness Town Council would go into private session for the next 2 items.*

9:31pm Cllr B Brookes left the meeting.

Cllr D Brookes declared an interest and left the meeting for item 20.

C167. COMMERCIAL PROPERTIES (Agenda Item 20)

The Town Clerk gave a verbal report on the issues surrounding rent reviews for Council owned commercial properties.

It was proposed, seconded and

RESOLVED: *That the Town Clerk return with initial rent review figures for approval before negotiations start.*

C168. TOWNS FUND TOWER GARDEN PROJECT (Agenda Item 21)

The Town Clerk gave a verbal report on progress with the project. A short discussion took place.

It was proposed, seconded and

RESOLVED: *That:-*

- a) the Town Clerk is given delegated authority to progress the project to RIBA stage 4.*
- b) the Town Clerk is given delegated authority to use DocuSign to sign a limited SCAPE professional services contract and a further contract for the full design up to RIBA stage 4 once the survey results are incorporated.*
- c) the Deputy Town Clerk be given delegated authority to be a second DocuSign signatory on the contracts up to RIBA stage 4.*
- d) that relevant policies and documents will be updated in due course to reflect the way in which businesses are now using electronic forms of signatory for services contract be noted.*

The meeting closed at 9:54pm

Skegness Town Council					Appendix A
Current Account					
List of Payments made from 02/12/2022 till 9/01/2023					
02/12/2022	Amazon Payments UK Limited	EB660-1	£1.43	sign for pavilion	
02/12/2022	Amazon Payments UK Limited	EB660-1	£14.98	cleaning products	
02/12/2022	Charles H Hill Ltd	EB660-2	£753.80	chainsaw protective gear	
02/12/2022	East Lindsey District Council	EB660-3	£1,194.66	rent for units	
02/12/2022	Trade UK	EB660-5	£31.96	PPE	
02/12/2022	Tudor (UK) Ltd	EB660-6	£207.24	Bin liners	
02/12/2022	Turner and Price Ltd	EB660-7	£103.58	cafe stock purchases	
02/12/2022	Flowbird Smart City UK Ltd	EB660-4	£57.79	card transaction fee	
02/12/2022	Anglian Water Business National	DEC DD	£75.97	Unit 1A Water	
02/12/2022	Ark ICT Solutions Ltd	DECDD	£41.36	telephone costs office	
05/12/2022	Anglian Water Business National	DD DEC	£58.76	Unit 1E water	
07/12/2022	Anglian Water Business National	NOV DD	£46.62	Water unit 1D	
09/12/2022	Charles H Hill Ltd	EB661-1	£32.17	Public property	
09/12/2022	Freedom Fire and Security Main	EB661-2	£964.08	Service Security & Alarms	
09/12/2022	Rialtas Business Solutions Ltd	EB661-3	£160.00	MTD yearly subscription	
09/12/2022	Trade UK	EB661-4	£47.46	cleaning and hygiene	
09/12/2022	Sid Dennis & Sons Ltd	EB661-5	£193.50	Waste St Mary's	
09/12/2022	Sid Dennis & Sons Ltd	EB661-5	£263.34	Waste Tower Gardens	
09/12/2022	Viking Direct	EB661-7	£85.73	office equipment	
09/12/2022	Travis Perkins Trading Co Ltd	EB661-6	£64.80	post Crete	
09/12/2022	British Telecom	DD DEC	£83.94	broadband	
12/12/2022	British Gas	DD DEC	£23.88	Electricity for Unit 2C	
13/12/2022	Fuel Genie	DD DEC	£375.54	Fuel for team Vans	
14/12/2022	Ark ICT Solutions Ltd	DD DEC	£170.70	software support	
14/12/2022	British Gas	DD DEC	£23.74	Electric Pavilion	
15/12/2022	AIBMS	13742426	£23.89	card transaction fee	
16/12/2022	7 Core Electrical Wholesale Ltd	EB662-1	£18.24	Bulbs	
16/12/2022	Bray Design Ltd t/a Copystat	EB662-2	£19.20	Sign for play parks	
16/12/2022	Countryside Plants Ltd	EB662-3	£327.00	Plants	
16/12/2022	Society or Local Council Clerk	EB662-4	£354.00	Annual membership	
16/12/2022	Travis Perkins Trading Co Ltd	EB662-5	£116.64	post Crete	
19/12/2022	Opus Energy	DD NOV	£90.98	units electric	
20/12/2022	O2	DD	£63.14	ground team phones	
20/12/2022	Ace Shelters LTD	EB666-1	£300.00	bus shelter panel	
20/12/2022	Burdens Group	EB666-2	£765.32	lawn mower lease	
20/12/2022	B A Bush & Son Ltd	EB666-3	£84.58	YL58GGK brake cable	
20/12/2022	Trade UK	EB666-4	£11.58	Cutting discs	
21/12/2022	Anglian Water Business National	DD DEC	£388.69	water for allotments	
23/12/2022	PAYE DEC	EB663A	£22,584.11	Salaries and wages Dec	
23/12/2022	Anglian Water Business National	DD DEC	£44.19	water for unit 2C	
28/12/2022	Loan Repayment	PW509396	£22,978.95	Loan Repayment	
28/12/2022	Lloyds Bank	384000000	£27.55	bank charges	
30/12/2022	Cllr M Anderson	EB664	£100.00	Councillor Allowance	
30/12/2022	Cllr D Brookes	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr S Dennis	EB664	£100.00	Councillor Allowance	
30/12/2022	Cllr D Edginton	EB664	£100.00	Councillor Allowance	
30/12/2022	Cllr S Kirk	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr T Burnham	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr D Kirk	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr M Dannatt	EB664	£100.00	Councillor Allowance	
30/12/2022	Cllr S Blackburn	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr J Brookes	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr R Cunningham	EB664	£100.00	Councillor Allowance	
30/12/2022	Cllr S Claxton	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr A Findley	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr P Barry	EB664	£100.00	Councillor Allowance	
30/12/2022	Cllr G Saxon	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr B Brookes	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr P Sutton	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr T Tye	EB664	£308.00	Councillor & mayoral Allowance	
30/12/2022	Cllr J Sadler	EB664	£125.00	Councillor Allowance	
30/12/2022	Cllr C Macey	EB664	£100.00	Councillor Allowance	
30/12/2022	WYPF	EB665-2	£6,920.52	Pension contributions mnth 9	
30/12/2022	HMRC	EB665-1	£6,143.84	Tax and NI mnth 9	
30/12/2022	British Gas	DD DEC1	£1,354.70	Electricity pavilion	

03/01/2023	British Gas	DD JAN	£40.39	Unit 2C Electricity
03/01/2023	Ark ICT Solutions Ltd	DD JAN	£41.22	Office phones
06/01/2023	Burdens Group	EB667-1	£116.03	lawn mower repairs
06/01/2023	East Lindsey District Council	EB667-2	£1,194.66	rent for units
06/01/2023	Flowbird Smart City UK Ltd	EB667-3	£27.55	card transaction fee
06/01/2023	Iris Business Software Ltd	EB667-4	£750.00	yearly iris software sub
06/01/2023	Lighting and Illuminating Tech	EB667-5	£7,182.00	Christmas illuminations
06/01/2023	National Association of Memori	EB667-6	£264.00	Memorial Masons yearly subscri
06/01/2023	Pilgrim Foodservice Ltd	EB667-7	£282.60	cafe stock purchases
06/01/2023	R W Stokes & Sons Ltd	EB667-8	£96.00	cafe stock purchases
06/01/2023	DVLA	DD JAN	£295.00	road tax
09/01/2023	British Telecom	DD JAN	£83.94	broadband
			£80,575.54	

Skegness Town Council

Current Account

List of Payments made from 10/01/2023 till 30/01/2023

13/01/2023	Amazon Payments UK Limited	EB668-1	£10.58	cleaning and hygiene
13/01/2023	N Power Business Solutions	EB668-3	£48.72	Electricity for car park
13/01/2023	LALC	EB668-4	£2,736.16	Yearly NALC and LALC subs
13/01/2023	Sid Dennis & Sons Ltd	EB668-5	£262.78	St Mary's waste collection
13/01/2023	Sid Dennis & Sons Ltd	EB668-5	£248.06	Gardens Waste Collection
13/01/2023	Sid Dennis & Sons Ltd	EB668-5	£12.00	St Clements Waste Collection
13/01/2023	Tudor (UK) Ltd	EB668-7	£51.42	Grass Cutting sign
13/01/2023	Tudor (UK) Ltd	EB668-7	£34.08	Litter picking equipment
13/01/2023	Burdett's Garage	EB668-2	£327.80	Service and MOT YL58GGK
13/01/2023	Travis Perkins Trading Co Ltd	EB668-6	£234.85	Public property material
13/01/2023	Opus Energy	DD JAN	£96.46	Units Electricity
13/01/2023	Fuel Genie	DDJAN	£144.32	fuel for vans and mowers
16/01/2023	Ark ICT Solutions Ltd	DD JAN	£170.70	software support
17/01/2023	British Gas	DD JAN	£1,112.85	Electricity for pavilion
17/01/2023	AIBMS	13742426	£23.84	Card transaction fee car park
20/01/2023	Amazon Payments UK Limited	EB670-1	£20.40	No motorcycle sign
20/01/2023	Charles H Hill Ltd	EB670-2	£12.33	Public property material
20/01/2023	Federation of Burial and Crema	EB670-3	£196.00	Subscription cemetery
20/01/2023	Nisbets Plc	EB670-4	£83.85	Cleaning and hygiene
25/01/2023	Total Gas and Power	DD JAN	£804.06	Gas Pavilion Qtr
27/01/2023	Lloyds Bank	387000000	£32.38	Bank Charges
27/01/2023	Burdens Group	EB671-1	£42.71	Equipment repairs
27/01/2023	Eastern Shires Purchasing Orga	EB671-2	£255.74	Office equipment
27/01/2023	Flowbird Smart City UK Ltd	EB671-3	£20.50	Card transaction fee car park
27/01/2023	Nisbets Plc	EB671-4	£21.57	Cleaning Materials
27/01/2023	Nisbets Plc	EB671-4	£41.47	Café Equipment
27/01/2023	P & R Decorator Centre	EB671-5	£121.30	Paint Twr Gardens
27/01/2023	R A Hackett - Tree Care & Gard	EB671-6	£8,880.00	Tree work
27/01/2023	Rialtas Business Solutions Ltd	EB671-7	£1,286.07	Finance System Subs
27/01/2023	Trade UK	EB671-8	£74.59	Public property material
27/01/2023	Sid Dennis & Sons Ltd	EB671-9	£12.00	Waste collection
27/01/2023	Travis Perkins Trading Co Ltd	EB671-10	£159.91	Public property material
27/01/2023	Anglian Water Business National	JAN DD	£1,280.94	Water for pavilion
27/01/2023	PAYE JAN	EB673A	£24,451.87	January salaries
27/01/2023	Parkers	EB674	£6.91	Public property materials
30/01/2023	HMRC	EB672-1	£6,331.33	Tax and NI
30/01/2023	LCC Pension	EB672-2	£6,920.52	Pension Contributions
30/01/2023	British Gas	DDJAN	£47.98	Unit 2C Electricity

£56,619.05

Skegness Town Council

Credit card

List of Payments 10/01/2023 till 30/01/2023

25/01/2023	Adobe	19863	16.64	Software support
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£16.64

Skegness Town Council

Equals card

List of Payments made from 10/01/2023 till 29/01/2023

15/01/2023	Poundland	EQ073	£4.95 cafe stock
16/01/2023	Tesco	EQ076	£6.60 cafe stock
17/01/2023	Lidi	EQ075	£19.38 cafe stock
20/01/2023	Bookers	EQ077	£47.95 cafe stock
20/01/2023	Lidi	EQ074	£16.90 cafe stock
23/01/2023	Lidi	EQ078	£24.77 cafe stock
26/01/2023	Lidi	EQ079	£12.90 cafe stock
29/01/2023	Lidi	EQ080	£8.22 cafe stock

£141.67

Skegness Town Council

Petty Cash

List of Payments made from 10/01/2023 till 30/01/2023

13/01/2023	Lidi	PC249	£3.96	cafe stock
14/01/2023	Fiarburn and sons	PC247	£6.25	cafe stock
14/01/2023	Lidi	PC248	£5.09	cafe stock
23/01/2023	Fairburn and sons	PC244	£6.25	Cafe stock
24/01/2023	Tool Station	PC245	£3.35	Public property materials
30/01/2023	Lidi	PC250	£14.31	cafe stock

£39.21

SKEGNESS TOWN COUNCIL

Minutes of the Planning & Planning Policy Committee Meeting 7.00 pm on Wednesday, 11th January 2023

PRESENT: Councillor T Tye (Town Mayor) in the Chair.

Councillors M Anderson, P Barry (Deputy Mayor), D
Brookes, T Burnham, S Dennis, J Sadler and P Sutton.

Absent: Councillor S Claxton.

Officers: Town Clerk, Deputy Town Clerk.

3 members of the public were present, no press members attended the meeting.

P61. MINUTES OF THE LAST MEETING (Agenda Item 1)

It was proposed, seconded and

RESOLVED: *that the comments made by the Town Clerk under delegated authority, due to the Planning and Planning Policy Committee meeting being inquorate, on Wednesday 14th December 2022 be noted.*

P62. APOLOGIES (Agenda Item 2)

Apologies were received from Councillors S Blackburn, B Brookes, J
Brookes, M Dannatt, A Findley, C Macey, S Kirk and G Saxon.

P63. DECLARATIONS OF INTEREST (Agenda Item 3)

Cllr S Dennis, item 4.1, 4.2, 4.3 and 4.7 – Business Association.
Cllr D Brookes item 4.6 – Licensee.

P64. APPLICATION S/153/02320/22 – Mr. R. Doughty, Land North and South Off Wainfleet Road, Skegness (Agenda Item 4.1)

Cllr S Dennis declared an interest and left the meeting for this item.

Proposal: Notice under Article 38 for a Local Development Order granting planning permission which is accompanied by an Environmental Impact Assessment.

It was proposed, seconded and

RESOLVED: *That Skegness Town Council supports the scheme in general with concerns over the supporting infrastructure including traffic flow and access, healthcare provision and future maintenance of the grass verges.*

P65. APPLICATION S/153/02362/22 – Ms. B. King, Seafields Caravan Park, Seafield, Roman Bank, Skegness, PE25 1HT (Agenda Item 4.2)

Cllr S Dennis declared an interest and left the meeting for this item.

Proposal: Consent to Display - 1no. externally illuminated hoarding sign.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

P66. APPLICATION S/153/02371/22 – Blue Anchor Leisure Ltd, Seafields Caravan Park, Seafield, Roman Bank, Skegness, PE25 1HT (Agenda Item 4.3)

Cllr S Dennis declared an interest and left the meeting for this item.

Proposal: Planning Permission - Change of use of land for the siting of 5no. static caravans, existing disused dwelling and associated garage/outbuildings within existing caravan site boundaries to be demolished.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

P67. APPLICATION S/153/02481/22 – Mrs. J. Squitieri, 41 Beresford Avenue Skegness, PE25 3JF (Agenda Item 4.4)

Proposal: Planning Permission - Change of use of the existing guest house to provide a holiday let.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

P68. APPLICATION S/153/02498/22 – Mr. M. Miah, 79 St Andrews Drive, Skegness, PE25 1DL (Agenda Item 4.5)

Proposal: Planning Permission - Extension to existing dwelling to provide additional living accommodation.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

P69. APPLICATION S/153/02394/22 – Mr. S. Frankland, Lumley Hotel, Lumley Square, Skegness, PE25 3QJ (Agenda Item 4.6)

Cllr D Brookes declared an interest and left the meeting for this item.

Proposal: Planning Permission - Extension and alterations to provide a steel framed balcony with a glazed canopy over and a steel access staircase. Erection of 2 no. pergolas, repositioning of existing canopies, erection of a retaining wall and provision of festoon lighting, heat lamps and a flagpole.

It was proposed, seconded and
RESOLVED: *That the application be supported subject to restrictions being put in place for noise from the premises in late evening to avoid disturbing local residents.*

P70. APPLICATION S/153/02494/22 – Haven Leisure Ltd, Richmond Holiday Centre, Richmond Drive, Skegness, PE25 3TQ (Agenda Item 4.7)

Cllr S Dennis declared an interest and left the meeting for this item.

Proposal: Planning Permission - Change of use of land for the siting of static caravans and construction of internal access roads, two amenity blocks on site to be demolished.

It was proposed, seconded and
RESOLVED: *That the application be supported.*

P71. APPLICATION FOR AN ORDER GRANTING DEVELOPMENT CONSENT FOR THE SHERINGHAM SHOAL OFFSHORE WIND FARM EXTENSION PROJECT AND DUDGEON OFFSHORE WIND FARM EXTENSION PROJECT (Agenda Item 5)

It was proposed, seconded and
RESOLVED: *That the application be noted.*

P72. PARKING RESTRICTIONS (Agenda Item 6)

It was proposed, seconded and
RESOLVED: *That the parking restrictions proposals for Ida Road and Westfield Drive be noted.*

P73. DECISION APPEAL (Agenda Item 7)

It was proposed, seconded and
RESOLVED: *That the decision appeal for 32 Everingtons Lane be noted.*

The meeting closed at 7.48 pm.

PURDAH will start on Monday 13th March 2023 and end on Tuesday 9th May 2023

What purdah means in practice

What you should and shouldn't do during purdah.

Publicity is defined as “any communication, in whatever form, addressed to the public at large or to a section of the public.”

The first question to ask is: ‘could a reasonable person conclude that you were spending public money (or using resources) to influence the outcome of the election?’ In other words it must pass the ‘is it reasonable’ test. When making your decision, you should consider the following:

What we shouldn't do

- Produce publicity on matters which are politically controversial
- Make references to individual politicians or groups in press releases
- Arrange proactive media or events involving candidates
- Issue photographs which include candidates
- Supply council photographs or other materials to councillors or political group staff unless you have verified that they will not be used for campaigning purposes
- Continue hosting third party blogs or e-communications
- Help with national political visits, as this would involve using public money to support a particular candidate or party. These should be organised by political parties with no cost or resource implications for the council.
- The Mayor and Councillors should refer any press or media enquiries to the Town Clerk or Deputy Town Clerk.

What we need to think carefully about

You should think carefully before you:

- continue to run campaign material to support your own local campaigns. If the campaign is already running and is non-controversial - for example, on issues like recycling or foster care - and would be a waste of public money to cancel or postpone them, then continue. However, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election and you should not use councillors in press releases and events in pre-election periods. In such cases you should stop or defer them. An example might be a campaign on an issue which has been subject of local political debate and/or disagreement.
- launch any new consultations. Unless it is a statutory duty, don't start any new consultations or publish report findings from consultation exercises, which could be politically sensitive.

What you're allowed to do

- Continue to discharge normal council business - including responding to planning applications, even if they are controversial.
- Publish factual information to counteract misleading, controversial, or extreme - for example, racist/sexist information. An example might be a media story which is critical of the council. It is perfectly right and proper that the council responds, as long as it is factual.
- The Town Clerk or Deputy Town Clerk will deal with all reactive media releases rather than any Councillor.
- The Mayor may only respond in specific circumstances where there is a genuine need for a member-level response to an important event beyond the council's control (e.g. a major fire or disaster in the town).
- If you are in any doubt, seek advice from the Town Clerk or Deputy Town Clerk.

Ultimately, you must always be guided by the principle of fairness. It is crucial that any decision you take would be seen as fair and reasonably the public and those standing for office.

SKEGNESS TOWN COUNCIL

REPORT TO:	COUNCIL 8th February 2023
FROM:	THE TOWN CLERK
SUBJECT:	Future Mayor Report

Purpose: To note the Mayor and Deputy Mayor Elect prior to election.

1 BACKGROUND

- 1.1 Following the last election Council set out how the Mayor would be chosen in future years. This is being reported now so that those involved, and Council are clear prior to the start of Purdah whose names will go forward.

2 MAYOR AND DEPUTY ELECT

- 2.1 Councillor P Barry as Deputy Mayor will go forward as Mayor Elect. Cllr A Findley is the next in line using the formula agreed by Council and will go forward as Deputy Mayor Elect both to be confirmed at Annual Council.
- 2.2 Should Councillor Barry fail to be elected at the Parish elections, then Councillor Findley will move forward to become Mayor if confirmed at the Annual Meeting.
- 2.3 Should neither be elected at the Parish elections then the formula agreed by Council will be used to ascertain who the new Mayor and Deputy should be.

3 PURDAH

- 3.1 Neither Councillor may use the Mayor or Deputy Elect status to support their campaign to be re-elected.

For information relating to this report please contact
The Town Clerk, Tower
Gardens Pavilion Skegness
or email
info@skegnesscouncil.org.uk

Background papers – None.

FOR NOTING

SKEGNESS TOWN COUNCIL

REPORT TO: COUNCIL
BY: Wednesday 8th February 2023
SUBJECT: DEPUTY TOWN CLERK
 Civility & Respect Project

PURPOSE: To adopt the civility and respect pledge and associated policies.

1 BACKGROUND

- 1.1 Throughout the sector there are growing concerns about the impact of bullying, harassment and intimidation in local Town and Parish Councils
- 1.2 There is no place for bullying, harassment and intimidation in the sector. The National Association of Local Councils (NALC) have produced model documents to support the project and start culture change within Town and Parish Councils.
- 1.3 NALC are inviting all local Town and Parish Councils to sign up to the Civility and Respect Pledge and adopt the associated policies.
- 1.4 Skegness Town Council already has an agreed Code of Conduct and other policies in place to support the project. At the Management Committee meeting on 23rd March 2022 Council adopted the [Bullying and Harassment Statement](#).

2 THE PLEDGE

- 2.1 By Skegness Town Council signing up to the Civility and Respect Pledge (**Appendix A**) it is demonstrating that Skegness Town Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- 2.2 It is worth remembering that the goal of sector change cannot be achieved without commitment from councillors and officers and ensuring they have regard for the policies in place and are willing to attend relevant training.

3 ASSOCIATED DOCUMENTATION

- 3.1 NALC has developed various model protocols and policies to support the project. These model documents have been redrafted to be fit for purpose

at Skegness Town Council and to suit the size and responsibilities of the Council. These documents have also be redrafted to refer to policies already in place.

- 3.2 NALC have set out Roles and Responsibilities guidance (**Appendix B**) which clearly sets the role of Councillors, Chair, Clerks and other officers.
- 3.3 Model Councillor-Officer protocol has also been developed and adapted to suit the Town Council, (**Appendix C**). This protocol covers the relationship between councillors and officers and where to go if you have concerns along with who is responsible for making decisions.
- 3.4 A Dignity at Work Policy (**Appendix D**) has also been developed to support the project. This document sets out how the Town Council will respond to complaints of bullying or harassment.
- 3.5 A full [social media civility and respect guide and policy supplement](#) has also been developed. It is proposed that a link to this is added to Council's current social media policy.

4 RECOMMENDATIONS

- 4.1 It is recommended that Council
 - a) Skegness Town Council signs up to the Civility and Respect Pledge as set out in Appendix A.
 - b) Approve and adopt the Roles and Responsibilities guidance, set out in Appendix B.
 - c) Approve and adopt the Councillor-Officer protocol document as set out in Appendix C.
 - d) Approve and adopt the Dignity at Work policy as set out in Appendix D.
 - e) To include a link to the social media civility and respect guide and policy supplement to the current social media policy.

FOR DECISION

For information relating to this report please contact The Deputy Town Clerk, Town Hall Skegness or email info@skegnesscouncil.org.uk

Background papers – [Civility and Respect Project \(nalc.gov.uk\)](#)

Civility and Respect Pledge suggested agenda item:**To pass a resolution to sign up to the civility and respect pledge**

Definition of Civility and Respect
<p>Civility means politeness and courtesy in behaviour, speech, and in the written word.</p> <p>Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.</p>

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-goodcouncillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);
- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all

decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

‘Proper officer’ is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the ‘responsible finance officer’.

The local council clerk is the ‘engine’ of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council’s only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors’ register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

MODEL COUNCILLOR-OFFICER PROTOCOL

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Summary of Main Points

- Councillors and officers are servants to the public and are indispensable to one another
- Everyone should be treated fairly, with respect, dignity and courtesy
- Officers are responsible to the Council as a whole
- Officers do **not** work under the instruction of individual or groups of councillors
- The day to day running of the Council is the responsibility of officers (Councillors should not involve themselves in this)
- Any criticism of individual officers should be well founded and not made in a public meeting

INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. Councillor/officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairs and vice chairs of committees have additional responsibilities in connection with agreeing the agenda and presiding over the formal meetings. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people

accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships.” This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and • To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council, these usually involve the running of meetings and presiding over them. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and

recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is **well founded** and constructive
- ensure that any criticism is **made in private**
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;

- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a linemanagement responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the “need to know” principle.

The exercise of this common law right depends therefore upon the councillor’s ability to demonstrate that they have the necessary “need to know”. In this respect a member has no right to “a roving commission” to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the “need to know”. This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor’s “need to know” will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor’s duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice

for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

Individual councillors are not permitted to make a press or media statement on behalf of the Town Council. Any statement will usually be made by the Town Clerk, in emergency circumstances the Mayor may make a factual statement to the press. For more detailed information and guidance regarding the role of councillors in connection with the press and media, reference should be made to the council's press and media policy.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. Matters should be referred to the HR Committee, only Councillors suitably trained and/or experienced in HR matters should sit on this committee.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the Town Clerk, the matter should be reported to the Mayor and then raised with the officer in the first instance. For all other staff members, the matter should be raised with the Town Clerk. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

DIGNITY AT WORK POLICY

Skegness Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Skegness Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

Skegness Town Council is In support of this objective, The Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Skegness Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Skegness Town Council this should be raised to their nominated contact or the Town Clerk, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Town Clerk.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Skegness Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). **See the council's equality and diversity Policy.**

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

SKEGNESS TOWN COUNCIL

REPORT TO:	COUNCIL 8th February 2023
FROM:	THE DEPUTY TOWN CLERK
SUBJECT:	MOTOR INSURANCE REPORT

Purpose: To note the arrangements made in respect of Motor Insurance for the Council in 2023/24.

1 BACKGROUND

- 1.1 The Council has a small fleet of 3 vans and 3 ride on mowers which need motor insurance and uses a trailer. Not all insurance companies will insure a fleet of business vehicles which include vans and ride on mowers.
- 1.2 The current insurance expires on 27th February 2023.

2 QUOTES

- 2.1 Quotes were provided by the current supplier and an insurance broker was approached who provided two further quotes.
- 2.2 The current supplier provided the cheapest quote at £2820.72 including insurance premium tax.
- 2.3 Arrangements have been made with the current supplier to insure all Council vehicles for any employed driver on a fully comprehensive basis. See insurance certificate **Appendix A**.

3 RECOMMENDATIONS

- 3.1 To note the arrangements made for motor vehicle insurance at a cost of £2820.72.

For information relating to this report please contact
The Deputy Town Clerk,
Tower Gardens Pavilion
Skegness or email
info@skegnesscouncil.org.uk

Background papers – None.

FOR NOTING

Certificate of Motor Insurance

Certificate number: YLL-2720842113

1. Description of vehicle: Any motor vehicle the property of or in the custody or control of the Policyholder

2. Name of policyholder: Skegness Town Council

3. Effective date of the commencement of insurance for the purpose of the relevant law: 28/02/2023

4. Date of expiry of insurance: 27/02/2024

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the Policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. Limitations as to use:

Use for social domestic and pleasure purposes.
Use in connection with the Policyholder's business.

The Policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.
5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.

For Zurich Insurance Company Ltd. Authorised Insurers



Tim Bailey
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the Policy.

Advice to Third Parties: Nothing contained in this Certificate affects your right as a Third Party to make a claim.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Iceland, Norway and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) l'Islande, la Norvège et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Island, Norwegen und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione automobilistica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) dell'Islanda, della Norvegia et la Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Islandia, Noruega y Suiza.

Instructions in the event of an accident

You should

1. take names and addresses of all witnesses;
2. report the accident to us quoting the Certificate number;
3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

IMPORTANT

The Law requires:

1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours;
2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

You should not

1. admit any liability;
2. negotiate or make any agreement with anyone regarding your responsibility for the accident;
3. make or offer any payment whatsoever to any Third Party, if in doubt – consult us;
4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

ZMCSCUA02

Dear all

In 2015 I introduced Sandi Starfish in Skegness, Ingoldmells and Mablethorpe resorts.

I have had a lot of support from local business and council and the public sector over recent years which I am very grateful for. Thanks you.

Sandi Starfish has always received good attention through Local radio, TV, newspaper and on social media.

I have recently returned from maternity leave and I am looking to get Sandi Starfish supported and promoted ready for the 2023 season. I am working closely with the Neighbourhood Police Teams that cover each area to reinvigorate this initiative.

I am hoping you are already familiar but in brief Sandi Starfish is a two-fold initiative. Firstly Sandi Starfish flags are flown on the beaches/resorts and staffed by RNLI or security. They act as a visible meeting point for people to attend should they get lost. Secondly wristbands are available to children and vulnerable adults. They are waterproof and have to be cut off. Phone numbers are written on the inside of them so should someone be lost then their parent/carer can be contacted and they can be safely repatriated.

I am hoping to improve the wristbands this year and introduce a new and improved wristband.

NFC (Near Field Communications) works by the smart phone acting as the antenna/ power source and pulling the data from the chip to your phone screen. It does not store the data on your phone and once you back out of it, it has gone. This is a similar way to your contactless bank card works. These are latex free, totally water proof/ weather proof etc and do not need batteries or charging.

This is an opportunity for your business to be involved again in the success that is Sandi Starfish, either by funding some wristbands which would be endorsed with your business or stocking them to provide to your customers.

I look forward to hearing from you at your earliest opportunity with any questions/comments.

Kindest regards

Amy

AMY SEARBY

Police Sergeant 10



Street Naming and Numbering Application Form

This form should be completed in full. If the form is unfamiliar please read the Guidance Note or contact the office overleaf. PLEASE TYPE OR USE BLOCK CAPITALS.

Please tick as appropriate:

Property Naming ☒

Property Renaming ☐

Street Naming ☐

Street Renaming ☐

Property Numbering ☐

Property Renumbering ☐

Applicant's Details

Name:

Address:
(including post code)

E-mail address (if supplied all correspondence will be by electronic means):

Property or Site Details

Address:
(including post code)

Land to the rear of 286 Veron Road, Skegness
PE25 2QR Planning Ref: S/153/0367/06

No. of properties to be named/numbered: 4 x 1 Bed Properties, 1-2-3-4

Proposed property OR street names

Proposed name 1:

Veronica Court

Proposed name 2:

Victor Court

Proposed name 3:

Valor Court

Please continue on a separate piece of paper if required.

Are you the property/site owner? Yes ☒ No ☐

If 'No' when do you take ownership of the property/site?

Please include a location plan at 1:500 or 1:2500 showing the entrance(s) to the building(s).

continued overleaf

Fees

		No.	Cost £	Total £
Naming /Numbering a new property	Number of Properties	4		£250
Renaming/Renumbering an existing property	Number of Properties			
Naming and numbering a new development	Number of Streets			
	Number of Plots			
Renaming and renumbering an existing street	Number of Properties			
Grand Total £				250.00

Signed:

[Redacted Signature]

Date:

19/01/2023

Cheques should be made payable to 'East Lindsey District Council'.

Electronic Notification

Wherever possible we will issue correspondence electronically. If you do not wish us to notify you in this way please tick the following: I do not agree to receive information electronically ☐

Please complete and return to: Lincs Building Consultancy, Tedder Hall Manby Park, Manby, LOUTH, Lincolnshire LN11 8UP or e-mail to: lbc@lincsbc.gov.uk

Schedule of Street Naming and Numbering Charges (Effective from the 25th July 2016)

Existing Addresses (or addresses on new developments where notification of numbering scheme already issued)

Renaming/ renumbering of an individual house	£40.00
Development renumbering due to change in plot numbers or plot positions	£25.00 per plot requiring renumbering
Renaming/ renumbering of street where requested by residents	Fees dependent upon number of properties (see fees for New Addresses below)

New Addresses

Naming/ numbering of up to 5 new properties	£150.00 plus £25.00 per plot
Naming/ numbering of between 6 & 25 new properties	£150.00 plus £20.00 per plot
Naming/ numbering of between 26 & 75 new properties	£150.00 plus £15.00 per plot
Naming/ numbering of more than 76 new properties	£150.00 plus £10.00 per plot
Naming/ numbering following the division of an existing property	Fees dependent on number of properties created (including the original property) and as per naming/ numbering of new properties above
Additional charge where naming of a new street is required	£100.00
Additional charge where naming of a new building is required (i.e. block of flats/ office suites)	£100.00 per building
Reissuing of address following demolition and reconstruction of property	£50.00 (if address differs from that originally allocated)
Confirmation of address to solicitors/ conveyancers/ occupiers or owners	£25.00

This schedule should be read in conjunction with the Street Naming and Numbering Policy and Guidance



East Lindsey
DISTRICT COUNCIL

EAST LINDSEY DISTRICT COUNCIL

**REPORT OF RICHARD FRY, EXECUTIVE MEMBER FOR FINANCE
(Authors: Christine Marshall (Deputy Chief Executive Corporate Development) and
Samantha Knowles (Assistant Director - Finance))**

BUDGET SETTING REPORT AND ASSOCIATED FINANCIAL STRATEGIES - 2023/24-2027/28

FOR CONSULTATION

FOREWORD TO THE BUDGET FROM COUNCILLOR RICHARD FRY – EXECUTIVE BOARD MEMBER FOR FINANCE

The creation of next year's budget has been most challenging. It has been set within a background of unprecedented inflationary pressures and significant changes in resident, customer and business needs. Despite these challenges, the Council's financial position means that it is well placed and able to take a considered approach to mitigating these exceptional challenges.

The Government has provided a one-year settlement which has taken some uncertainty away regarding certain grants, however, the uncertainty remains significant and into the medium-term.

East Lindsey District Council remains sovereign in terms of its constitution and budget, as do the Councils we partner with, and our ELDC priorities are to ensure that the Council remains financially resilient, able to deliver services it has to by law, and to provide support to the District's most vulnerable residents. Secondly, to continue the process of redressing the imbalances created by the COVID-19 pandemic by appropriately focussing on the provision of financial support to underpin economic recovery for the District and seeking to invest in our places.

Despite the challenges of the pandemic over the past few years, work to develop new opportunities, efficiencies and income streams to support the Council's revenue budget have continued.

A significant element of the Council's budget is the Drainage Board Levy. Like the Council, the drainage boards are also experiencing increased cost demands. The Council is liaising with the Boards, who are attempting to limit future increases, where possible. This is proving increasingly difficult with significant increases in power costs being experienced. Representations to government have been made and continue to be made due to the substantial loss of income to the Council (as the levy was previously funded through Revenue Support Grant (RSG) but this is no longer the case).

Another key component of the council's budget is its share of business rates income which is currently being reviewed and will be updated before the budget is finalised. In addition, inflationary pressures have been seen across all areas of the council's budget, particularly pay, contracts, utilities and fuel.

The proposed council tax increase for 2023/24 is an annual increase of £4.95 for a band D property.

A series of short and medium term mitigations have been identified to balance the budget and these will be detailed further once the final budget for 2023/24 is produced.

The Council's revenue budget already provides for some annual contributions towards capital investment and we are delivering on our commitment to increase these by operating in a more commercial and business-like way to increase our ability to generate future capital receipts.

The Council has maintained a capital resource base commensurate with our capital delivery ambitions.

The Budget for 2023/24 proposes:

- A Council Tax increase of £4.95p per year (for Band D homes this is equivalent to 9.5p per week).
- To continue with the generation of additional efficiencies, shared services and income from commercial activities guided by our Delivery Plans.
- Increased capital investment in Council assets to help generate new income streams, reduce running costs and help deliver services more efficiently.



Councillor Richard Fry, Portfolio Holder for Finance

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EXECUTIVE SUMMARY

	2022/23 (estimate)	2023/24 (estimate)
ELDC Precept	£7.175m	£7.496m
Council Tax Increase	3.26%	3.16%
Council Tax Band D	£156.69	£161.64
Revenue Support Grant	£0.964m	£1.310m
Retained Business Rates used to support budget	£9.596m	£9.596m*
Reserves (as at 1 April)	£24.572m	**
Capital Programme (as at 1 April)	£53.162m	**

*Business rates income will be updated once the NNDR return is completed, current assumption is based on 2022/23.

**The Reserve and Capital Programme are under review and will be detailed as part of the final budget papers and the investment income levels / NNDR1 are part of that process.

1. INTRODUCTION

- 1.1 This Appendix sets out the draft combined 2023/24 budget estimates and Medium Term Financial Strategy (MTFS) for the period 2023/24 to 2027/28 for the Council's General Fund. The Medium Term Strategy sets out the current and forecast future costs of the Council and is linked to the Corporate Plan and Delivery Plan, which sets out the aims and ambitions of the Council.
- 1.2 The MTFS establishes a set of financial policies and principles which aim to provide a sound basis for maintaining the financial integrity of the Council over the medium term.
- 1.3 This Appendix sets out:
 - The Council's Medium Term Financial Strategy for the period 2023/24 to 2027/28.
 - The 2023/24 General Fund Revenue Budget & Financing.
 - The General Fund Reserves Position (subject to finalisation).
 - The General Fund Capital Programme and Financing (subject to finalisation).
 - Risks, key issues, sensitivity and monitoring.
 - Treasury Management Policy and Investment Strategy (to follow in final budget report).

- 1.4 The unprecedented challenges faced by all of us in 2021/22 and 2022/23 have continued into 2023/24, with significant inflationary pressures. The government settlement delivered in mid-December for East Lindsey included New Homes Bonus (£378k) and a 3% funding guarantee (£980k).
- 1.5 In 2023/24, a budget is proposed that allows expenditure to be financed using reserves and creation of efficiencies and appropriate funding in order to smooth the impact of the council's ongoing pressure. Significant savings are required going forward as a result of increased inflationary costs and other cost pressures, including substantial pressure from the IDB levy. This means that the Council can continue to provide services whilst also supporting its overall objectives. The Council will continue to strive to be as efficient as possible in all its work, building on the South and East Lincolnshire Council's Partnership with its partners at South Holland District Council, Boston Borough Council and PSPS, whilst ensuring it maximises the income it receives.

2. BUDGET ASSUMPTIONS

2.1 Table 1 - Assumptions Which Influence The 5 Year Financial Strategy

Assumption	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Budgeted inflation ¹	0%	0%	0%	0%	0%	0%
Pay costs increase ²	2%	5%	2%	2%	2%	2%
Full Time Equivalent Employees ³	408.5	424.41	424.41	424.41	424.41	424.41
Staffing levels ⁴	99%	96%	96%	96%	96%	96%
Pension contribution rate applied to staff budgeted in pension scheme ⁵	17.50%	23.80%	23.80%	23.80%	23.80%	23.80%
Pension contribution cash amount to fund deficit on scheme ⁵	£1,067,000	£649,000	£674,000	£700,000	£700,000	£700,000
Return on cash investments ⁶	0.48%	3.90%	2.80%	2.10%	2.00%	2.30%
Return on property fund investments ⁶	3.81%	3.10%	3.10%	3.10%	3.10%	3.10%
Utility cost rises - electricity ⁷	30%	50%	0%	0%	0%	0%
Fuel cost rises ⁸	0%	25%	0%	0%	0%	0%
Tax base increase ⁹	1.61%	1.28%	1.50%	1.50%	1.50%	1.50%

Notes to Assumptions

These assumptions reflect, where known, future changes which may arise from the implementation of the council's organisational development plans including the South and East Lincolnshire Councils Partnership with Boston Borough Council and South Holland District Council (see Section 10).

1. Although inflation does affect the price of supplies and services that the Council procures, because services are given cash limited budgets, they are required to absorb the cost of inflation within the resources they have. As such, the net impact of inflation is reduced to zero within the estimates. The only exceptions are those contracts which have an agreed inflationary arrangement built into them.
2. The nationally agreed pay award ended on 31st March 2022. An award for 2022/23 was agreed in November 2022 averaging 5% across the pay spine. For 2023/24, a 5% award has been prudently assumed.
3. Increase in FTE is as a result of Fixed Term contracts and transferred posts from previous shared arrangements.
4. An annual General Fund saving in staff costs (£660k) is built into the budget (equivalent to 4% of the staff budget) due to anticipated staff vacancies during the year.
5. Based on the Pension Triennial Valuation the pension contribution will be 23.8% in 2023/24 with an additional lump sum amount payable towards the deficit on the pension scheme – this rate is applied only to those staff in the local government pension scheme. A further review will take place which could change the amount from 2027/28 onwards. Any vacant posts are assumed to be within the pension scheme. The pension contribution rate is assumed to stay at 23.8% throughout the life of the MTFS. The lump sum towards the deficit is confirmed for 2023/24.
6. These are the estimated returns on cash investments and the estimated yield on the current budgeted £25m property funds (subject to further review).
7. Utility costs have been inflated by 50% for 2023/24 as a result of increased wholesale prices. These will need to be kept under review as it is an area that could be subject to future inflationary pressures.
8. Vehicle fuel costs are predicted to increase by 25% due to national trends.
9. The tax base projections for 2023/24 has provided for a growth of 584 band D equivalent properties. Future growth has been projected at 1.5% (see section 4.6 and Table 3).

3. RESOURCES

- 3.1 The following section of the report outlines the resources that will be available to the Council under 6 headings: Business Rates, Council Tax, Revenue Support Grant and other Government Grants, New Homes Bonus, Fees and Charges and Other Income.
- 3.2 On 19th December 2022 the Local Government Finance Settlement 2023/24 was delivered. The papers included a continuation of New Homes Bonus for 2023/24 and a new grant stream called Funding Guarantee, replacing the Lower Tier Service grant.
- 3.3 As part of the policy statement, it was confirmed there would be no review of business rates or funding formula for at least 2 years.
- 3.4 As a result of this announcement it makes planning the years from 2025/26 onwards very difficult as many things could change because of these planned reviews and resets. As and when further announcements are made Members will be kept up to date accordingly and the financial impact assessed.

4. SPENDING PLANS

- 4.1 Under the current arrangements for retained Business Rates, where a Council collects rates above an assessed baseline level set by the Government, a 50% levy is applied that is paid to the Government. In order to avoid this 50% levy a business rates pool was adopted with the County Council and other districts within Lincolnshire.
- 4.2 A revaluation exercise for business rates will take effect from 1 April 2023. The Council is expecting a number of appeals against the revaluation. A provision has been put aside based on intelligence from the Council's advisors to hopefully cover any effects from this but there still remains a large amount of uncertainty in this area.
- 4.3 Table 2 provides details of the anticipated business rates figures for 2023/24 and provisional figures for 2024/25 through to 2027/28.

- 4.4 It is important that members note that the potential changes to the retention of Business Rates from 2023/24 presents a significant uncertainty around future funding levels. It is very likely that as part of the ongoing reassessment of Area Needs the Government may significantly change the current baseline levels. As such, the current amount of retained business rates that the Council is experiencing could be significantly reduced under these new arrangements.

Table 2 – Business Rates (Subject to Review)

	2022/23 £'000	Estimate 2023/24 £'000	Draft 2024/25 £'000	Draft 2025/26 £'000	Draft 2026/27 £'000	Draft 2027/28 £'000
Retained Business Rates	(12,631)	(12,631)	(13,615)	(13,650)	(13,685)	(13,721)
S 31 Grants relating to Business Rates	(6,069)	(6,069)	(6,191)	(6,315)	(6,441)	(6,570)
Tariff	7,412	7,412	7,560	7,712	7,866	8,023
Pre- levy income	(11,288)	(11,288)	(12,245)	(12,253)	(12,260)	(12,268)
Levy payment to Lincolnshire Pool	677	677	643	608	572	536
Estimated (Surplus)/Deficit on Collection Fund*	6,985	-	-	-	-	-
Net Retained Business Rates Income	(3,626)	(10,611)	(11,603)	(11,645)	(11,688)	(11,732)
Net gain to ELDC from the Pool, and 100% business rates retention pilot in 18/19 contributed to the Economic Growth Reserve	1,015	1,015	964	911	858	804
Business rates used to support the budget	(2,611)	(9,596)	(10,639)	(10,733)	(10,830)	(10,928)

*The unusually high deficit is mainly as a result of retail reliefs granted to businesses because of the COVID-19 pandemic. These reliefs have been fully funded by the government and the income received in 2020/21 and 2021/22 therefore is covered by a reserve contribution shown in table 8.

- 4.5 As well as the potential for the authority to attract additional income through retained business rates there is also the risk of uncertainty through a reduction in the amount of business rates that it collects, this has been further exacerbated by the COVID-19 pandemic. This coupled with uncertainties relating to appeals against rateable values for business premises, with

the potential for successful appeals being backdated makes estimating income accurately extremely challenging and potentially volatile.

Council Tax

- 4.6 The MTFS assumes a Council Tax increase in line with the maximum allowed under the Local Government Settlement. In the case of ELDC for 2023/24 this is a £4.95 (3.16%) per annum increase (for band D properties). The increase is reflected through the life of the MTFS. See Table 3 for the estimated changes in the tax base and council tax collected.

Table 3 – Council Tax

		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
a	Council Tax Base (band D equivalents)	45,793	46,377	47,073	47,779	48,495	49,223
b	Council Tax band D (£.p)	156.69	161.64	166.59	171.54	176.49	181.44
	Annual Increase £	4.95	4.95	4.95	4.95	4.95	4.95
	Annual Increase %	3.26%	3.16%	3.06%	2.97%	2.89%	2.80%
c	Annual Council Tax collected(a x b) £	(7,175,305)	(7,496,378)	(7,841,724)	(8,195,838)	(8,558,883)	(8,930,840)
	Annual Increase in Council Tax collected £	(336,838)	(321,073)	(345,346)	(354,114)	(363,044)	(371,957)
d	Surplus on the Collection Fund £	(77,822)	(69,097)	-	-	-	-
	Gross Council tax (c + d) £	(7,253,127)	(7,565,475)	(7,841,724)	(8,195,838)	(8,558,883)	(8,930,840)

- 4.7 The tax base for 2023/24 has been increased by 1.28% and by 1.5% per annum thereafter. This is based on the latest projected house building trajectory. The District's Council Tax remains one of the lowest in the country and the lowest in Lincolnshire.

Table 4 – Precepting Authority Band D Charges

Authority	Proposed Band D amount (£.p)	Increase over 2022/23 £	Increase over 2022/23 %
Lincolnshire County Council	TBC	TBC	TBC
Police and Crime Commissioner	TBC	TBC	TBC
East Lindsey DC	161.64	4.95	3.16
Parishes (average)	TBC	TBC	TBC

Revenue Support Grant and Other S31 Government Grants

- 4.8 The table below currently builds in the assumption that RSG will continue throughout the MTFs period until such time as we have more information regarding the outcome of the fairer funding review. Other than S31 grants for Business Rates (see table 2) the other main non-specific grants received by the Council relate to the Rural Services Delivery Grant (RSDG) and the newly announced Funding Guarantee grant. RSDG for 2023/24 is proposed to be £697k and the Funding Guarantee grant is £980k for 2023/24, the future of this grant into the longer term is not known however it now incorporates the previous Lower Tier Grant.

Table 5 - Revenue Support Grant and other Non-Specific S31 Government Grants

	2022/23 £	2023/24 £	Draft 2024/25 £	Draft 2025/26 £	Draft 2026/27 £	Draft 2027/28 £
Revenue Support Grant	(964,253)	(1,310,000)	(1,310,000)	(1,310,000)	(1,310,000)	(1,310,000)
Rural Services Delivery Grant	(697,156)	(697,156)	(697,156)	(697,156)	(697,156)	(697,156)
2022/23 Services Grant	(424,036)	(239,000)	(239,000)	-	-	-

	2022/23 £	2023/24 £	Draft 2024/25 £	Draft 2025/26 £	Draft 2026/27 £	Draft 2027/28 £
Lower Tier Services Grant	(275,918)	-	-	-	-	-
Funding Guarantee	-	(980,000)	(768,000)	-	-	-
Total Received	(2,361,363)	(3,226,156)	(3,014,156)	(2,007,156)	(2,007,156)	(2,007,156)
Annual Change in Resource	(467,184)	(864,793)	212,000	1,007,000	-	-

New Homes Bonus

- 4.9 New Homes Bonus (NHB) allocations were announced as part of the Local Government Finance Settlement for 2023/24 only as far as we are aware. The government has added a year of additional grant, as previously announced, the 2021/22 “in year” allocations did not have future years legacy payments nor has the 2023/24 allocation. If the scheme was to be continued in its current form, next year’s payment would reflect just the growth in the previous year.
- 4.10 The use of the NHB will be considered as part of the final budget setting process to offset one-off price increases.

Table 6 - New Homes Bonus

	2022/23 £'000	2023/24 £'000	Draft 2024/25 £'000	Draft 2025/26 £'000	Draft 2026/27 £'000
New Homes Bonus	(1,244)	(378)	-	-	-

Fees and Charges

- 4.11 The Council is dependent on direct payment for many of its services in the form of various fees, charges and rents. Fees and charges play an important role in the effective delivery of services; they not only raise income but can also control access to services, help the council respond to competition, fund investment and guide client behaviour.
- 4.12 In some cases, the levels of fees are set by the Government and the Council has no control over what is charged. Where the Council has had control, it has not always increased these charges in line with inflation or other market conditions. Given future uncertainty around levels of government grant support and business rates income, the Council will have to develop policies for continually reviewing its fees and charges in order to maintain this income at current or higher levels. A review of fees and charges in light of inflationary pressures is currently underway and will be finalised as part of the budget setting process.

Table 7 - Fees, Charges and Rental Income (under review)

Budget Area	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Building Control Fees	(445)	(445)	(445)	(445)	(445)	(445)
Planning Fees (including pre-planning advice)	(1,571)	(1,571)	(1,571)	(1,571)	(1,571)	(1,571)
Car Parking Income	(3,305)	(3,490)	(3,490)	(3,490)	(3,490)	(3,490)
Market Stall Fees	(100)	(100)	(100)	(100)	(100)	(100)
Kingfisher Caravan Park	(1,020)	(1,054)	(1,054)	(1,054)	(1,054)	(1,054)
Waste Services	(1,468)	(1,424)	(1,424)	(1,424)	(1,424)	(1,424)
Commercial property rental income	(2,149)	(2,208)	(2,208)	(2,208)	(2,208)	(2,208)
Sales, Fees and other Direct Income	(4,758)	(4,807)	(4,807)	(4,807)	(4,807)	(4,807)
TOTAL	(14,816)	(15,099)	(15,099)	(15,099)	(15,099)	(15,099)

Other Income

4.13 The Council also receives other forms of income, as shown in the following table.

Table 8 - Other Income

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Interest on Investments*	(1,305)	(2,400)	(1,723)	(1,292)	(1,230)	(1,415)
Use of Reserves	(18,994)	(1,485)	(537)	(547)	(450)	-
Housing Benefit Subsidy/ Universal Credit	(28,472)	(25,125)	(25,125)	(25,125)	(25,125)	(25,125)
Housing Benefit/Universal Credit Overpayments	(270)	(270)	(270)	(270)	(270)	(270)
Council Tax and Housing Benefit Administration Grant	(628)	(600)	(554)	(511)	(472)	(472)
Specific Government Grants	(80)	(64)	(64)	(64)	(64)	(64)
Court Income & Council Tax Penalties	(436)	(436)	(436)	(436)	(436)	(436)
Local Authority Grants including Disabled Facility Grants	(1,583)	(1,583)	(1,583)	(1,583)	(1,583)	(1,583)
Other Government Grants (including Register of Electors, Discretionary Housing Payments, Flexible Homelessness grant, Homelessness Reduction new burdens grant and Towns Fund)	(39,930)	(40,074)	(1,085)	(1,085)	(1,085)	(1,085)
Other Grants and contributions	(2,016)	(2,226)	(941)	(921)	(921)	(921)
TOTAL	(93,714)	(74,263)	(32,318)	(31,834)	(31,636)	(31,371)

*Assumptions have been made on investment income levels due to a variety of factors

Use of Reserve values will change as and when new schemes are approved for inclusion within the programme.

Summary

Table 9 – All Sources of Income

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Business Rates	(3,626)	(10,611)	(11,602)	(11,645)	(11,688)	(11,733)
Revenue Support Grant	(964)	(1,310)	(1,310)	(1,310)	(1,310)	(1,310)
Lower Tier Services Grant	(276)	-	-	-	-	-
2022/23 Services Grant	(424)	(239)	(239)	-	-	-
Rural Services Delivery Grant	(697)	(697)	(697)	(697)	(697)	(697)
Core Spending Power (new)	-	(980)	(768)	-	-	-
New Homes Bonus	(1,244)	(378)	-	-	-	-
Council Tax	(7,253)	(7,565)	(7,842)	(8,196)	(8,559)	(8,931)
Funding subtotal	(14,484)	(21,780)	(22,458)	(21,848)	(22,254)	(22,671)
Fees, Charges, Rents	(14,816)	(15,099)	(15,099)	(15,099)	(15,099)	(15,099)
Other Income	(93,714)	(74,263)	(32,318)	(31,834)	(31,636)	(31,371)
Fees, Charges & Other Income subtotal	(108,530)	(89,362)	(47,417)	(46,933)	(46,735)	(46,470)
Gross Budgeted Income	(123,014)	(111,142)	(69,875)	(68,781)	(68,989)	(69,141)

4.14 There is uncertainty with regard to the reliability of estimates from 2024/25 onwards.

2022/23 SPENDING PLANS

4.15 Table 10 below shows the estimated Council spending plans for the next 5 years. It shows expenditure analysed by the CIPFA Standard classification. The paragraphs below the table provide explanations for the main variances across the MTFS.

Table 10 – Spending Plans

Description	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Employees	15,835	17,867	18,217	18,711	18,447	18,863
Premises	3,002	3,125	3,125	3,125	3,125	3,125
Transport	1,114	1,217	1,217	1,217	1,217	1,217
Supplies & Services	4,353	4,524	4,489	4,489	4,489	4,489
Drainage Board Levies	3,941	5,035	5,035	5,035	5,035	5,035
Transfer Payments	64,612	61,379	27,609	27,609	27,609	27,609
Capital Charges	16,596	7,900	1,875	1,875	1,875	1,425
Third Party Payments	9,041	10,005	10,009	10,006	10,003	9,973
Interest on Borrowing	495	495	495	495	495	495
Contributions to Reserves	4,710	2,018	1,385	1,327	340	133
Gross Expenditure	123,699	113,565	73,456	73,889	72,635	72,364

Employee costs have been prepared in accordance with the Council's Pay Policy. Pay generally has been increased by salary increments due to staff, and by an estimated 5% increase in 2023/24 and 2% thereafter. Pension cost estimates have been prepared on the basis of current staff in the pension scheme at October 2022, and all vacant posts assumed to be within the pension scheme. There have been some staffing changes which are mainly grant funded as a result of successful bidding to government departments. The employee costs also include the latest results of the Pension Triennial Review.

Premises budgets have increased in 2023/24. The main increase being the cost of utility wholesale increases in the price of gas and electricity. There has been an assumption of a 50% increase in the cost of utilities.

Transport costs have increased from 2022/23 levels due to the increase in fuel and additional maintenance costs associated with the vehicle fleet.

Supplies and Services budgets have increased slightly mainly due to increases in audit fees, banking charges, agreed increases in council contracts in relation to RPI, additional inflationary costs in Environmental services and Homelessness.

At a time of significant increases in rising energy cost it would be safe to assume that Internal Drainage Board (IDB) increases will be greater than in previous years. The Council is liaising with the local Internal Drainage Boards to work towards limiting future increases, where possible. Lobbying of government is also underway because of the impact of this loss of revenue to the Council due to the embedded levy having an impact every year that passes.

Transfer Payments – There is a reduction to reflect the current estimated expenditure on benefits, there is a reduction in the budget for rent allowance payments (with an offsetting reduction in benefits income – see table 8 above).

Capital Charges – Changes in capital charges relate to revisions to the capital programme between years which do not affect the General Fund bottom line as they funded from reserves.

Third party payments - These budgets reflect payments to Magna Vitae, Public Sector Partnership Services and other outside bodies.

5. BUDGET REQUIREMENT

5.1 The budget requirement is formed by comparing resource prediction and spending plans.

Table 11 – Budget Requirement

	2022/23 Estimate £'000	2023/24 Estimate £'000	2024/25 Estimate £'000	2025/26 Estimate £'000	2026/27 Estimate £'000	2027/28 Estimate £'000
Fees, Charges & Other Income (table 9)	(108,530)*	(89,362)*	(47,417)*	(46,933)	(46,735)	(46,470)
Gross Expenditure (table 10)	123,699	113,565	73,456	73,889	72,635	72,364
Efficiency Target	(685)	(2,420)	(3,580)	(5,106)	(3,645)	(3,222)
Net Budget	14,484	21,782	22,459	21,849	22,255	22,671
<u>Funded By</u>						
Retained Business rates	(10,611)	(10,611)	(11,603)	(11,645)	(11,688)	(11,732)
Business Rates Collection Fund	6,985	-	-	-	-	-
Revenue Support Grant	(964)	(1,310)	(1,310)	(1,310)	(1,310)	(1,310)
Specific Grants	(1,397)	(1,916)	(1,704)	(697)	(697)	(697)
New Homes Bonus	(1,244)	(378)	-	-	-	-
ELDC Council tax (table 3)	(7,175)	(7,496)	(7,842)	(8,196)	(8,559)	(8,931)
Council Tax Collection Fund Surplus	(78)	(69)	-	-	-	-
Total Funding	(14,484)	(21,782)	(22,459)	(21,849)	(22,255)	(22,671)

*Fluctuations are due to Town's Fund transactions

- 5.2 Based on current assumptions the Council has a significant efficiency target for 2023/24; plans are already underway to address this. Currently, the following areas of the budget are being finalised: IDB's, use of Reserves, New Homes Bonus and NNDR1.

OTHER BUDGET ISSUES

In order to meet its obligations, equality impact assessments will be carried out when the nature of proposed changes to services and the potential mitigation (if any) is clear, so that the implications of decisions are fully understood as they affect specific groups and communities. These have been, and will continue to be, regularly undertaken and considered as part of the decision making process.

6. RESERVES

In order to comply with the requirements of the Local Government Act 2003, the Authority must undertake a review of the level of reserves as part of annual budget preparation. A review of the reserves has been undertaken to make sure that they have a defined purpose, identified and approved values for additions to and usage of each reserve, and that they are set at an appropriate value which identifies the current and future requirements and risks the Council might face. This has included an assessment of risk registers, pressures upon services, inflation and interest rates and any underwriting arrangements. The proposed budget has been developed on the basis of not requiring any long term support from reserves for the revenue budget.

General reserves

The General Fund balance is estimated to stand at £2.0m for the next five years, which the Council's Section 151 Officer believes to be prudent for the Council at this time.

Specific Reserves

Specific reserves are set up to provide funds for known future commitments or provide resources for unexpected events. Given the risks and uncertainties facing both the local and national economy the Council is committed to retaining robust levels of reserves, whilst ensuring resources are available to enable efficient service delivery.

Table 12 – Specific and General Fund reserves over the MTFS

The following table sets out the net contributions to and from earmarked reserves in 2023/24.

	2023/24 £'000		2023/24 £'000
<u>Contribution To Reserves</u>		<u>Contribution From Reserves</u>	
<u>Repair and Replacement Reserve</u>		<u>Insurance Reserve</u>	
Embassy Units Sinking Fund	(29)	Insurance Reserve	60
Green Waste Surplus	(232)		
R&R Repaid	(5)	<u>Capital Reserve</u>	
MV Payback - Skegness Pool Refurbishment	(31)	Capitalised Planned Enhancements - 2020/21 provision reduced due to COVID savings.	870
Solar PV FiT income	(67)		
Fleet Maintenance - smoothing over pressures	(51)	<u>Technology Reserve</u>	
<u>Technology Reserve</u>		Members Refresh	90
Technology Reserve	(68)	Laptop Refresh	90
<u>Economic Growth</u>		<u>Wellbeing Reserve</u>	-
Business Rates Pooling Benefit	(1,015)	<u>Economic Growth</u>	
High Wires - Payback	(113)	Station Sports Redevelopment	125
Invest East Lindsey - Loan Payback	(29)	Towns Fund - Foreshore	250
<u>Capital Reserve</u>			
New Homes Bonus	(378)		
Contribution To Reserves Total	(2,018)	Contribution From Reserves Total	1,485
		Net Contribution From / (To) Reserves	(533)

7. CAPITAL PROGRAMME AND TREASURY MANAGEMENT

- 7.1 The Council's current draft 5 year Capital Programme is shown in the table below. This is being reviewed and will be finalised for the final budget.

Table 13 – 5 Year Capital Programme, Funding and Resource Implications

CAPITAL PROGRAMME £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
Capitalised Planned Enhancements	200	200	200	200	200	1,000
Car Park Resurfacing	250	250	250	250	250	1,250
Disabled Facilities Grants	1,562	1,562	1,562	1,562	1,562	7,812
ICT Improvements	100	100	100	100	100	500
Traveller Sites	170	-	-	-	-	170
PSPS Investment	125	-	-	-	-	125
NON TOWNS FUND PROJECTS	2,407	2,112	2,112	2,112	2,112	10,857
Leisure and Learning Hub	3,250	-	-	-	-	3,250
Skegness Foreshore	1,750	-	-	-	-	1,750
Skegness Railway Station	871	-	-	-	-	871
Skegness Town Centre Transformation	1,256	969	142	-	-	2,367
Learning Campus	4,215	381	-	-	-	4,596

CAPITAL PROGRAMME £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
Campus for Future Living	489	119	-	-	-	607
Mobihub	1,164	-	-	-	-	1,164
Mablethorpe High Street	446	531	61	-	-	1,038
TOWNS FUND PROJECTS	13,440	2,000	204	-	-	15,643
GRAND TOTAL	15,847	4,112	2,316	2,112	2,112	26,500
FUNDED BY:						
External Grants	14,422	-	-	-	-	14,422
To Be Financed	-	3,662	1,866	1,662	2,112	9,302
Other Reserves	555	450	450	450	-	1,905
Capital Reserve	870	-	-	-	-	870
TOTAL	15,847	4,112	2,316	2,112	2,112	26,500

- 7.2 The Capital Strategy, Asset Management Strategy and Economic Action Plan identify and will generate potential future capital investment requirements. Specific schemes and values will only be included in the recommended programme when the need and likely costs have been further established in detailed business cases, and the Council has ensured that it has sufficient capital and revenue resources to implement such schemes.
- 7.3 The Council has limited capital resources and must look to new ways of financing its capital expenditure. It must also seek to reduce the running costs of its assets and maximise capital receipts. The MTFs contributes all New Homes Bonus (NHB)

into the Capital Reserve. NHB is assumed to cease over the life of the MTFS and as such the Council will need to create additional future revenue capacity to maintain adequate contributions to the Capital Reserve.

- 7.4 Funding for Disabled Facility Grants (DFGs) comes from the Better Care Fund via Lincolnshire County Council's Health and Wellbeing Board.

The Treasury Management Strategy Statement pulls together the decisions of capital investment and our cash flow and revenue budgets.

Table 14 – Treasury Assumptions (subject to review)

Treasury Assumptions	2022/23	2023/24	2025/26	2025/26	2026/27	2027/28
Investment Balances	£25.8m	£55.5m	£47.0m	£45.4m	£44.7m	£44.7m
Investment assumptions – cash investments return	0.48%	3.90%	2.80%	2.10%	2.00%	2.30%
Investment assumptions – property fund return (revenue return only)	3.35%	3.10%	3.10%	3.10%	3.10%	3.10%
External Borrowing	£20.0m	£20.0m	£20.0m	£20.0m	£20.0m	£20.0m
Average Borrowing Rate	2.465 %	2.465 %	2.465 %	2.465 %	2.465 %	2.465 %

- 7.5 These assumptions include:

- The Council's available cash balances and investment returns will be influenced by the future development of the Council's Asset Management Plan and all decisions made regarding the use of the Council's Reserves for capital and revenue purposes.

8. CONSULTATION

8.1 Under the Gunning Principles, the following points are the golden rules of consultation:

- Proposals being consulted upon must be at a formative stage;
- Proposals must contain enough information for the respondent to provide intelligent consideration;
- Must give adequate time for a response;
- Responses must be conscientiously taken into account.

Using these principles, the budget consultation process for the 2023/24 budget comprised a number of elements. It was published on the Council's website for consultation by all stakeholders, including the local business community.

8.2 In addition to this the Council consulted through a number of Member forums including Executive Board and Scrutiny; and on the governance aspects of its preparation through the Audit and Governance Committee.

8.3 Following the budget consultation process, comments received through the Member forums, preceptors and the public exercise were taken into account in preparing and recommending the proposed budget for Executive Board review and formal Council approval on 15th February and 1st March 2023, respectively.

9. SAVINGS TARGETS

9.1 The projected budgets recognise an increasingly challenging and uncertain position through the five year period of our financial strategy. A key factor is that the Local Government Finance Act 2012 and future finance reviews demand a significant transformation in the way public services are both paid for and provided, with an emphasis on business and housing growth to both improve economic development and maximise funding to the Council to help offset ongoing reductions in overall resources.

9.2 Based upon current budget assumptions the value of efficiency savings required to set a balanced budget for the next five years are as follows:

Table 15 – Savings Targets

	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000
Budget Savings Requirement	2,420	3,580	5,106	3,645	3,222

- 9.3 The ongoing delivery of a significant level of savings is recognised as a key challenge to the Council that will require both political and cultural direction to ensure it is met. Of this sum, £1.1m currently relates to the IDB budgeted uplift.

10. SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP PLANS

- 10.1 As we think of 2023/24, there is great uncertainty with the central funding which could be allocated to East Lindsey. This is driven by several financial matters which remain unresolved such as the implications of the Fairer Funding Review, Business Rates baseline reset and a review of the Business Rates retention scheme. It should therefore be noted the Council's assumptions on future budget gaps, whilst prudent, could well be understated.
- 10.2 The Council is taking a positive response to this uncertainty by seeking to influence those matters raised above through both engagement and lobbying to ensure a fair deal is delivered for rural communities.
- 10.3 As we look forward into 2023/24, the Executive will be promoting projects which aim to drive commercial opportunities, place the customer at the centre of everything we do and achieve as much as possible through greater collaboration through the South and East Lincolnshire Councils Partnership. Some of these key projects to be developed during 2023/24 include:-
- Residential house building
 - Realising efficiencies working together with Boston Borough Council and South Holland District Council through the South and East Lincolnshire Councils Partnership, with annual delivery plans.
 - A Council service modernisation programme
 - Building the case for investment in infrastructure
 - Empowering communities in the way services are provided
 - Commercialisation of services

- Addressing Deprivation in the district
- Tackling Climate Change through the Green Homes Initiative.

11. RISK AND SENSITIVITY

11.1 The following table shows the key risks and how they will be mitigated through risk management practices:

Table 16 - Key Risks	Likelihood	Impact	Action
Fairer Funding and Business Rate reset/changes	High	High	To lobby as required
Increased Interest Rates	High	High	Market advice and forecasting for continuation
Growth plans may require borrowing at some point in the future	High	High	Continue to closely monitor and prioritise the Council's Capital Financing Requirement.
Increased demand for Homelessness Support Services – relating to Homelessness Reduction Act	High	High	Monitor service demand and impact on costs. Optimise use of grant funding and closely monitor impact.
Lack of clarity for funding levels beyond 22/23 and spending review	High	Medium	Prudent budget set to provide best estimate. Transitional arrangements have been applied in similar previous changes imposed on funding arrangements.
Fluctuation in business rates	High	High	Growth plans and accurate monitoring.
Fair Funding Review could take into account actual levels of commercial activity	Medium	Medium	Prudent budget set to provide best estimate.
Pension fund deficit	Medium	Medium	Close links with LCC pension fund.
Additional bad debts as a result of economic circumstances	Medium	Medium	The Council has pro-active debt management and pre-pay fee policies.
Increased maintenance costs of ageing physical assets	Medium	Medium	Asset management plan. Pro-active rather than reactive maintenance programme.
Inflation rises by more than budgeted projections	Medium	Medium	Budget assumptions kept up to date with most recent projections.

Table 16 - Key Risks	Likelihood	Impact	Action
Court Income	High	Low	Court income projections are in line with budget. The budget has not been increased due to concerns over collectability of this income. A year-end review will be undertaken to inform future year's budgets.
PSPS may be unable to deliver an effective service within the agreed contract price.	Low	Medium	Reviewing Service Level Agreements, activity levels and service priorities, develop a suitable Transformation Programme.
Fluctuation in business rates	High	High	Growth plans and accurate monitoring.
Fee Income volatility	High	High	Early monitoring of deviations.
Contract Cost volatility	High	High	To seek to pre-purchase where necessary.
Lack of funding to partners causing displacement of service demand	High	High	Engagement and realism.

- 11.2 The changing environment of Local Authority finance means that the Council is facing increasing risks and uncertainty in respect of the resources that it will have available to it. From 2023/24, the Business Rates baseline reset, if implemented, will contribute to the challenge faced by the Council. The Government is currently consulting on funding allocation approaches as part of the Fair Funding Review. Local government finance specialists, LG Futures, have been appointed to represent the District Councils Network in supporting district councils with their consultation responses. In order to address the risks associated with funding changes, many of which are referenced in Table 15 above, the Council will feed into the consultation and highlight local funding issues including the level of drainage board special levies currently funded by the Council.
- 11.3 As noted in Section 4.8, reductions in Government funding is one element of risk, but there are probably even larger risks attached to the ability to generate and retain business rates. Growth in the business economy, changes in the retail price index, the impact of changing business rate valuations and the number of successful appeals against rateable values will all have an impact. Whilst the Council is working with a range of partners to address the issues the pandemic has raised, the one thing that is certain is that from 2023/24 onwards the estimates of funding could well be significantly different than anticipated.

- 11.4 While predicting and controlling the level of external funding resources may be difficult, where possible, the Council will use its budget management processes, reserves and general balances to mitigate those risks that it can try to control. It will also aim to deliver its services in a way that reduces its exposure to certain risks.

12. OPTIONS

- 12.1 There are no alternative budget options presented, however, if Council does not accept the proposed budget then any changes to income or expenditure which will produce a revised balanced budget must be presented and approved at the Council meeting.

13. RECOMMENDATION

13.1 Reason for recommendation - To comply with the budgetary and policy framework.

- Recommendation – That Executive Board recommends to Council to approve the budget setting report 2023/24 and associated financial strategies 2023/24 to 2027/28 which includes the Minimum Revenue Provision (MRP) Policy.



East Lindsey

DISTRICT COUNCIL

Budget 2023/24 Consultation

The Council continues to face financial uncertainty, especially in terms of Central Government funding. The Council therefore needs to continue to maximise potential income streams to fund services to local people.

Each year by law, the Council must set a balanced budget. The draft budget for 2023/24 was agreed at to be published for consultation on 20th January 2023. The Council is now requesting the views of local people and businesses. A copy of the draft budget is available to read online by visiting: www.e-lindsey.gov.uk/budgetconsultation2023 . A paper copy of the consultation can also be requested by calling 01507 601111. The budget consultation will run from 27th January to 10th February 2023.

Current Challenges and Pressures

We provide vital services to everyone who lives in, works in and visits our area, whether that's collecting your rubbish and recycling, maintaining parks and open spaces, inspecting food businesses to make sure the food you eat is safe and processing applications for housing and Council Tax support for those who need them.

It is important to remember that we also collect Council Tax on behalf of Lincolnshire Police and Crime Commissioner, Lincolnshire County Council and your Parish/Town Council. Only 8p in every £1 we collect is the Council's element (which includes the levy that we are required to pay to the local internal drainage boards, which totals over half of the 8p).

Please ensure that you have read the draft Budget and associated documents before you complete this questionnaire. You can do this by clicking on the following link: www.e-lindsey.gov.uk/budgetconsultation2023

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SURVEYS



Q1 **Are you responding as:**

- ☐ A resident
- ☐ A business/organisation
- ☐ Parish/Town Council
- ☐ Other

Q4 **The current Council Tax levy for a Band D property is £15.67 per month (based on 10 monthly payments). The Government is allowing the Council to put its Council Tax up by a maximum of £5 next year (based on a Band D property). The Council is therefore proposing a £4.95 (3.16%) increase for 2023/24 - an extra 10p per week for a Band D property. A 3.16% increase is proposed for all Council Tax Bands.**

Please give us your views on this proposal

- ☐ I/We agree with increasing Council Tax by 3.16%
- ☐ I/We do not agree that Council Tax should be increased
- ☐ I/We have no view



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SURVEYS



Q5 If you have any comments to make about the proposed Budget and associated papers, please do so below

Q6 In view of the cost of living crisis and financial pressures that both individuals and businesses are experiencing, the Council is looking to find different and innovative ways of working. What changes do you think the Council could implement in order to support this?

Q7 If you have any other comments to make, please do so in the box below.

Thank you for taking the time to complete this survey
Please press submit now

Your feedback and comments will be included in a report to the Executive Board on Wednesday, 8th February 2023 and Full Council on Wednesday, 1st March 2023. By completing this questionnaire, you are agreeing that we can process your data in accordance with our Privacy Notice which can be found at: www.e-lindsey.gov.uk/article/6192/Data-Protection-Act-Your-Rights . If you have any questions about your data or do not want your comments included in the report, please contact our Data Protection Officer by email to: data.protection@e-lindsey.gov.uk