

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 11th May, 2016
at 2.00 p.m. (Committee Room No. 4)

NOTE: Group Meetings at 1.15 p.m.

A G E N D A

PART ONE

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.
3. Admission of Public and Press

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. Declarations of Interest

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. To confirm the Minutes of the meeting held on 9th March, 2016 (Pages 1-10).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D) 7. Appointments on Outside Bodies, Panels, Working Groups etc. (Pages 11-17).
- (D) 8. Budget Strategy Consultation (Pages 18-19).

- (D) 9. Use of Reserves (Pages 20-22).
- (R) 10. Financial Regulations (Pages 23-25).
- (R) 11. Establishment Change (Pages 26-27).
- (R) 12. Charging for Environmental Information (Pages 28-30).
- (R) 13. Flexi Time and Time Off in Lieu Policy/Overtime Payments and Time off in Lieu for Senior Officers (Pages 31-32).
- (D) 14. Sale of Land – Beach Street/Sharp Street, Askam-in-Furness (Pages 33-34).
- (R) 15. Selective Licensing of Private Landlords – Egerton Court (Pages 35-38).
- (D) 16. Cumbria Housing Statement (Pages 39-40).
- (R) 17. Risk Management (Pages 41-42).
- (D) 18. Revised Local Development Scheme (Pages 43-45).
- (D) 19. Statement of Community Involvement (SCI) (Pages 46-48).
- (D) 20. Planning Policy - Annual Monitoring Report (AMR) (Pages 49-50).

**NOTE (D) - Delegated
(R) - For Referral to Council**

**Membership of Committee
Councillors**

Membership of the Committee to be appointed at the Annual Council meeting on 10th May, 2016.

For queries regarding this agenda, please contact:

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Published: 3rd May, 2016.

EXECUTIVE COMMITTEE

Meeting: Wednesday 9th March, 2016
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Biggins, Brook, Cassells, Hamilton, R. McClure, McLeavy, Maddox and Roberts.

Also Present:- Phil Huck (Executive Director), Sue Roberts (Director of Resources) and Keely Fisher (Democratic Services Officer).

103 – Minutes

The Minutes of the meeting held on 20th January, 2016 were agreed as a correct record.

104 – Apologies for Absence/Attendance of Substitute Members

Apologies for absence were received from Councillors Pemberton and Williams.

Councillor McLeavy had replaced Councillor Pemberton for this meeting only.

105 – England Coastal Path – Walney Island

The Executive Director informed the Committee that under the terms of the Marine and Coastal Access Act 2009, Natural England had a duty to make proposals to the Secretary of State for a long distance walking route around the English coast, and for an adjoining margin of land (“the coastal margin”) where the public would also have a right of access on foot. As part of that process, Natural England would consult with landowners whose land would be crossed by the proposed route. When proposals were made to the Secretary of State, they would also be published on line, and subject to a formal eight week consultation period.

The coastal path would have a section around Walney, which would start and finish at Jubilee Bridge, and link with the section of the main coastal path that runs from Silecroft to Silverdale. Work on the Walney section was slightly more advanced than the Silecroft to Silverdale section. Representatives from Natural England had met with Council Officers on the affected parts of Walney that were owned by the Council.

Natural England had made initial proposals to the Council about the route of the Coastal Path. The proposed route would create trail sections that used existing rights of way or permissive walked routes, and did not propose any new access onto the Council’s land. The proposed coastal margin would also only include Council land where there was already public access.

There were not anticipated to be any significant infrastructure requirements on the new route, other than way markers. Any necessary infrastructure would be maintained by the County Council.

The creation of the new coastal access rights was associated with the lowest level of occupiers' liability under law – lower than the duty of care owed to trespassers on private land. There was no new liability for the Council in that respect.

Natural England had asked for any initial comments on their proposals to be made to them before 24th March 2016, prior to making formal recommendations to the Secretary of State and the formal consultation period starting.

Natural England had noted that the coast on the west side of Walney was subject to coastal erosion. They proposed that the route of the coastal path should be able to roll back in response to erosion and the Council would be consulted on the need for future changes should that be necessary.

RESOLVED:- To agree that the Coastal Path be supported.

106 – Performance Management

The Director of Resources reminded the Committee that the Council had a performance management framework to help deliver the Council's priorities. The Council's priorities for 2015-19 were:-

1. **Housing** – the Council was committed to continuing to provide a greater choice of good quality housing and regenerate the oldest and poorest housing in the Borough.
2. **Regeneration and Public Realm** – the Council was committed to working with partners and service providers to enhance the built environment and public realm
3. **Local Economy** – the Council was committed to work on mitigating the effects of cuts in public spending, their impact on the local economy and working to secure a long term economic recovery for the community.
4. **Service Delivery** – the Council strived to provide good quality, efficient and effective services while reducing overall expenditure.

The Committee considered a selection of performance data along side its target for Quarter 1, 2 and 3 of the 2015/16 financial year.

RESOLVED:- (i) To note the report of the Director of Resources;

- (ii) That the Performance Indicator's relating to "The Percentage of Planning Applications processed" be amended in future reports to include applications where there has been an agreed extension of time;

- (iii) That the Performance Indicator relating to the “Supply of Ready to Develop Housing Sites” be substituted by the Local Plan Adoption Programme; and
- (iv) That Officers investigate a new indicator for future reports which deals with Street Cleanliness.

107 – Extension to Period of Exclusivity for 1-5 Lawson Street and 102 Abbey Road

The Committee were reminded that at its meeting in September 2015 it had agreed a six month period of exclusivity for 1-5 Lawson Street and 102 Abbey to The Well and Sonic Zoo CIC respectively.

Both companies had requested a three month extension to allow them to further develop their business plans.

The Executive Director informed the Committee that The Well had been successful in their application to Public Health England to create a ‘hub’ in Lawson Street. The Council was acting as Accountable Body for those funds.

He had no objection to extending the period of exclusivity at either property, but had informed both parties no further extensions would be offered.

RESOLVED:- (i) To agree an extension of three months to the period of exclusivity in relation to 1-5 Lawson Street to The Well Community Interest Company terminating on 31st May, 2016; and

(ii) To agree an extension of three months to the period of exclusivity in relation to 102 Abbey Road to Sonic Zoo Community Interest Company terminating on 31st May, 2016.

REFERRED ITEM

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

108 – Council Finances Quarter 3 2015-2016

The Committee considered a detailed report of the Director of Resources regarding the Council Finances for the period ended 31st December, 2015. The report included the General Fund, Capital Programme, Treasury Management, Reserves and Balances and the Housing Revenue Account.

RECOMMENDED:- To recommend the Council to revise the 2015-2016 General Fund revenue budget as £12,219,620.

109 – Anti-Fraud and Corruption Strategy

The Committee considered the Council’s updated Anti-Fraud, Theft, Bribery and Corruption Strategy and Response Plan.

The document was more comprehensive than previous versions, making clear reference to associated procedures and protocols already in existence.

The Council's zero tolerance to fraud and corruption had been maintained and the Response Plan mirrored current practice.

The Council also had a separate Whistleblowing Policy which did not require any amendments.

RECOMMENDED:- To recommend the Council to approve the Anti-Fraud, Theft, Bribery and Corruption Strategy and Response Plan.

110 – Contract Standing Orders

The Committee considered the latest Contract Standing Orders.

The document was reviewed annually and there were a number of changes triggered by the Public Contracts Regulations 2015.

The Public Contracts Regulations 2015 had abolished the pre-qualification stage for procurements below the EU thresholds, and had introduced a requirement to have regard to guidance on qualitative selection issued by the Cabinet Office for above EU threshold procurements: <https://www.gov.uk/guidance/transposing-eu-procurement-directives>.

All procurement opportunities covered by the Contract Standing Orders must be advertised on the national Contracts Finder portal: <https://www.gov.uk/contracts-finder>. That was in addition to any other portals in use. Contract award information must subsequently be placed on Contracts Finder once the contract was awarded.

Public contracts must include a provision to ensure prompt payment through the supply chain.

The EU thresholds had also been included in addition to the links to the Official Journal of the European Union:

The thresholds could be found on the website of the Official Journal of the European Union: <http://www.ojec.com/thresholds.aspx/> and were currently:

- £164,176 for Supply, Services and Design Contracts;
- £4,104,394 for Works Contracts.

RECOMMENDED:- To recommend the Council to approve the updated Contract Standing Orders.

111 – Homeworking Policy Statement

The Director of Resources informed the Committee that Homeworking was where an employee's contractual place of work was in the home. It was the Council's policy not to offer homeworking as the workforce was small with low headcounts

within services. The Council aimed to maintain service delivery and availability without the pressure of reduced on-site resources.

Homeworking could bring benefits for some organisations, but there were many factors to consider when making the decision whether or not to have an employee working from home, either much or some of the time. Homeworking worked best where the needs of the employer and the employee balance out.

The Committee considered an assessment that identified that homeworking was not a suitable option for the Council.

RECOMMENDED:- To recommend the Council to approve the Homeworking Policy Statement.

112 – Employer Discretions Policy

The Committee considered an Employer Discretions Policy that had been updated for annual figures and also to note an expired discretion on 30th September 2014; Power of Scheme employer to award additional membership.

A new discretion had been added.

Members on the under-mentioned types of leave which were not covered by APP were able to enter into an APC contract to buy back the lost CARE pension. If they make the election within 30 days of return, the employer must fund two-thirds of the cost. The employer had discretion to extend the 30 day deadline.

- Additional maternity leave during which no pensionable pay was received
- Additional adoption leave during which no pensionable pay was received
- Shared parental leave during which no pensionable pay was received
- Authorised unpaid leave (excluding strike leave)

If the individual leave period lasted longer than 36 months, the employer was only required to share the cost in relation to the first 36 months of the leave.

APP referred to Assumed Pensionable Pay, APC to Additional Pension Contributions and CARE to Career Average Revalued Earnings.

The Council's policy was:-

The 30 days would commence from the date set out in the SCAPC notification letter which would be issued to the employee by the HR Department.

The Council had no intention of extending the 30 day deadline but may consider its use in exceptional cases in the future.

The HR Department would check that notices had been issued for all unpaid leave since 1st April, 2014, and would pick the days of unpaid leave going forward from the Managers' notifications.

RECOMMENDED:- To recommend the Council to approve the Employer Discretions Policy.

113 – Establishment Changes

The Director of Resources reminded the Committee that the Early Retirement/Voluntary Redundancy Panel had met on 22nd February, 2016, and had approved an application from post holder DES015. Members were asked to recommend that Council delete post DES015 with effect from 1st April, 2016.

In supporting the application, Management Board had assessed the work performed by the post holder and concluded that a part time Market Supervisor would be required to deal with the day-to-day running of Barrow Market. Also event management services would be required from time to time and that other duties could be reallocated with no impact on the establishment of the Council.

Members were asked to recommend that Council created a Market Supervisor post on Scale 5, part time on 22.5 hours per week (3 days). The post holder would primarily deal with lettings, tenants and generating income, as well as ensuring that adequate staffing was in place at all times.

The changes would generate a revenue budget saving of £24,420.

RECOMMENDED:- To recommend the Council:-

- (i) To approve the deletion of post DES015 from 1st April, 2016;
- (ii) To approve the creation of a Market Supervisor post on Scale 5, part time on 22.5 hours per week; and
- (iii) To place on record the appreciation of the Council to the Town Centre and Festivals Manager.

114 – Election Volunteers

The Director of Resources informed the Committee that the Council had recognised that there were a number of employees who volunteered for election duty and that was much appreciated. The number of volunteers had been slightly down, initially, for recent elections leading to further requests being issued by the Executive Director.

Given the importance of the election responsibilities placed on the Council and the Returning Officer, Management Board proposed that where a direct employee volunteered as a Presiding Officer; a Poll Clerk; a Polling Station Inspector; or an Officer of the Electoral Staff working on polling day that a pro-rata day of annual leave be awarded in recognition of their contribution in allowing the Council to meet its responsibilities.

It was hoped that the additional benefit available for election duties would retain the current pool of volunteers and would hopefully encourage repeated and new applications in the future.

The pro-rata day of annual leave would be based on each employees working hours, for example (Thursday was normally a 7 ½ hour day):

a full time employee would be awarded a full day
 $7\frac{1}{2}\text{ hours}/37\text{ hours} \times 37\text{ hours} = 7\frac{1}{2}\text{ hours}$

a part time employee working 18 ½ hours would be awarded 3 ¾ hours
 $7\frac{1}{2}\text{ hours}/37\text{ hours} \times 18\frac{1}{2}\text{ hours} = 3\frac{3}{4}\text{ hours}$

a part time employee working 20 hours would be awarded 4 hours
 $7\frac{1}{2}\text{ hours}/37\text{ hours} \times 20\text{ hours} = 4\text{ hours}$

a part time employee working 10 hours would be awarded 2 hours
 $7\frac{1}{2}\text{ hours}/37\text{ hours} \times 10\text{ hours} = 2\text{ hours}$

The HR Department would calculate the pro-rata holiday entitlements and provide those to the Democratic Service Manager.

RECOMMENDED:- To recommend the Council to approve the award of a pro-rata day of annual leave for direct employees who volunteered for election duty as a Presiding Officer; a Poll Clerk; a Polling Station Inspector; or an Officer of the Electoral Staff working on polling day.

115 – Medium Term Financial Plan 2016-2020

The Committee considered a detailed report of the Director of Resources that set out the updated projections of the Medium Term Financial Plan 2016-2020. The Medium Term Financial Strategy was to eliminate the budget deficit through the Budget Strategy 2016-2020 currently being developed.

RECOMMENDED:- To recommend the Council:-

- (i) To approve the Medium Term Financial Plan 2016-2020 financial projections and assumptions; and
- (ii) To approve the updated Reserves and Balances policy.

116 – Treasury Management Strategy Statement

The Director of Resources report set out the Treasury Management Strategy for 2016-2017 to 2019-2020.

The Local Government Act 2003 required the Council to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out capital and treasury management activities. The objectives of the CIPFA Prudential Code were to ensure that capital investment plans were affordable, prudent and sustainable and that treasury management decisions were taken in accordance with the treasury management strategy.

The Committee considered a copy of the Treasury Management Strategy Statement for 2016-2017 to 2019-2020.

The Capital Prudential Indicators and Treasury Management Strategy gave both a position statement and details of the future position of the Council's capital and treasury plans.

The revenue implications of the Treasury Management Strategy Statement were included in the Medium Term Financial Plan projections.

RECOMMENDED:- To recommend the Council to approve the Treasury Management Strategy Statement, including:-

- (i) The Prudential Indicators and limits for 2016-2017 to 2019-2020; and
- (ii) The Minimum Revenue Provision statement which sets out the Council' policy for charging revenue.

117 – Parental Leave Policy

The Director of Resources informed the Committee that the Council's Parental Leave Policy had been implemented in 2001 and the Council had adopted the NJC Parental Leave model scheme which enhanced the basic rights of employees under that legislation.

Changes to both Council policy and to legislation had enhanced the options of employees with regard to taking leave. The Council offered up to two weeks additional annual leave, the flexi scheme allowed a potential of 13 days leave per year, and the flexible working policy provided a route for employees to request a reduced working hour's arrangement on a temporary or permanent basis.

As the current policy stands, managers did not have the discretion to reject applications under the enhanced Parental Leave policy, only to defer for up to three months.

Under the current enhanced policy there were three ways in which parental leave could currently be taken, all with 7 days' notice:

As a single block of 18 weeks;

As a number of shorter periods of a minimum of a half day; and

In patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks leave as a single block.

The Committee on 20th January, 2016 had agreed to remove the third option and also to extend the notice period to 14 days.

The current policy gave Managers no discretion of approval and the Council already offered a generous package of leave options. The majority of authorities within

Cumbria did not enhance Parental Leave options and provided only the default scheme. A copy of the Policy was considered by the Committee.

The 'default' Parental Leave legislation allowed up to four weeks leave per year in one week blocks with 21 days notification required. Managers would not have discretion to reject applications under that legislation but could defer for 6 months for justifiable business reasons.

RECOMMENDED:- To recommend the Council to agree to adopt the 'default' Parental Leave scheme limiting parental leave to a maximum of four weeks per year, in one week blocks which overrides the decision to amend the policy at the Executive Committee on 20th January, 2016.

118 – Pay Policy

The Director of Resources reminded the Committee that the Council's Pay Policy was subject to review on an annual basis being approved at Council by 31st March each year.

The Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement was to provide transparency with regard to the Council's approach to setting the pay of its employees.

RECOMMENDED:- To recommend the Council to agree to the minor changes to the Pay Policy for 2016/17.

119 – Voting in the Barrow Business Improvement District Ballot

The Committee were reminded of the proposal to designate a Business Improvement District (BID) in the Town Centre of Barrow. The Council had supported the BID Steering Group since its inception and had offered financial support in the feasibility phases, supporting the costs of their retained consultant and other measures.

BID's operated by raising a levy of between 1-2% on the NDR payments on rateable hereditaments within a defined area for a five year period. In Barrow the Steering Group had proposed a 1.5% levy on all properties within the area. Any properties with an RV of £4,000 or less were excluded from the ballot and levy.

The BID Steering Group were currently finalising the BID prospectus – a summary of the proposals that would be put to a ballot of all qualifying properties within the area. The programme for the ballot was considered by the Committee.

In order to proceed the BID must secure a majority of the votes cast and a majority of the RV of the votes cast.

As a significant property holder within the defined area, the Council owned 20 hereditaments with an RV in excess of £4,000 and would have 20 votes in the ballot. The total RV of all these properties was £541,050.

There was no delegation within the Council's constitution for the BID ballot and the timing, set out above, would prevent Council taking a decision on the ballot. He sought authority to delegate the ballot decision for all properties in the Council's ownership to himself after consultation with the Council's Leader and Deputy Leader. In arriving at the decision the Council would take into account the prospectus issued by the BID Steering Group.

RECOMMENDED:- To recommend the Council that the Executive Director be authorised to complete the Business Improvement District Ballot for all eligible Council owned properties after consultation with the Leader and Deputy Leader of the Council.

The meeting closed at 3.40 p.m.

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 7
Date of Meeting:	11th May, 2016	
Reporting Officer:	Executive Director	
<p>Title: Appointments on Outside Bodies, Panels, Working Groups etc.</p> <p>Summary and Conclusions:</p> <p>The Council has given delegated authority to Committees to make appointments to Outside Bodies, Forums (except Housing Management Forum) Panels, Working Groups etc. in accordance with the number and allocation of seats to political groups agreed at the Annual meeting.</p> <p>Details of nominations made by the political groups will be reported in appendices at a later date.</p> <p>Recommendation:</p> <p>To consider the appointments recommended by the political groups and determine the appointments to be made where nominations exceed the available places.</p>		

Report

At the Annual meeting on 10th May, 2016 the allocation of seats in respect of Forums, Panels, Working Groups etc. and certain Outside Bodies will be considered by Council.

Council will be asked to recommend with the exception of the Housing Management Forum the allocation of seats on Outside Bodies, Forums, Panels, Working Groups etc. be delegated to the appropriate Committees to make the necessary appointments.

Group Leaders will supply details of the recommended appointments for confirmation by the Committee and these will be forwarded to you as soon as they are available.

For information last year's membership is listed below each Outside Body, Panel or Working Group.

Referring to the Appointment to the Billincoat Charity Trust, Members were appointed at last year's meeting for a period of four years (until May 2019).

In the past, all Dalton South and Dalton North Councillors were appointed to the Trust. Due to the death of Councillor Bleasdale, the new Dalton South Councillor, due to be appointed at the by-election on 5th May, 2016, should be appointed to the Billincoat Trust accordingly for the remainder of the term (i.e. until May 2019).

(i) Legal Implications

When Councillors are acting as representatives on another authority they must comply with their Code of Conduct.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

Not Applicable.

(vi) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

REPRESENTATIVES ON OUTSIDE BODIES, ETC. 2015/2016

- (1) AIR TRAINING CORPS (NO. 128 SQUADRON)
The Mayor
- (2) ASKAM AND IRELETH COMMUNITY CENTRE MANAGEMENT COMMITTEE
Councillors Harkin, Heath, Murray and Thurlow
- (3) BAE SYSTEMS MARINE LTD LOCAL LIAISON COMMITTEE
Councillors Cassidy, Johnston and Sweeney
- (4) BARROW AND DISTRICT COMMUNITY ACTION SAFETY GROUP
Councillors Biggins and Proffitt
- (5) BARROW CHILDREN'S CENTRES ADVISORY GROUP
Councillor Preston
- (6) BARROW COMMUNITY SAFETY PARTNERSHIP
Councillors Hamilton and Pidduck
- (7) BARROW-IN-FURNESS SEA CADET CORPS COMMITTEE
The Mayor
Substitute:- Deputy Mayor
- (8) BARROW WASTEWATER TREATMENT WORKS LOCAL FORUM
Councillors Cassells, R. McClure and Wall
- (9) BILLINCOAT CHARITY TRUST (4 year appointment until May 2019)
Councillors Harkin, Heath, Maddox, Murray, Thurlow plus one vacancy
- (10) BUCCLEUCH HALL MANAGEMENT COMMITTEE
Councillor Heath
- (11) CENTRAL AND HINDPOOL NEIGHBOURHOOD MANAGEMENT BOARD
Leader (Councillor Pidduck) plus Councillors Proffitt and M. A. Thomson
- (12) CENTRICA LIAISON COMMITTEE
Councillors Johnston, Murphy and Proffitt
- (13) CHILDREN'S AND YOUNG PEOPLE'S WORKING GROUP
Councillors Brook and Preston
- (14) CITIZENS' ADVICE BUREAU TRUSTEE BOARD
Councillor Murray and 1 Labour Group Representative

- (15) CUMBRIA ALCOHOL AND DRUG ADVISORY SERVICE BOARD
The Mayor
- (16) CUMBRIA HOUSING EXECUTIVE GROUP
Councillor Hamilton
- (17) CUMBRIA PENSIONS FORUM
Councillor Proffitt
- (18) CUMBRIA STRATEGIC WASTE PARTNERSHIP
Councillor M. A. Thomson
- (19) DALTON COMMUNITY ASSOCIATION
Councillor Thurlow
- (20) DUDDON ESTUARY PARTNERSHIP
Councillor Murphy plus one vacancy
- (21) FRIENDS OF WALNEY
Councillor Callister
- (22) FURNESS ABBEY FELLOWSHIP
Councillor Wall
- (23) FURNESS LINE COMMUNITY RAIL PARTNERSHIP
(New Group)
- (24) FURNESS HEALTH AND WELLBEING FORUM
Councillors Brook, W. McClure and Sweeney
- (25) FURNESS MARITIME TRUST
Council of Trustees: - Councillors Cassidy, Murphy, C. Thomson and Wall
plus the Executive Director and Director of Resources
- (26) HEALTH AND WELLBEING SCRUTINY COMMITTEE
Councillor Seward
Substitute: Councillor Cassidy
- (27) INTERNATIONAL NUCLEAR SERVICES LIMITED: RAMSDEN
DOCK TERMINAL STAKEHOLDER GROUP
Councillors Biggins, Johnston, Pidduck and Proffitt
- (28) JOINT RURAL COMMITTEE
Councillors Murray and Thurlow
- (29) KEEPING OUR FUTURE AFLOAT
Councillor Pidduck
- (30) LAKES WORLD HERITAGE SITE STEERING GROUP
Councillor Murphy

- (31) LIBERATA PARTNERSHIP BOARD
Councillors Barlow, Roberts and Sweeney
- (32) LOCAL GOVERNMENT ASSOCIATION: GENERAL ASSEMBLY
Councillor Pidduck
- (33) LOCAL GOVERNMENT ASSOCIATION NUCLEAR ISSUES SPECIAL INTEREST GROUP
Councillor Sweeney
Substitute: Councillor Pidduck
- (34) NORTH WEST OF ENGLAND AND THE ISLE OF MAN RESERVE FORCES CADETS ASSOCIATION
Councillor McEwan
- (35) NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION
Councillor Brook

OUTSIDE BODIES AGREED BY COUNCIL

Allotments Liaison Committee (9 seats – 7:2)

Councillors Barlow, Gawne, Heath, Husband, Johnston and Thurlow plus two Labour representatives.

Barrow Local Committee – Highways Advisory Group (3 seats – 2:1)

Councillors Barlow, Brook and W. McClure

Barrow Borough Sports Council (3 seats – 2:1)

Councillors Callister, Murray and Pemberton

Wildlife and Heritage Advisory Committee (9 seats – 7:2)

Councillors Barlow, Harkin, Johnston, W. McClure, Murphy, M. A. Thomson, Thurlow and Wall plus three Conservative representatives.

MEMBERSHIP OF FORUMS, PANELS, WORKING GROUPS ETC. 2015/2016
EXECUTIVE COMMITTEE

Barrow Market Liaison Committee (3:1)

Councillors Barlow, Burns, Gawne and Pidduck

Constitution Working Group (3:1)

Councillors Brook, Pidduck, Roberts and Sweeney

Cumbria Local Nature Partnership Board (1:0)

Councillor Wall

Cumbria Police and Crime Panel (1:0)

Councillor Hamilton

Early Retirement/Voluntary Redundancy Panel (3:1)

Councillors McLeavy, Pidduck, Sweeney and M. A. Thomson

Grading Appeals Panel (3:1)

Selection of four Councillors from the following:-

Councillors Barlow, R. McClure, Pemberton, Pidduck, Sweeney and M. A. Thomson

Health and Safety Management Board (4:1)

Councillors Barlow, Pidduck, Proffitt, Roberts and C. Thomson

Medical Assessment/Housing Applications Appeals Panel

3 Members selected by Executive Director in accordance with proportionality rules

Member Training Working Group (3:1)

Councillors Brook, Derbyshire, Gill and Pidduck

Planning Policy Working Group (5:1)

(Two Members Executive Committee and four Members Planning Committee)

Labour – Councillors Murray, Pidduck, Sweeney, C. Thomson and M. A. Thomson
Conservative – Councillor R. McClure

Private Rented Accommodation Group (Accredited Letting Scheme and Proposed Licensing)

3 Members selected by Executive Director in accordance with proportionality rules

Renovation Grants Panel (3:1)

To be appointed for 2016/17 in accordance with proportionality rules

Review Board – Housing Register/Homeless Applicants

3 Members selected by Executive Director in accordance with proportionality rules

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 8
Date of Meeting:	11th May, 2016	
Reporting Officer:	Executive Director	
<p>Title: Budget Strategy Consultation</p> <p>Summary and Conclusions:</p> <p>This report requests the Executive Committee's agreement to carry out a public consultation exercise of the Budget Strategy 2016-2020. This would follow briefings with staff and unions.</p> <p>Recommendations:</p> <p>To agree that the Executive Director carry out a public consultation exercise of the Budget Strategy 2016-2020, once the proposals are agreed by the Administration and following briefings with staff and unions.</p>		

Report

The Budget Strategy for 2016-2020 is currently being developed and aims to eliminate the projected accumulated 2019-2020 General Fund revenue budget deficit of £2.37m.

In order to maximise the time available for public consultation it is proposed that once the Administration have agreed the proposals and staff and unions have been briefed, then a public consultation exercise be carried out. It is hoped that this would last for four weeks and the responses would then be reported to the Full Council meeting considering the adoption of the Budget Strategy 2016-2020.

(i) **Legal Implications**

The recommendation has no legal implications.

(ii) **Risk Assessment**

The recommendation has no significant implications.

(iii) **Financial Implications**

The recommendation has no implications.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 9
Date of Meeting: 11th May, 2016	
Reporting Officer: Director of Resources	
<p>Title: Use of Reserves</p> <p>Summary and Conclusions:</p> <p>This report requests the use of the Budget Contingency reserve for one-off expenditure.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To agree that the Budget Contingency reserve is used to fund an estimated £21,000 for replacement waste containers for the collection of schools and charities waste; 2. To note that up to £10,000 has been identified from the Budget Contingency reserve to fund a Governance Review across the Cumbrian local authorities; and 3. To agree that in order to prepare the Corporate Asset Management Plan, consultancy time and surveyor fees are funded from reserves, this is an in principle decision as amounts are not yet available. 	

Report

Schools and Charities Waste Collection

The Council collects the waste from schools and charities and makes a charge for that service. The containers that are used by our customers vary in age, with many being over 25 years old. The containers are becoming unserviceable and replacements are requested:

- 55 x 1100 litre containers costing £296.05
- 15 x 660 litre containers costing £282.66

These are current prices per unit and include delivery. The proposed total use of reserves is £21,000; if the prices fluctuate beyond this, the use of reserves will be increased.

Some of the containers that are to be replaced will be able to be refurbished and kept as spare should the need arise.

Members are asked to agree that the Budget Contingency reserve is used to fund an estimated £21,000 for replacement waste containers for the collection of schools and charities waste.

Governance Review

At a meeting of the Cumbria Leaders Board on the 18th March, 2016, the need to undertake a Governance Review was discussed. It was noted that the Government had advised that the Cumbria Deal would require the establishment of a Mayoral Combined Authority and therefore a Governance Review would need to be conducted for Cumbria.

The Government's expectation is that the Governance Review would cover the scope of functions covered in the current draft Cumbria Deal:

- Economic development and regeneration, including skills
- Transport
- Housing
- Strategic spatial planning
- Health and Social Care (in relation to integration)
- Criminal Justice and Public Safety and Resilience, including flood protection

The Review would assess the status quo and Mayoral Combined Authority; the purpose being to:

- consider that the establishment of a Combined Authority is likely to improve the exercise of statutory functions in the area or areas to which the order relates;
- have regards to the need to reflect the identities and interests of local communities; and,
- have regards to the need to secure effective and convenient local government.

Participation in this Governance Review does not imply any agreement to proceed with the Cumbria Deal.

Members are asked to note that up to £10,000 has been identified from the Budget Contingency reserve to fund a Governance Review across the Cumbrian local authorities.

Asset Management

Management Board has considered a report from the Assistant Director for Regeneration and the Built Environment setting out the requirements for the Corporate Asset Management Plan; this excludes the Housing Revenue Account assets which are part of the 30-year business plan.

The Council owns a variety of land and property and asset management seeks to establish a coordinated approach to realise the maximum value from assets. This includes the condition of the asset, the best use of the asset and the policy around acquiring and disposing of assets.

The Assistant Director considers that a consultant could be retained to oversee the Asset Management Plan process and assist in the procurement of surveyors to carry out condition surveys of relevant assets in order to prioritise a long term planned maintenance plan across the portfolio.

Members are asked to agree that in order to prepare the Corporate Asset Management Plan consultancy time and surveyor fees are funded from reserves; this is an in principle decision as amounts are not yet available.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The financial implications are set out in the body of the report.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE		<u>Part One</u> (R) Agenda Item 10
Date of Meeting:	11th May, 2016	
Reporting Officer:	Director of Resources	
<p>Title: Financial Regulations</p> <p>Summary and Conclusions:</p> <p>This report sets out an update to the Council's Financial Regulations.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the update to the Financial Regulation - Procuring and Paying for Works, Supplies and Services.</p>		

Report

The Financial Regulation – Procuring and Paying for Works, Supplies and Services sets out the Council's arrangements for purchasing and contracting. The Regulation is associated with the Contract Standing Orders and supported by the Purchasing Procedure and Contract Management Checklist.

It is necessary to update this Financial Regulation for the Public Services (Social Value) Act 2012; this Act applies to all major procurement and sets out the requirement of public services to recognise the impact of the social and economic well-being of the Borough and in particular ensure that, wherever possible, procurement supports the local economy.

The Council's adopted principle is that **“the Council aims to deliver value for money when procuring goods and services. This is balanced with consideration to sustainability, the local economy and fair competition to all providers.”**

This principle does not need to be altered as it is already balanced between the Best Value duty placed on the Council and the interest of the Borough. However, in order to update the Regulation to reflect the Act, the following additional paragraph is proposed:

In compliance with the Public Services (Social Value) Act 2012, all major procurement shall recognise the impact of the social and economic well-being of the Borough and in particular ensure that, wherever possible, procurement supports the local economy. Whilst looking at Social Value the Best Value duty remains throughout.

The Financial Regulation would then be presented as:

Procuring and Paying for Works, Supplies and Services

WHY ARE THESE REGULATIONS IMPORTANT?

The letting of public contracts should be done with demonstrable transparency and in accordance with Council policies, including the policy on fraud and corruption. It is essential for maintaining public confidence that the Council and its officers are seen to act with complete fairness and impartiality in the letting of contracts.

The Council has a statutory duty to achieve best value for money, partly through economy and efficiency. The Council's procedures should help to ensure that services obtain value for money from their purchasing arrangements. All of the Council's procurement and payment activities must be in compliance with the provisions of the Bribery Act 2010.

In compliance with the Public Services (Social Value) Act 2012, all major procurement shall recognise the impact of the social and economic well-being of the Borough and in particular ensure that, wherever possible, procurement supports the local economy. Whilst looking at Social Value the Best Value duty remains throughout.

These Regulations should be read in conjunction with the Council's Contract Standing Orders and its Purchasing Procedure.

For procurement, the adopted principle is that the Council aims to deliver value for money when procuring goods and services. This is balanced with consideration to sustainability, the local economy and fair competition to all providers.

Members are asked to recommend that Council approve the update to the Financial Regulation – Procuring and Paying for Works, Supplies and Services.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation has no implications.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 11
Date of Meeting:	11th May, 2016	
Reporting Officer:	Director of Resources	
<p>Title: Establishment Change</p> <p>Summary and Conclusions:</p> <p>This report sets the requirement for a new post in the Planning Policy Team funded from additional unbudgeted income.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the creation of a part time, 20 hours a week, Planning Policy Assistant on Scale 6, funded from additional unbudgeted income.</p>		

Report

The need for a Planning Policy Assistant has been identified to support Local Plan process and to support the ongoing work of the Planning Policy Officers. The Planning Policy team must balance work on the Local Plan with other planning functions; for example producing evidence base documents, responding to consultations from other Council departments, including responding to planning applications, and other authorities and bodies, producing evidence for appeals, enabling and supporting the delivery of economic schemes.

The workload and requirements of the Team have been assessed as 20 hours a week and Scale 6 is judged to be the commensurate grading.

The post will be funded from additional unbudgeted expenditure from Development Control (planning applications). The cost for a full year is estimated to be £15,670 and this income level is attainable in recurrent years.

The addition of the role will support the Team by assisting them with the delivery of their work and by producing the supporting documents which do not require qualified planning officers, thus freeing up time for those officers to concentrate on writing the Plan and more specialised areas of work.

A large amount of evidence gathering, monitoring and document production has and will continue to take place in-house, this role can assist with much of this area of work.

The adoption of the new Local Plan is anticipated in late 2017, following its successful adoption the key tasks of the Policy Team will be to continue to review and update policy documents in line with government guidance, monitor the delivery of new planning policies and site allocations, produce updated evidence base documents and supplementary planning guidance and lead or support development of bids for funding to realise the strategic objectives of the Local Plan.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation does not impact on the General Fund balance or reserves.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE	(R) Agenda Item 12
Date of Meeting: 11th May, 2016	
Reporting Officer: Director of Resources	
<p>Title: Charging for Environmental Information</p> <p>Summary and Conclusions:</p> <p>This report sets out the proposal to introduce charges for providing environmental information, where the estimated officer time involved exceeds 2 hours.</p> <p>Recommendations:</p> <p>To recommend the Council:-</p> <ol style="list-style-type: none"> 1. To agree the principle of charging for providing environmental information where the estimated officer time involved exceeds 2 hours; 1. To agree that the fee may be waived where the Council believes that the information is not going to be used commercially and the provision of the information could be of economic or social benefit to the residents of the Borough; 3. To agree that the Assistant Director for Regeneration and the Built Environment be delegated to set and review the fees for the service on an annual basis; 4. To agree that the updated copying charges be approved; 5. To agree that the Assistant Director for Regeneration and the Built Environment be delegated to set and review the copying charges on an annual basis; and 6. To agree that the Corporate Support Department be delegated to create and publish an Environmental Information Request Charging Policy based on the principles agreed within this report. 	

Report

The Environmental Information Regulations 2004 allow the Council to make a charge for the provision of information provided, other than an in situ visit. There has been an increase in the number of requests and there are occasions where the work involved has taken a significant amount of officer time.

This report proposes a charge for the provision of environmental information, should the estimated time involved exceed 2 hours. Also, that the fee may be waived where the Council believes that the information is not going to be used commercially and the provision of the information could be of economic or social benefit to the residents of the Borough.

In October 2015, the Court of Justice of the European Union clarified the charging position and ruled that local authorities can charge for:

- Staff salary costs – the time spent answering requests for environmental information.
- Staff overhead costs – attributable to time spent by answering requests for information, such as heating, lighting and staff training.
- Disbursements – incurred by the Council in transmitting the information to the applicant, such as photocopying and postage.

The Council would publish an Environmental Information Requests Charging Policy to ensure transparency around the process. Within that the details of charging and the time limitations would be set out.

Within the principles set out in this report, the Council would continue to waive any charge for the first 2 hours of officer time for any Environmental Information Request.

Photocopying Charges

The following charges are based on a survey of commercial charges advertised on the Internet:

Small format documents

Paper size	Style	Copies	Cost
A4	Mono	1	£0.10
A3	Mono	1	£0.20
A4	Colour	1	£0.50
A3	Colour	1	£1.00

Large format documents

Paper size	Style	Copies	Cost
A2	Mono	1	£2.00
A1	Mono	1	£3.00
A0	Mono	1	£4.00
A2	Colour Plans	1	£4.75
A1	Colour Plans	1	£7.25
A0	Colour Plans	1	£12.50
A2	Full Page (Mono or Colour)	1	£7.60
A1	Full Page (Mono or Colour)	1	£10.60
A0	Full Page (Mono or Colour)	1	£15.50

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation will generate income where Environmental Information Requests are estimated to exceed 2 hours.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 13
Date of Meeting:	11th May, 2016	
Reporting Officer:	Director of Resources	
<p>Title: Flexi Time and Time Off in Lieu Policy/Overtime Payments and Time off in Lieu for Senior Officers</p> <p>Summary and Conclusions:</p> <p>The Council has reviewed the current Flexi Time policy and clarified the process for accruing lieu time for officers working or training outside normal office hours. The Overtime Payments for Senior Officers policy has also been updated to clarify time off in lieu for senior officers.</p> <p>Recommendations:</p> <p>To recommend the Council to agree the amended policies.</p>		

Report

The Council's Flexi Time policy has been reviewed with the main change proposed allowing employees to carry over up to 16 hours credit balance at the end of an accounting period (currently 8 hours) and able to take up to two days flexi leave in each accounting period (currently 1 day). This will enable employees to work more flexibly but managers still have discretion under the policy to limit its use.

The process for accruing lieu time, for officers working or training outside normal office hours, has been clarified and added to the Flexi Time policy. This should ensure consistency across departments.

Under the Council's current policy on Overtime for Senior Officers, officers are unable to claim overtime payments for the first 3 hours worked in excess of their standard week, and can only claim a maximum of 15 hours overtime per week. This policy has been revised to reflect that time off in lieu be treated in the same manner.

The policies will be provided to the union for comment.

(i) **Legal Implications**

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no implications.

The recommendation has no detrimental impact the built environment or public realm.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

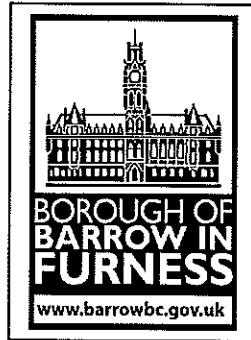
(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Appendix 1 - Flexi Time and Time Off in Lieu Policy

Appendix 2 - Overtime and Time Off in Lieu for Senior Officers



Flexi-Time and Time Off in Lieu Policy

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1. Introduction

The Council is committed, wherever possible, to providing employees with a degree of flexibility in their working hours to enable them to balance their working life with their domestic circumstances.

The aim of the flexi-time scheme is to encourage a greater work life balance, helping all employees to achieve and maintain an effective balance between work and home life, whilst also ensuring that the Council is able to retain the high quality employees and manage fluctuations in workload.

It is essential that adequate cover is maintained in departments and that work is completed as required, therefore managers may specify reasonable restrictions as appropriate.

2. Scope

The flexi-time scheme applies to all employees of the Council on an individual basis, including employees in their probationary period. The scheme does not apply to Chief Officers or the Executive Director.

The needs of the Council, in providing services to the public, will always take priority over the flexi-time scheme. In any situation where it is found that the needs of the Council conflict with the operation of the flexi-time scheme, in any service, the Council reserves the right to suspend the scheme for those affected employees.

It is vital that services to the public should not be affected by the Scheme and therefore the official opening hours to the public must be maintained as 8.30am to 5pm (4.30pm on Friday). Restrictions to the scheme may be necessary to maintain cover to deal with enquiries from the public.

If an employee requires a permanent or temporary arrangement in relation to their working hours (e.g. start / finish times) s/he should apply for formal approval for any arrangement through the Council's Flexible Working Procedure.

3. Roles and Responsibilities

3.1. Managers

The aim of this scheme is to provide managers with the flexibility and tools to manage the service they provide and the working hours of their employees.

Managers are expected to balance service delivery needs with the needs of employees to work flexibly and to be able to balance their work and home commitments.

Where managers wish to depart from aspects of this scheme they must seek prior agreement from their member of Management Board and the HR Manager.

3.2. Employees

The flexi-time scheme is based on trust. Council employees are expected to record their hours honestly and accurately on a flexi-time record at the end of each day and submit the completed form to their managers upon request or at least every 4 weeks.

Employees are expected to understand that there may be times due to operational requirements, workloads and office cover when it may not be possible to take flexi leave.

Employees are expected to keep within the flexi-time scheme credit / debit balances.

Employees are expected to be present at work during core times unless they have an authorised absence.

Employees should not work longer than a 10-hour day.

In accordance with the Working Time Regulations an average working week must not exceed 48 hours averaged over a 17-week reference period. This limit **includes** all secondary employment a person may be undertaking inside or outside of the Council's employment.

4. Principles and Application of the Flexi-Time Scheme

The flexi-time scheme is dependent on mutual trust and co-operation for all concerned. The Scheme is designed to allow employees to **work** flexibly and not simply attend work at times solely to suit themselves and/or in order to create a credit balance of flexi-time.

4.1. Abuse of the Scheme

Abuse of the flexi-time scheme including falsifying record sheets will be treated very seriously as it is potentially gross misconduct and may result in serious disciplinary action and to the withdrawal of the flexi-time scheme from individual employees. In addition, some incidents of misuse of the Scheme may constitute fraud.

4.2. Withdrawal of the Scheme

It is important to note that the flexi-time scheme is a benefit but it is not a contractual right, as such the scheme may be withdrawn at management discretion.

Examples of circumstances where it may be appropriate to withdraw the flexi-time scheme include:

- Where an employee is finding it difficult to manage their time under the Scheme;
- Where an employee is found to be misusing the Scheme;
- Where the workload in their department demands that fixed hours are introduced for a temporary period, as a result of either an increase or decrease in workload.

In the interests of fairness and consistency, managers considering this course of action are required to consult with the HR Manager.

For further advice on the application of the flexi-time scheme please contact the HR team.

5. Terms of the Scheme

5.1. The Working Week and Working Day

Except for authorised absence, including leave and sickness, all employees should attend work to achieve the weekly working hours specified in their contracts of employment. The standard working week for full-time employees is 37 hours over 5 days (Monday to Friday); for part-time employees is it as detailed in their contract of employment.

The Council's standard working day is as follows:

Full-time employees	7.5 hours (Monday to Thursday) 7 hours (Friday)
Part-time employees	As detailed in the contract of employment

5.2. Bandwidth

This is the time period during which employees may work each day.

Subject to local arrangements the bandwidth for a working day can be set between 8am and 6pm. This is subject to there being access to buildings at these times and complying with Health and Safety Regulations, Working Time Regulations and Council policies on lone working. The bandwidth can be extended to 10pm to accommodate travel to or from a training course or meeting.

Managers may set office hours where there is a clear and demonstrable need for office cover at certain times due to service delivery needs and operational requirements.

It is anticipated that the large bandwidth will enable employees to record time taken to travel to meetings or attend training courses, which would require an early start and/or late finish.

5.3. Core Times

Core hours are times when, except for authorised absence, including leave and sickness, all employees must be present at work.

The core times for the Scheme are 10am to 12 noon and 2pm to 4pm, Monday to Friday.

5.4. Rest Breaks

In accordance with the Working Time Regulations the Council expects that employees under the age of 19, working for a period of more than 6 hours must take a break of at least 30 minutes, within this period.

Employees over the age of 19 and working 5.5 hours or more should take a break of at least 30 minutes within this period.

5.5. Settlement Period

Whilst the normal working week remains 37 hours this may be averaged over a 4-week settlement or accounting period.

6. Recording of Hours

All employees should record their hours on a designated record sheet and record their start and finish times **daily**. This must be done on arrival and departure and not left to a later date. Employees starting or finishing away from their normal place of work must make a note of the time and enter this on their record sheet upon return to the workplace.

Where possible electronic flexi-time records should be used and the record sheet should be forwarded to the relevant manager for approval at the end of the four week accounting period.

Manual Record Keeping

Alternatively those that use paper flexi-time records should ensure that their form is available for their manager to see upon request.

When completing the manual record sheet any absence away from the workplace should be recorded using the following codes:

Annual Leave	H
Flexi Leave	F
Public Holiday	P
Trade Union Duties	D
Sickness	S
Training	T
Time of in Lieu	L
Other Authorised Reason	R

7. Flexi Balance

Time worked is based on an 'average' 37 hours per week (pro rata for part-time staff). This can be varied, as long as staff are within the range of 16 hours' credit or debit at the end of each four-week accounting period (or twice their longest working day, plus one hour, subject to a maximum of 16 hours). Each employee's current time within this range is referred to as their 'flexi-balance'.

Hours worked in excess of the normal working week will be counted as credit and less than this amount, as debit. This credit / debit may be carried forward week to week within the range outlined above.

7.1 Credit and Debit Balances

The cumulative credit carried forward at the end of each settlement period must not exceed 16 hours for full-time employees. For part-time employees, twice their longest working day, plus one hour, subject to a maximum of 16 hours

The cumulative debit carried forward at the end of each settlement period must not exceed 8 hours (for part-time employees, the limit is 30 minutes above the employee's longest working day, subject to a maximum of 8 hours debit).

7.2 Excess of Credit

Where at the end of a settlement period an employee has a credit balance in excess of the flexi-time scheme allowance this time will be lost and must not be transferred to TOIL or any other type of leave.

In exceptional circumstances managers may agree the excess credit balance to be carried over with a view to this being reduced, with written permission from the HR Manager.

Excess credit balance may not be converted to Time Off in Lieu (TOIL).

7.3 Excess of Debit

Whilst the flexi-time scheme allows for flexibility, several consistent periods of debit should not become the "norm".

If an employee has a debit balance over the flexi-time scheme allowance and the excess has not been agreed with their manager, the manager should raise ways to reduce the debit balance with the employee.

Options may include using:

- Annual leave;
- Reduction in pay;
- Allowing the debit balance to carry forward providing the deficit is cleared within a reasonable period. This will require written authorisation from the Departmental Manager, following consultation with the HR Manager.

It may also be appropriate to suspend an individual's entitlement to use the scheme until an excessive debit balance has been reduced.

8 Flexi Leave

A full time employee will be entitled to take a maximum of 26 flexi days per year.

The entitlement for part-time employees will be calculated on a pro-rata basis, to the nearest 15 minutes. As an example, a employee who works 30 hours per week will be entitled to 158 hours of flexi-leave. (26 days' flexi @ 7.5 hours per day = 97.5 hours. This figure is divided by 37 (relating to the full time weekly hours) and multiplied by 30 (the weekly hours of the part-time employee).

During each four week period employees will be able to take up to 2 full days or 4 half days flexi leave.

Flexi leave is subject to the prior approval of the person who normally authorises annual leave for the employee and is subject to operational or service requirements and appropriate staffing levels being available.

Individuals requesting a full day or half a day flexi leave must have a credit balance.

Flexi leave should be recorded as zero hours.

Examples of how the flexi-time scheme works for full and part-time employees can be found in Appendix 1.

9.0 Attending Events and Evening Meetings

9.1 Attending a Meeting or Conference

All time involved in attending meetings or conferences between the flexi-time bandwidth of 8am and 6pm including travelling, can be calculated as working time and should be recorded on the flexi-time record accordingly.

Any time worked after 6pm or before 8am should be recorded as TOIL (Time Off In Lieu).

Travelling time to a meeting or conference will only be credited where the venue is located away from the employee's normal base or place of work. In these circumstances, and where the employee travels directly to/from the meeting or conference from home, they should deduct the time usually taken to commute to their normal workplace from any hours recorded. For example, Sarah attends a meeting that involves travelling 2 hours. Her usual home to work commute takes 30 minutes, and so Sarah can record 1 hour and 30 minutes of the journey to the meeting on her flexi record.

Where an employee is required to travel over a weekend or outside of the flexible bands to attend a training course or conference this time should be taken as Time Off in Lieu and not as flexi leave.

Where an employee attends a meeting or conference which extends beyond a single day, it would be usual to record time attending the event and travel only i.e. it would not be appropriate to record the hours spent staying overnight at a hotel, as these do not constitute working hours.

9.2 Attending Training Events

Where an employee is required to attend a training event during normal working hours, it would be usual for the maximum of a standard working day to be credited, regardless of the actual time spent at the event. Where the length of the training event is shorter than the employee's usual working day, there would be an expectation that they attend work before and/or after the training event.

Travelling time to a training event will only be credited where the venue is located away from the employee's normal base or place of work. In these circumstances, and where the employee travels directly to/from the meeting or conference from home, they should deduct the time usually taken to commute to their normal workplace from any hours recorded. For example, Paul attends a training course that involves travelling 30 minutes' travelling. His usual home to work commute takes 40 minutes, and so Paul would not be able to record any of the time taken to travel to the training course on his flexi record.

9.3 Attending Evening Meetings

All time involved in attending evening meetings between the flexi-time bandwidth of 8am and 6pm including travelling, can be calculated as working time and should be recorded on the flexi-time record accordingly.

Any time worked after 6pm or before 8am should be recorded as TOIL (Time Off In Lieu).

Travelling time to an event will only be credited where the venue is located away from the employee's normal base or place of work.

In order to avoid the excessive build-up of lieu time or TOIL, wherever possible, consideration should be given to varying start and finish times on days where evening meetings are scheduled.

9.4 Working / Travelling more than 10 hours

Employees should not ordinarily work longer than 10 hours in a day including travel time (generally excludes travel to / from work).

It is accepted that there may be occasions where attendance at an event may necessitate travel / attendance of greater than 10 hours. Where this situation arises careful review should be taken of the arrangements and where appropriate alternative options to reduce the amount of time spent working / travelling such as providing overnight accommodation, should be considered. Each situation should be considered in its own circumstances e.g. an employee may be travelling for 3 hours by train each way and attending an event for 6 hours which equates to 12 hours. In this circumstance it may be preferable for the employee to undertake this in one day and accrue flexi-time accordingly. If an employee is driving for 3 hours each way then for safety reasons it would be appropriate to consider providing overnight accommodation within the arrangements to reduce the time spent working / travelling.

Where an employee in the normal course of their duties is to attend an evening meeting, either at Council premises or away from premises, and where it is reasonable to anticipate that this may make the working day longer than 10 hours consideration should be given to adjusting the working hours on that day in order to reduce the number of hours worked to less than 10 where it is reasonable to do so.

10 Absences from Work

10.1 Annual Leave, Public Holiday, Special Leave and Sickness

Absence for annual leave, public holiday or sickness will be credited as follows:

Hours should be credited according to the normal working pattern and based on the hours that would normally be worked on that day if the employee were not absent due to annual leave, public holiday or sickness.

Should an employee become ill during the working day the employee's hours will be credited with sickness absence for the hours they would have normally worked that day less the hours they may have attended work.

10.2 Medical and Dental Treatment

The Council understands that at times employees may need to be absent during normal working hours for routine medical and dental appointments. These appointments will be allowed and time credited, however, wherever possible such appointments should be arranged at a time that most suits the business needs of the employee's department.

Employees attending antenatal or hospital appointments must inform their manager of the appointment and will be credited for the time they are away from the office.

These appointments must be supported by relevant documentation for antenatal appointments and for hospital appointments a medical certificate or letter confirming that the treatment is a medical need and is required.

10.3 Jury Service

Absences for jury service will be on the same basis as annual leave except where the time necessarily spent is less.

11 Overtime and Time Off in Lieu

11.1 Overtime

Overtime is completely separate from the flexi-time scheme. Overtime should be recorded on a separate claim form and not included on the flexi-time record.

Only certain employees are eligible to claim payment for hours worked outside normal working hours.

Overtime arrangements for Senior Officers will be in accordance with the *Overtime Payments for Senior Staff Scheme*, which is subject to minimum and maximum weekly overtime thresholds.

Those employees entitled to claim additional hours must have been specifically requested by their manager to work outside normal working hours and the hours to be worked must be agreed in advance.

For overtime purposes, the working week runs from Monday to Sunday.

11.2 Time Off in Lieu

As with overtime, as detailed above in 11.1, Time Off in Lieu must be in accordance with the 'Overtime Payments for Senior Staff Scheme, which is subject to minimum and maximum overtime thresholds.

During the hours of 8am to 6pm (or 10pm where this involves travel to/from a work related commitment), time worked should be credited under the flexi-time system. Any time worked outside of this bandwidth, and which is not claimed as overtime, should be credited to Time Off in Lieu (TOIL). Time worked outside of the flexi-time scheme should generally be the exception (except where the duties of your post require regular work outside of those hours such as attendance at evening meetings etc.).

TOIL is usually accrued at the following rates:

- Monday to Friday, 6am to 8pm – 100% of time worked
- Monday to Friday, 8pm to 6 am – 133% of time worked
- Saturday – 150% of time worked
- Sunday – 200% of time worked

Generally Council buildings are closed at 6pm. All hours worked after this time must be agreed in advance with your line manager.

Employees may not accrue more than 15 hours of TOIL except by prior agreement.

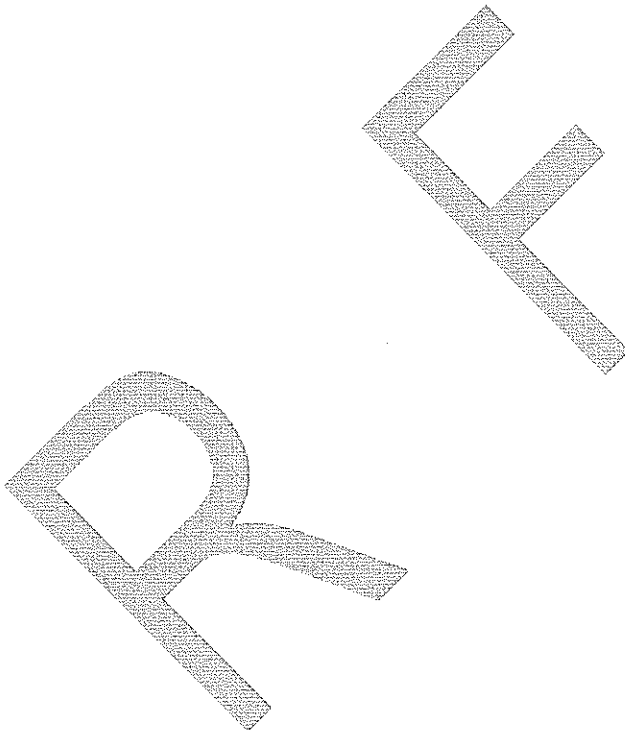
TOIL can be taken at any time and in agreement with your line manager. It should be taken in the same way as flexi leave and annual leave i.e. full or half days according to the employee's normal working hours for that particular day. TOIL should be taken as soon as possible after it is accrued and within the same accounting period if possible.

Where individual departments identify a clear service need for time off in lieu, a local agreement should be drafted which details the specific arrangements. The approval for the specific local agreement must be gained from the relevant member of Management Board with a copy of the approved arrangements submitted to HR. Approval for any arrangements should generally be agreed with the relevant member of Management Board in advance except in exceptional circumstances and where the service requires it, a manager may approve a one off accrual of TOIL in excess of 15 hours.

Where a part-time employee is requested, or requests, to work a different pattern, it is expected that such a change will be accommodated by swapping working days, rather than accruing lieu time. Where swapping of work days is not possible, prior authorisation must be sought from the employee's line manager before TOIL is accrued.

12 Employees Leaving or Transferring

Employees leaving the Council or transferring to another department should complete the appropriate number of contracted hours to leave a nil balance at the time of leaving / transfer.



Appendix 1

EXAMPLES OF THE FLEXI-TIME SCHEME

Employees who work full-time

Example One

Graham has asked his manager for all day Friday as flexi leave. Graham must have 7 hours in credit before Friday. Graham must then record a zero balance for Friday on his flexi-time record, which will then adjust his flexi balance accordingly by deducting 7 hours.

Example Two

Joe has asked his manager for all day Tuesday as flexi leave. Joe must have 7½ hours in credit before Tuesday. Joe must then record a zero balance for Tuesday on his flexi-time record, which will then adjust his flexi balance accordingly by deducting 7.5 hours.

Employees who work part time or job share

The majority of employees who work part time or to a job share arrangement can work within the flexi-time scheme. Below are some examples of how flexi-time can be accommodated for part time and job share employees.

Example One

Sarah is contracted to work 18.5 hours a week. Her working days are Monday, Tuesday and Wednesday. Sarah works 6 hours on a Monday and Tuesday and 6 hours and 30 minutes on a Wednesday. If Sarah requested to take Monday as flexi leave it would require 6 hours in flexi-time. If she requested to take Wednesday as flexi leave it would require 6 hours and 30 minutes. The maximum credit balance that Sarah can have at the end of the 4-week accounting period is 7 hours.

Example Two

George is contracted to work 15 hours a week. George works Monday, Wednesday and Friday mornings only. George works 5 hours each day. If George requested to take flexi leave it would require 5 hours for a day. The maximum credit balance that George can have at the end of the 4-week accounting period is 5 hours and 30 minutes.

Example Three

Susan is contracted to work 16 hours a week. Susan works 6 hours on a Monday and Tuesday and 4 hours on a Thursday. If Susan requested to take flexi leave on a Monday it would require 6 hours. If Susan requested to take flexi leave on a Thursday it would require 4 hours. The maximum credit balance that Susan can have at the end of the 4-week accounting period is 6 hours and 30 minutes.

EXAMPLES OF ANNUAL LEAVE

Employees who work full-time

Example One

Graham has asked his manager for Friday afternoon as annual leave. Graham must then record 3½ hours for Friday afternoon on his flexi-time record. He must work the morning core time til 12 noon but can then leave any time from 12 noon to 2.00pm.

E.g. Graham starts at 9.00am and works til 1.30pm. He would therefore be credited with 4½ hours for the morning and 3½ hours for the afternoon, a total of 8 hours.

Employees who work part time or job share

The majority of employees who work part time or to a job share arrangement can work within the flexi-time scheme. Below are some examples of how annual leave can be accommodated for part time and job share employees.

Example One

Sarah is contracted to work 18.5 hours a week. Her working days are Monday, Tuesday and Wednesday. Sarah works 6 hours on a Monday and Tuesday and 6 hours and 30 minutes on a Wednesday. If Sarah requested to take Monday as annual leave she would be credited with 6 hours on her flexi record and need to deduct 6 hours from her annual leave entitlement.

Example Two

George is contracted to work 15 hours a week. George works Monday, Wednesday and Friday mornings only. George works 5 hours each day. If George requested to take annual leave it would require 5 hours for a day.



Overtime Payments and Time Off in Lieu for Senior Officers

Minimum Threshold;

Officers will be required to work a minimum of three hours in excess of their standard weekly hours before they become entitled to receive overtime payments or time off in lieu (TOIL). No payment or TOIL will be made for these three hours, even after the minimum threshold has been reached.

Maximum Threshold;

Officers whose excess working exceeds the minimum threshold will be entitled to claim overtime payments at flat-rate for a maximum of 15 hours per week, or as TOIL.

Subject to the above minimum and maximum thresholds, Senior Officers who work late at night or at the weekend will be entitled to:

- Up to 37 hours flat rate
- Over 37 hours Monday to Saturday time and a half; and
- Sunday double time

Unqualifying Overtime;

Neither overtime payments nor TOIL will be made for any overtime hours worked in excess of 15 per week.

Flexi-time Arrangements: No alteration to the existing flexi-time arrangements are intended and, therefore, officers will continue to be entitled to claim those worked in excess of standard weekly hours which fall within the flexi time boundaries (i.e. 8.00 a.m. - 6.00 p.m.) as flexi-leave, provided that the maximum of 16 credit hours in each four-week flexi-time accounting period is not exceeded without prior approval.

In this way, officers who have worked less than the minimum threshold requirement for overtime payments may be able to benefit in terms of leave rather than payment.

Implementation Schedule

Immediate Introduction:

Payments in accordance with the revised scheme will be made for all future overtime worked on projects which can be identified as self-financing including:

- Overtime worked as cover for vacant posts
- Overtime worked by Council staff in preference to the work being given to external consultants
- Overtime worked on income-earning jobs, where the cost would be re-charged outside the Authority.
- Overtime which meets these criteria must be approved by a Director, PRIOR to the work being undertaken.

*Amended by Management Board 5th June 2015
Draft amendment to Management Board 21st April 2015*

EXECUTIVE COMMITTEE	(D) Agenda Item 14
Date of Meeting: 11th May, 2016	
Reporting Officer: Executive Director	
<p>Title: Sale of Land – Beach Street/Sharp Street, Askam-in-Furness</p> <p>Summary and Conclusions:</p> <p>Members are requested to approve in principle the sale of land between Beach Street and Sharp Street, Askam-in-Furness.</p> <p>Recommendation:</p> <p>To agree in principle to sell land owned by the Council to the adjacent land owner, subject to the agreement of terms.</p>	

Report

The Council currently owns approximately 1 ha of land between Beach Street and Sharp Street, Askam-in-Furness (see plan attached at **Appendix 3**). This is undeveloped land that in practice is open to general public access. Over a number of years, neighbouring residents have in various places erected buildings or storage compounds on parts of this land, or extended their back gardens onto the land. Although the title of the land is registered to the Council, we have been advised that due to the long standing nature of many of these constructions, it would be difficult or impossible for the Council to forcibly remove them.

The Council has been approached by the owner of the land adjacent to the Council's, who wishes to purchase the Council's land and develop the area for housing. Before any detailed feasibility work is commenced, agreement in principle is sought from Members to sell the site.

(i) **Legal Implications**

There are no significant legal implications.

(ii) **Risk Assessment**

The recommendation has no significant implications.

(iii) Financial Implications

Sale of the land would result in a capital receipt.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

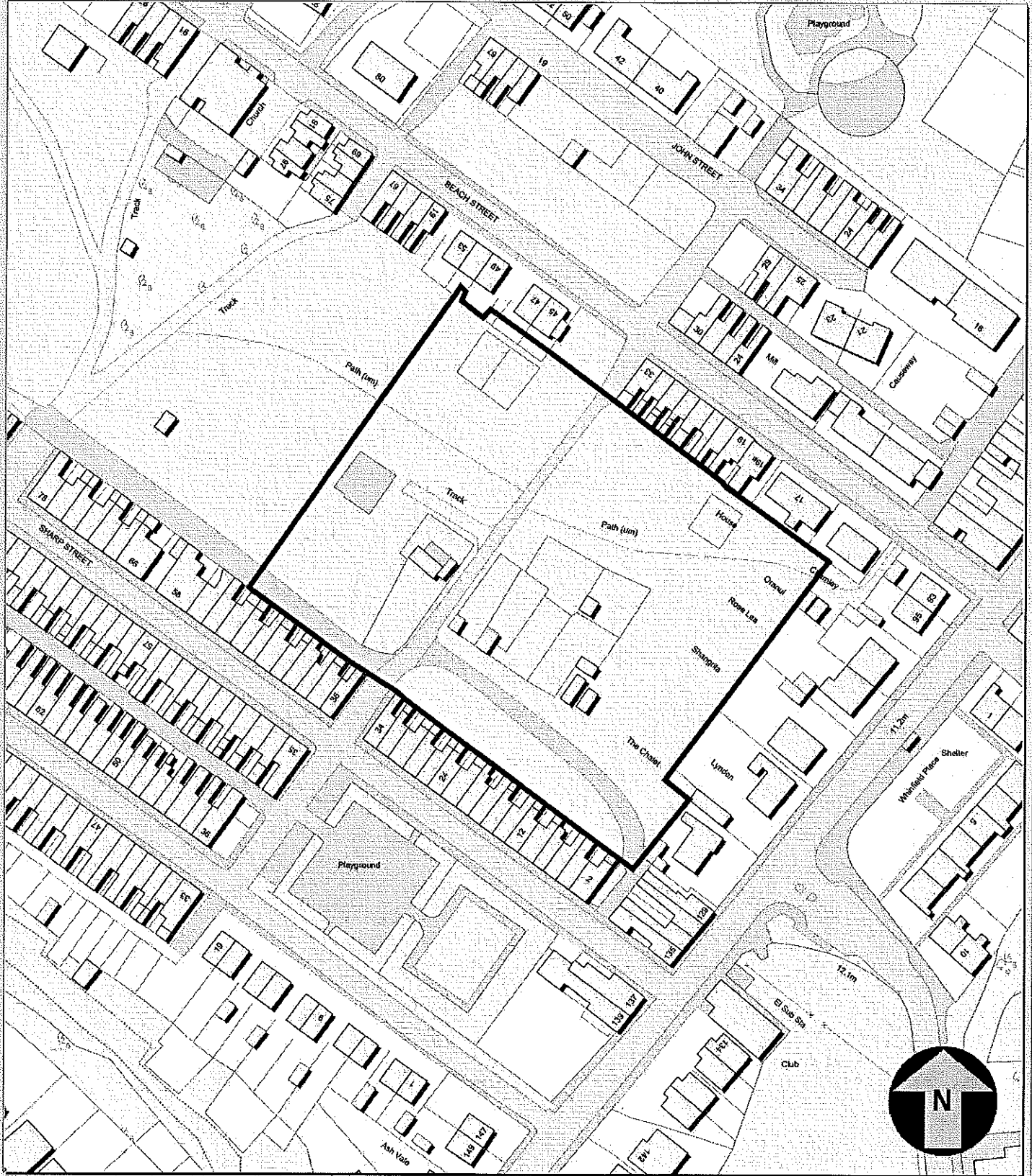
The recommendation has no significant effect on the Health and Wellbeing of residents.

Background Papers

Nil

Land at Beach Street/Sharp Street

Askam in Furness

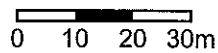


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EXECUTIVE COMMITTEE		Part One (R) Agenda Item 15
Date of Meeting:	11th May, 2016	
Reporting Officer:	Executive Director	
<p>Title: Selective Licensing of Private Landlords – Egerton Court</p> <p>Summary and Conclusions:</p> <p>Members are invited to consider the introduction of selective licensing of privately rented accommodation in Egerton Court, Barrow. This will be pursuant to Part 3 of the Housing Act 2004, and would be brought in with the aim of improving housing and social conditions in that neighbourhood.</p> <p>Recommendations:</p> <p>To recommend the Council:-</p> <ol style="list-style-type: none"> 1. To agree in principle to the designation of Egerton Court as an area where selective licensing is in force; 2. To authorise the Assistant Director of Regeneration and the Built Environment to take all necessary steps to implement this designation; and 3. To appoint a temporary member of staff on a salary scale of SO1/2 for a period of up to 18 months to bring in selective licensing in this area. 		

Report

1. Legislative Background

Under Part 2 of the Housing Act 2004 (“the Act”), the Council has a duty to license certain Houses in Multiple Occupation (HMOs). To obtain a licence, the landlord, or person in control of or managing the HMO has to show that they are a “fit and proper person” to hold a licence. In addition, the Council has to be satisfied that suitable management arrangements are in place for the HMO. The Council may also attach appropriate conditions to the licence. For example, the licence will specify the maximum number of people permitted to occupy the HMO. If a person in control of or managing an HMO which requires a licence either does not obtain a licence, or breaches the licence conditions, this is an offence punishable in the courts by a fine of up to £20,000.

Part 3 of the Act extends this mandatory principle to a discretionary power for the Council to designate an area or areas where non-HMO privately rented accommodation is required to be licensed. This is known as “selective licensing”.

2. Selective Licensing Procedure

Selective licensing can in most cases be confirmed by the local authority itself, so long as the proposed licensing scheme does not cover more than 20% of the geographical area of the district, or contain more than 20% of the private rented housing in the district. Larger schemes require the consent of the Secretary of State.

The General Approval that confirms this power requires local authorities to undertake a 10 week consultation period to comply with section 80(9) of the Act, which states that the Council must:

- Take reasonable steps to consult persons who are likely to be affected by the designation; and
- Consider any representations made in accordance with the consultation.

A selective licensing designation may be made if the area to which it relates satisfies one or more of the following conditions: The area is one experiencing:

- low housing demand (or is likely to become such an area);
- a significant and persistent problem caused by anti-social behaviour;
- poor property conditions;
- high levels of migration;
- high level of deprivation;
- high levels of crime

In considering whether to designate an area for selective licensing on the grounds above on property conditions, migration, deprivation and crime the local housing authority may only make a designation if the area has a high proportion of property in the private rented sector.

A designation should only be made where it is considered that there is no practical or beneficial alternative. Before proposing a designation and embarking on a consultation the local Council must identify the problems affecting the area to which the designation will apply and provide evidence to support the existence of the problems. It must also decide what other measures it, or other persons together with the local housing authority, will take together with the selective licensing scheme to eliminate or mitigate those problems and how they will work together.

3. Egerton Court, Barrow-in-Furness

Egerton Court is located on Barrow Island and consists of two blocks of 4-storey flats; 144 flats in total. The flats are all privately rented, but are not held as one or two large property portfolios; the flats are held by many different owners.

Egerton Court is adjacent to eight other blocks of similar flats. The majority of the flats in these eight blocks will benefit either directly or indirectly from £3.4m investment from the Government's Clusters of Empty Homes Fund. Loan funding has been provided to support the refurbishment of around 400 flats, and environmental improvements will be carried out on open space and highways

between the blocks. Egerton Court has not received any investment from the Clusters of Empty Homes Funds as there have not been a high proportion of empty properties in these flats since the Fund became available.

Residents of Barrow Island have reported that Egerton Court has been the source of persistent anti-social and nuisance behaviour for a considerable period of time. In the two-year period starting in February 2014, the police log showed over 500 recorded incidents. Apart from the considerable neighbourhood nuisance that this pattern of behaviour is causing, it is undermining the efforts to regenerate the area more generally.

For this reason it is proposed to introduce a selective licensing scheme for Egerton Court. The objective of this scheme will be to improve the standard of housing management in the area, and thence to reduce the incidence of anti-social behaviour. This will of course be subject to the Council demonstrating that it meets one or more of the conditions set out in section 2 above, and carrying out the required consultation. The Council will also have to devise appropriate licence conditions, and consider what other steps it and its partners might take to support the objectives of the scheme. Once the scheme is in place the Council will have to ensure that all landlords in Egerton Court meet the conditions to hold a licence.

Resource Implications

The Council does not have the staff resources required to bring in and implement selective licensing within its current establishment. This is one of the reasons that selective licensing has not been considered previously. However, the situation in Egerton Court is considered sufficiently serious that it is recommended that a temporary position is created for up to 18 months at a grade of SO1/2 to carry out the designation for selective licensing in this area. This will be funded from reserves.

It is highly likely that there will be significant peaks and troughs in the work required to bring in selective licensing. It is considered that there will be sufficient capacity in this temporary role to assist with the completion of the renovation work in the North Central Barrow Renewal Area. This would consist of the grant-assisted improvement of properties on 149-283 Rawlinson Street and 85-159 Greengate Street. Further proposals on the detail of these schemes would be brought to Committee at a future date.

(i) Legal Implications

The scheme utilises powers contained in the Housing Act 2004 must comply with the requirements of Part 3 of the Act.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has additional staffing costs. The necessary budgetary provision has been identified.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has a positive effect on the Health and Wellbeing of residents of the area proposed for selective licensing.

Background Papers

Housing Act 2004 (Part 3)

The Housing Act 2004: Licensing of houses in multiple occupation and selective licensing of other residential accommodation (England) General Approval 2015

Selective Licensing in the private rented sector – A guide for local authorities;
DCLG March 2015

EXECUTIVE COMMITTEE		<u>Part One</u> (D) Agenda Item 16
Date of Meeting:	11th May, 2016	
Reporting Officer:	Executive Director	
<p>Title: Cumbria Housing Statement</p> <p>Summary and Conclusions:</p> <p>A draft Cumbria Housing Statement is presented to Members for consideration.</p> <p>Recommendation:</p> <p>To endorse the draft Cumbria Housing Statement.</p>		

Report

The Council has for many years participated in the Cumbria Housing Group, which consists of the other local authorities in Cumbria, together with the National Park Authorities. This group has over the years produced a number of shared strategic documents to express the shared objectives of its members. The most recent of these documents was agreed in 2011, and a refresh is considered overdue. However, it is also considered that the production of a lengthy and detailed document was of little value. Accordingly a relatively short statement of principles has been agreed. This is attached at **Appendix 4**. The view of your Officers is that this is an acceptable strategic housing summary and that it should be endorsed by Members.

(i) **Legal Implications**

There are no significant legal implications with the requirements of Part 3 of the Act.

(ii) **Risk Assessment**

The recommendation has no significant implications.

(iii) **Financial Implications**

The recommendation has no significant implications.

(iv) **Health and Safety Implications**

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no significant effect on the Health and Wellbeing of residents.

Background Papers

Nil

APPENDIX

*A shared vision, a single voice for housing in
Cumbria*

Cumbria Housing Statement 2016

Draft version 3
February 2016



The Cumbria Housing Group is made up of the six district housing authorities, Cumbria County Council and the Lake District and Yorkshire Dales National Park Authorities.

Introduction

This Statement has been produced by the Cumbria Housing Group. By working together with our wider partnerships, including the private sector, we can add real value to creating and sustaining homes and communities across Cumbria that drives economic development and meets social needs.

The shared vision for housing in Cumbria is:

“Working together to drive housing and economic growth, regenerate poor housing and help people to live independently.”

This document has been produced to give a clear focus to housing priorities in Cumbria to support investment and other funding opportunities that will add value to make a real difference. Whilst the Statement looks ahead as far as 2030, it will be reviewed on an annual basis.

Cumbria in Brief

Cumbria is England's second largest county. It contains the Lake District National Park, part of the Yorkshire Dales National Park and other areas of outstanding natural beauty. It has population of approximately half a million people and is the third sparsest county nationally. Cumbria has a rapidly aging population. Over 60% of wards in Cumbria are classified as rural, and over half of the population live in rural communities. The City of Carlisle is the largest settlement and County Town.

The median household income is just over £25,000; about £3,500 below the national average. The median house price is just under £140,000; well below the national average of £175,000. However in certain parts of the County, such as the Lake District, prices far exceed the national average and affordability is a major problem – house prices can be up to ten times local incomes. However the County also contains large areas (mainly urban) of deprivation, for example Barrow falls within the 10% most deprived nationally for overall deprivation.

The Cumbria economy is expected to see significant growth over the coming years with £25bn of investment expected in the next 10 years for projects in West Cumbria and Furness alone.

Priorities

We have identified three priorities where the Cumbria Housing Group feels that we can add value and make a difference.

Housing Growth, Affordability and Community Sustainability

We want to accelerate the rate of housing growth which drives a growing economy where affordable and market housing, both urban and rural, are delivered. By working collectively we want to increase the rate of current housing growth, particularly where major economic investment is expected along the M6 corridor, NuGen in West Cumbria and BAE Systems in Furness.

We want to enable delivery of a range of affordable housing to meet local evidenced needs, both for sale and rent, in urban and rural locations.

We want new housing to play a key role in creating and sustaining communities where housing imbalances are addressed; and enabling the delivery and retention of services and infrastructure.

What we want to deliver:

- 33,020 new homes, including 8,800 new affordable homes, by 2030 (see the infographic at the end of this document)
- This will lead to 3,634 direct jobs, support a further 6,700 indirect jobs and 291 apprenticeships

Housing Regeneration

We will collectively explore opportunities and initiatives with partners to increase choice, access and improve the quality of housing. Working collaboratively with landlords, enforcing housing standards where necessary, we will ensure that housing across Cumbria is of a good standard, warm safe and decent. Regenerating our poorest housing and town centres will improve the quality of housing and increase choice and demand in these areas. We want to bring empty homes back into beneficial use and improve the energy efficiency of homes. We also want mechanisms established to ensure that second homes/holiday homes do not dominate local housing markets to help sustain our communities, particularly in rural areas.

What we want to deliver:

- A Private Rented Sector that is warm, safe and which meets minimum housing standards
- A significant reduction in the number of long-term empty homes
- Home energy efficiency improvements:
- Regeneration of housing areas to drive economic growth

Supporting Independent Living

Poor quality neighbourhoods and housing conditions, and at its extreme, homelessness, can lead to a range of health conditions. These all have a long term impact on particularly older people and children, with consequential impacts for acute hospital services, adult social care and children and young people's life chances and employment prospects because of the effect on learning and education.

For Cumbria to grow the skills of its workforce, we will work with partners to ensure that the most vulnerable people in our district can share the benefits of economic growth and access safe, warm affordable housing with the support they need. We want to deliver better designed housing that can be easily adapted to meet the life changes of occupiers to enable them to live independently.

What we want to deliver:

- A programme of new extra care housing
- Greater efficiency and value for money in delivering Disabled Facilities Grants
- The prevention of homelessness wherever possible

Our Approach

We will:

- Actively encourage more investment in housing, particularly from the private sector, and promoting the economic benefits
- Work together to access funding opportunities
- Work with Government to help deliver our priorities and, where appropriate, national priorities such as housing growth
- Be opportunistic, innovative and flexible in our approach to solving problems
- Speak with a single voice to deliver our priorities
- Celebrate our successes and our ability to deliver
- Influence at a local and national level to deliver our priorities
- Promote the economic benefits of housing delivery
- Work with Cumbria Local Enterprise Partnership to ensure 'Housing' is given a higher profile on the political agenda

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 17
Date of Meeting:	11th May, 2016	
Reporting Officer:	Executive Director	
<p>Title: Risk Management</p> <p>Summary and Conclusions:</p> <p>Provide Members with the Council's Risk Registers for 2016/17.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Risk Registers for 2016/17.</p>		

Report

Management Board reviewed and identified key corporate and operational risks for the Council at their meeting of 21st April, 2016. The updated Risk Registers reflect Management Board's assessment of significant risks to the Council.

The Corporate Risk Management Register has been reviewed and the following changes have been made:-

- Corporate Risk 2 – 2016/1 (Future finance stability and sustainability of the Council). The mitigating actions have been re-written to reflect changes to the MTFP. This may require further changes once a budget strategy is agreed. The mitigated risk score has been increased from 16 to 20;
- Corporate Risk 4 – 2016/1 (Level of sickness worsens). Minor changes have been made to the impact to include additional costs if we have to employ temporary staff. Mitigating actions have been updated to reflect changes to the absence management policy;
- Corporate Risk 6 – 2016/1 (Impact of welfare changes). Responsibility for this risk has moved from Assistant Director – Housing to Management Board because this impacts on the whole Council;
- Corporate Risk 7 – 2016/7 (Delivery of the water front regeneration programme). The potential impact has been updated to reflect current opportunities; and
- Corporate Risk 10 – 2016/1 (Effective workforce planning). This is a new risk which recognises the need to recruit and develop staff to meet the future needs of the Council.

The Corporate Risk Register for 2016/17 is attached as **Appendix 5**.

The Operational Risk Register has been reviewed, 1 risk (Inadequate cash flow for operational purposes) has been removed because it is no longer considered a significant risk.

(i) Legal Implications

There are no legal implications directly associated with the risk registers.

(ii) Risk Assessment

The risk register will enable the Council to manage risks appropriately

(iii) Financial Implications

There are financial risks identified in the risk register. The cost of implementing mitigating actions is incorporated in the Council's budget.

(iv) Health and Safety Implications

The risk registers do not include health safety risks.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

Threat description and reference	Likelihood	Impact	Score	Potential impact	Mitigating actions	Responsible Officer	Likelihood	Impact	Score
<p>Corporate 1 2016/1 Legislative changes will impact on the Housing Revenue Account Income.</p>	5	5	25	<p>Imposed 1% rent reduction year on year for 4 years. (est total loss in budget of c10% over the 4 years)</p> <p>- welfare reform changes, in particular the continued impact of the bedroom tax, and the implementation of universal credit. (70% of tenants are dependant on welfare benefits, and for example, we estimate c£116k of rent arrears are attributable to bedroom tax. Although the numbers on universal credit remain low experience is showing it is proving difficult to collect rent from such recipients)</p>	<p>The Housing Service is drafting its next Business Plan which will agree The Service will deal with The threats to income over The next four years in particular.</p> <p>- The Housing Service has and is implementing a range of initiatives within its operational arrangements to deal with welfare reform. This ranges from The change in focus of Housing officers and up-skilling to engagement with potential residents with emphasis on ensuring they have budget plans in place from The start of their new tenancy. Equal priority is also afforded to existing tenants to ensure they have The necessary budget plans and arrangements in place to meet their Housing costs. new Technology solutions are also being progressed to improve The management of tenancies.</p>	Assistant Director - Housing	5	4	20

<p>Corporate 2 2016/1 Future financial stability and sustainability of the Council.</p>	5	5	<p>Without sufficient funding plans discretionary services may be at risk of reduction or closure.</p> <p>Statutory services may be delivered with reduced service levels.</p> <p>Staff redundancies may not be avoidable.</p> <p>Funding to external bodies may be reduced.</p> <p>The Council's capital programme and treasury management strategy must be affordable and reduced revenue resources may impact on the Council's plans.</p> <p>The overall capacity of the Council to deliver services may need to be scaled down and may fall below users expectations.</p> <p>The 2019-202 projected £2.37m deficit to be reduced through the next Budget Strategy</p>	<p>The Council's Medium Term Financial Plan has been projected out to 2019-2020 and was presented to the Executive Committee on the 9th March, 2016. All of the assumptions are clearly shown and will continue to be reviewed during the life of the Budget Strategy. The Budget Strategy development process is underway. Through the Budget Strategy, the Medium Term Financial Strategy aim of eliminating the deficit in the core budget will be delivered. This will require the use of the reserves set aside for support and pacing the changes, to achieve longer term financial resilience. The impacts of the Budget Strategy will be closely monitored by Management Board, including the impacts on the workforce. The Council has a Workforce Strategy which provides a clear commitment to employees.</p> <p>Along with the Budget Strategy, the Council will review and publish its Plan, Priorities and Objectives for the coterminous period.</p> <p>The Council is somewhat limited in the additional external funding it can access, but wherever possible bids are submitted where grants are available; this is for projects and not for sustainable services. In order to maximise the grant funding brought into the Borough, the Council increasingly works with other organisations to draw funding in; in most cases taking on the role of accountable body.</p>	Executive Director and Director of Resources	5	4	20
<p>Corporate 3 2016/1 Failure of external partner, service providers or contractors</p>	3	5	<p>This is likely to result in the suspension of some service while alternative service providers are identified</p>	<p>The Council monitors the position of service providers through regular client meetings and will undertake company checks on our contractors</p> <p>The Council retains the intellectual property and assets that will support continuity of services</p>	Management Board	3	4	12

<p>Corporate 4 2016/1 Level of sickness worsens</p>	<p>4</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>A significant increase may impact on the Council's capacity to deliver services. An increase in sickness absence may result in the need for temporary staff thereby increasing costs.</p>	<p>The Council has put a number of measures in place to reduce the current levels of sickness. Details of sickness management will be reported to Management Board on a quarterly basis.</p>	<p>3</p>	<p>3</p>	<p>12</p>
<p>Corporate 5 2016/1 Impact of Welfare Reform changes</p>	<p>4</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Corporate 1 2016/1 Increasing numbers of residents experience low incomes and risk homelessness.</p>	<p>1. Continue to support and work with advice agencies throughout the Borough to assist residents to receive appropriate advice. 2. Maximise the Discretionary Housing Payments fund and assist residents in the most challenging financial circumstances to look for longer-term solutions to their problems. 3. The Council has developed a Homeless Strategy based on our approach of preventative work to assist residents under threat of losing their homes and assist those who are homeless, to resolve their issues. Reduced grants for Local Government Council Tax Reduction Scheme are not passed on as reduction in entitlement. Continue to invest in group repair schemes to enhance the properties and environment. Continue to offer disabled facilities grants and disabled adaptations.</p>	<p>4</p>	<p>3</p>	<p>12</p>
<p>Corporate 6 2016/1 Delivery of the water front regeneration programme</p>	<p>4</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Failure to deliver the programme will damage the profile of Barrow as a place to live and work. There is currently an active market in private sector residential development which would make the Marina Village of interest to private sector developers.</p>	<p>The Council is committed to complete the site assembly. The project can progress in phases subject to the availability of funding. The Council has received market research from Gerald Eve and Bruce Owen. The first access into the site has obtained planning permission and construction will commence in Q3.</p>	<p>3</p>	<p>3</p>	<p>9</p>

<p>Corporate 7 2016/1 Maintain H&S arrangements and target services for improvement.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Members of the public and Council employees could be put at risk by Council operations</p>	<p>The establishment of the Technical Services Team and the Health & Safety Management Group has strengthened the Council's H&S arrangements. Health & Safety systems will be kept under review. All staff have received electronic H&S training. Agreed H&S improvement plan in the process of implementation. High risk services will be targeted for improvement</p>	<p>Executive Director</p>	<p>2</p>	<p>3</p>	<p>6</p>
<p>Corporate 8 2016/1 Capacity to undertake statutory inspections, investigations and enforcement action.</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Compliance with statutory targets may be compromised. Response time for investigations and enforcement action may be compromised.</p>	<p>Consultancy services are brought in as required for specific issues or to backfill where Council officers deal with complex cases The administrative process leading to enforcement action will be referred to the Business Improvement Team in 2016; it is hoped that a common approach prior to action, will streamline the Council's regulatory enforcement work.</p>	<p>Assistant Director - Regeneration and Built Environment</p>	<p>4</p>	<p>4</p>	<p>16</p>
<p>Corporate 9 2016/1 Information Technology security breach</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Corrupt systems and loss of data. Withdrawal of Public Sector Network access. System downtime impacting on service delivery.</p>	<p>Up-to-date Information Security Policy. Staff using email and internet sign up to the Policy. Management overview of email and internet usage. Individual virtual servers for discrete business areas. Business continuity plan. Symantec has been set up on all windows machines to provide a level of protection against virus', spyware and other threats. E-training for email and internet vigilance has been delivered to all staff. Virtual desktops provide more controlled environment which further limits the possibility of breaches.</p>	<p>Director of Resources</p>	<p>1</p>	<p>3</p>	<p>3</p>

<p>Corporate 10 2016/1 Effective workforce planning</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Potential impact – Without effective workforce planning, service delivery and service quality are placed at risk. If adequately qualified and experienced officers are not in place, the risk of service failure and customer dissatisfaction increase and the risk of regulatory failure may need to be addressed. Without a transparent commitment from Management and the Administration, the workforce may be less inclined to remain with the Council for the longer term and seek out a career elsewhere.</p>	<p>Mitigation – The Council has a Workforce Strategy which will be reviewed and updated with the Council Plan and associated documents. Management and the Administration are aware that the Council's workforce is the most valuable resource in achieving service delivery and customer satisfaction. Development, training and succession planning are keys to the retention of the workforce and in recruiting new employees. Where there are skills gaps, the Council will look to fill that gap with training and in the short term look to consultants or other skilled professionals to ensure service continuity. The Council will only look to retain consultants on a short term basis, as and when required, to allow time for the required skills and knowledge to be acquired by the workforce.</p>	<p>Director of Resources</p>	<p>4</p>	<p>3</p>	<p>12</p>
<p>Corporate 11 2016/1 Incidents of fraud, bribery or corruption</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>It would indicate a failure of the Council's systems. Loss of money. Loss of reputation and confidence.</p>	<p>Fraud and corruption policy in place for staff and Members. Effective whistle blowing policy in place. Monitoring of standards and checks by Internal Audit</p>	<p>Director of Resources</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p>Corporate 12 2016/1 Major incident affecting service delivery</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Widespread damage due to fire, flooding or severe weather.</p>	<p>Business continuity plan. Contingency plans. Remote access to Council systems</p>	<p>Executive Director</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Corporate 13 2016/1 Major incident affecting ICT systems</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Damage to Council's ICT infrastructure due to fire or flooding. Failure of ICT systems may adversely affect service delivery.</p>	<p>Disaster recovery plan Business continuity plan. Contingency plans. Remote access to Council systems Offsite replicate server has been established.</p>	<p>Director of Resources</p>	<p>1</p>	<p>3</p>	<p>3</p>

Operational risks March 2016

Threat	Likely hood	Impact	score	Potential impact	Mitigating actions	Responsible	Likely hood	Impact	score
Operational 1 2016/17/1 Not having adequate staffing to deliver key services.	4	5	20	Key services, including statutory services and demand led services cannot be delivered or delivered at an unacceptably low level.	<p>The many customer facing services have been contracted out and therefore staffing lies with the contractor. Housing and leisure are still in house and we will manage staffing levels</p> <p>Management Board co-ordinate leave to ensure that senior management is available.</p> <p>Staff holiday planning is undertaken by the managers within departments.</p> <p>Consultancy services are used where unplanned absences will result in statutory services being adversely affected. The Council has also agreed mutual aid arrangements for professional support with other local authorities.</p>	Management Board	3	4	12
Operational 2 2016/17/1 Access to operational buildings.	2	5	10	Key services, including statutory services and demand led services cannot be delivered.	<p>The Council has a Business Continuity Plan.</p> <p>Services that are contracted out do not depend on the Council's premises being accessible.</p> <p>The leisure services are not statutory - no access would be inconvenient and prevent users from enjoying the facilities.</p> <p>Key back office functions performed in the Town Hall can be carried out from other operational buildings.</p> <p>There are several key holders for each operational building.</p>	Executive Director	1	3	3

Operational risks March 2016

Threat	Likely hood	Impact	score	Potential impact	Mitigating actions	Responsible	Likely hood	Impact	score
Operational 3 2016/17/1 Unable to collect household waste.	3	5	15	Households would potentially have side waste if the refuse container filled up due to delays in collections. There are health and safety issues with holding waste and particularly side waste for householders.	The waste collection service is contracted out. There is a waste management snow plan. There is capacity within the week to put on additional collections to catch up from any delays.	Assistant Director - Community Services	2	3	6
Operational 4 2016/17/1 Unable to pay housing benefits to claimants.	3	5	15	Housing benefit recipients would be unable to pay their rent and this may jeopardise their tenancies.	The BACS file is produced by the Council's contractor a day ahead of time. The Council has support for BACS from its supplier and from its bank. Payments can be made by alternative methods in exceptional circumstances.	Director of Resources	2	2	4
Operational 5 2016/17/1 Reduced income may challenge the Council's ability to focus on any more than the decent homes standard and delay investment in the wider environment or the upkeep of communal areas on estates	3	5	15	The Housing Service seeks to ensure the majority of its investment is delivered through a procurement club which adds value, capacity and ensure value for money.	Regular stock surveys are completed and communication with tenants ensures available resources are focused appropriately.	Assistant Director - Housing	2	3	6

Operational risks March 2016

Threat	Likely hood	Impact	score	Potential impact	Mitigating actions	Responsible	Likely hood	Impact	score
<p>Operational 6 2016/17/1 Welfare reform changes will impact on the cost of the Council providing temporary accommodation and the up-turn in the local economy is impacting on the availability of the private sector accommodation such as Bed and Breakfast.</p> <p>4</p>	4	4	16	The Council will find it increasing difficult to provide suitable temporary accommodation.	The Council will carryout a review of the options of providing temporary accommodation and seek a model that ensures suitable accommodation is provided and full cost recovery from recipients.	Assistant Director - Housing	4	3	12
<p>Operational 7 2016/17/1 Unplanned outage of the cremator.</p>	2	5	10	Services are pre-booked and there would be disruption to users in rescheduling or transferring the services. There would be a loss of income.	The cremator is regularly checked by crematorium staff and by the contracted maintenance provider. Arrangements exist with a neighbouring crematorium for the planned outage that occurs when the Council's cremator is re-lined.	Assistant Director - Community Services	2	3	6
<p>Operational 8 2016/17/1 Failure of swimming pool filters or other equipment and downtime for major maintenance work.</p>	2	4	8	The swimming pool would be unavailable to users until fixed. if the outage ran over weeks, the gym & swim members may request a partial refund. There would be a loss of income.	The daily checks carried out on the swimming pool and associated plant would identify potential areas of concern and the appropriate contractor would be brought in to address the issues raised.	Assistant Director - Community Services	2	3	6

Operational risks March 2016

Threat	Likely hood	Impact	score	Potential impact	Mitigating actions	Responsible	Likely hood	Impact	score
Operational 9 2016/17/1 Significant breach of the Council IT network	5	5	25	Unauthorised access to sensitive financial information which may result loss of monies. Unauthorised access to personal data which may leave to Council vulnerable to litigation. Infection of the Council's network by malicious viruses which may prevent the Council carrying its normal duties. The Council loses access to the Public Sector Network which increase operating costs and impact on us delivering Council services effectively.	The Council has implemented the controls required to comply with the Public Sector Network requirements including robust penetration testing to identify and address weaknesses. Installation of Semantec mail filtering, Bloxx web filtering, robust firewalls, antivirus software. Third party support which includes installing up to date versions and patches to reduce the risk of unauthorised access or infections. E-learning programme on IT security for all staff	IT Team Leader	1	5	5
Operational 10 2016/17/1 Significant system failure	2	3	6	Unable to effectively conduct normal business activities. Loss of historical work and data. Failure to meet deadlines	On-going monitoring of system performance. Disaster recovery arrangements in place with off-site real time replication of data. External support and manitenance contacts in place with appropriate Service Level Agreements	IT Team Leader	1	3	3
Operational 11 2016/17/1 Unmanaged access to Council network	3	2	6	Uncontrolled interventions which may inadvertently impact on the Council's network leading to system downtime.	Change control procedure in place. External access by third parties is risk assessed.	IT Team Leader	1	2	2

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 18
Date of Meeting: 11th May, 2016		
Reporting Officer: Executive Director		
<p>Title: Revised Local Development Scheme (LDS)</p> <p>Summary and Conclusions:</p> <p>The 2004 Planning Act requires Local Planning Authorities to prepare an LDS. The LDS is intended to set out the targets for the stages of production of each of the relevant planning policy documents, identify the resources that will be required to ensure that the work is completed in accordance with the timetable and identify any risks that could result in delay.</p> <p>The previous LDS was published in February 2014, there has been some slippage against the timetable it set out.</p> <p>The purpose of this report is to present a revised LDS for approval, illustrating the timetable for the production of the Council's Local Plan document.</p> <p>Recommendations:</p> <p>To approve the attached Local Development Scheme, which will take effect on 22nd May 2016.</p>		

Report

The Local Development Scheme sets out the targets for the stages of production of each of the relevant planning policy documents prepared by the Council, identifies the resources that will be required to ensure that the work is completed in accordance with the timetable and identifies any risks that could result in delay.

The previous 2014 LDS identified three local planning policy documents to be produced and set out the targets for the stages of production. The three documents were:

1. Statement of Community Involvement (SCI)
2. Annual Monitoring Report (AMR)
3. Local Plan

The 2016 LDS sets out the revised timetable for the production of these documents. It also lists the various 'evidence base' documents which will be produced to inform the Local Plan and their anticipated completion dates. The 2016 LDS is attached as in the appendices.

Progress on the Local Plan

The new Local Plan will form a single document, including an Ordnance Survey based map(s), to set out the vision for the Borough and how the Council intends to achieve its vision up to 2031. It will incorporate both strategic and detailed policies and it will contain borough wide and site specific policies that address employment, housing, the environment, community facilities, transport, retail, leisure and tourism. It will include land allocations and detailed development control policies.

This will replace, in due course, the current 'saved' local policies.

The Local Plan will sit alongside the Barrow Port Area Action Plan, however it may replace some individual policies from the AAP which are considered to be out of date.

The LDS indicates that the Council intends to have the next draft of the Local Plan, the Publication Draft, completed (under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulation 2012) by June 2016. This will then be subject to consultation in summer 2016 will the expected date for the adoption of the Local Plan in 2017.

Progress on the Statement of Community Involvement and Annual Monitoring Report

Further reports to this committee have been prepared in respect of the Statement of Community Involvement and Annual Monitoring Report which have both recently been updated **see Agenda Item 19 and 20.**

(i) Legal Implications

The Planning and Compulsory Purchase Act 2004 (as amended) requires Local Planning Authorities to prepare and maintain a local development scheme.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

The LDS timetables the commencement of the Local Plan Hearing for Summer 2017. The Hearing is part of the Local Plan Examination process. The Local Plan Examination will have financial implications for the Council, although it is not possible to determine what these will be, as the cost will be dependent upon the course and duration of the Examination.

(iv) Health and Safety Implications

The recommendation has no minor or significant implications.

(v) Key Priorities or Corporate Aims

The development of the Local Plan and associated planning policy documents supports the delivery of Council Priorities.

(vi) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vii) Health and Well-being Implications

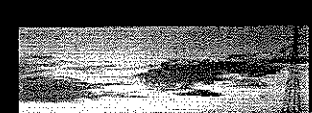
The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Local Development Scheme is attached at **Appendix 6**.

Local Development Scheme 2016

Barrow Borough Local Plan - Barrow Borough Council



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1. Introduction

1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act) states that local planning authorities must prepare and maintain a Local Development Scheme (LDS). The LDS sets out the Council's timetable for preparing planning policy documents.

1.2 The Council is currently producing a new Local Plan which will guide development over a 15 year period from its adoption. The Plan will allocate sites for specific uses and will contain policies for use when determining planning applications. The Plan will replace the current Local Plan 2001 and Housing Chapter Alteration 2006. It will sit alongside the Barrow Port Area Action Plan 2010 to form the Borough's Development Plan.

1.3 The LDS covers the period up until the Plan's adoption although the monitoring of policies within the Plan will continue beyond this period.

1.4 The Council has met the objective set out in the Council Priorities 2015-16 Document which required the publication of the Preferred Options Draft in 2015.

2. Core Planning Documents

2.1 The Government sets out its approach to planning in the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG).

2.2 The NPPF requires local planning authorities to produce a Local Plan for their area and states that any additional Development Plan Documents should only be developed where clearly justified.

2.3 The Council have formally 'saved' the following local planning policy:

- Barrow-in-Furness Borough Council Local Plan Review 1996-2006; and
- Barrow-in-Furness Borough Council Local Plan Review 1996-2006 - Housing Chapter Alteration, 2006.

2.4 The Barrow-in-Furness Borough Council Local Plan Review 1996-2006 (the Local Plan Review) policies were automatically saved under the provisions of the Planning and Compulsory Purchase Act 2004 for a three year period from the commencement of the Act (i.e. until 27th September 2007).

2.5 A request to extend the saved period for most of the policies within the adopted Local Plan Review was submitted to the Secretary of State on the 30 March 2007 and a Direction to that effect was received on 18 September 2007.

2.6 The policies of the Barrow in Furness Borough Council Local Plan Review 1996-2006 - Housing Chapter Alteration 2006 (the Housing Chapter Alteration) were automatically saved under the provisions of the Planning and Compulsory Purchase Act 2004 for three years from their date of adoption.

2.7 A request to extend the saved period for all but one of the policies within the Housing Chapter Alteration was submitted to the Secretary of State on the 19 December 2008 and a Direction to that effect was received on 3 February 2009.

2.8 The policies were saved with the caveat that *"the extended policies should be read in context. Where policies were adopted some time ago, it is likely that material considerations, in particular the emergence of new national and regional policy and also new evidence, will be afforded considerable weight in decisions."*

2.9 As neither the Local Plan Review, nor the Housing Chapter Alteration were adopted in accordance with the Planning and Compulsory Purchase Act 2004, it is important to note that weight is afforded these policies according to the degree of conformity with the NPPF.

2.10 The Barrow Port Area Action Plan (the Action Plan) was adopted in July 2010. As the Action Plan was adopted post 2004, the NPPF afforded it full weight in planning policy consideration until 27 March 2013, even if there is limited conflict with the NPPF. After this date, the policies, like those of the Local Plan Review and

the Housing Chapter Alteration now, will be afforded weight according to their consistency with the NPPF.

2.11 Apart from the Local Plan and Barrow Port Area Action Plan, other core planning documents of relevance are:

- The Proposals Map
- Supplementary Planning Documents (SPDs)
- The Statement of Community Involvement (SCI)
- The Annual Monitoring Report (AMR)

2.12 The Proposals Map identifies existing land allocations and designated sites. It illustrates which policies are specific to those sites.

2.13 Supplementary Planning Documents (SPDs) provide detail on the policies and proposals in the Local Plan. At present, the Council regards the following SPDs when decision making:

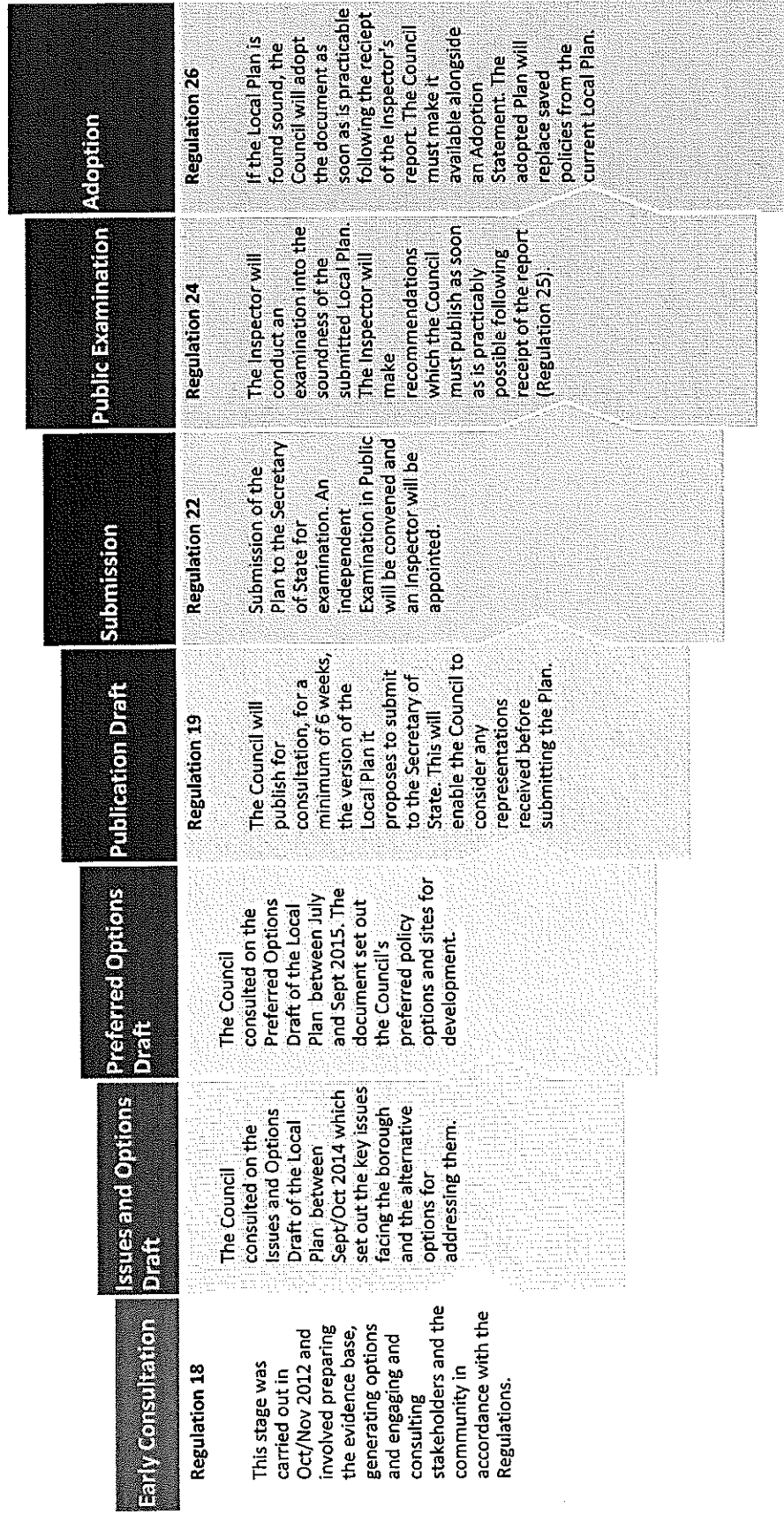
- Parking Guidelines in Cumbria SPG (Cumbria County Council, 1997)
- Layout of New Residential Development SPG (Cumbria County Council, 1996)
- Shopfront & Advertisement Design SPD (Barrow Borough Council, 2010)

2.14 The SCI describes how the Council will engage with the community and others in preparing other planning policy documents and also in dealing with planning applications. The Barrow in Furness SCI was originally adopted by the Council in July 2007 and an updated version was adopted in November 2010.

2.15 The AMR is an important tool to show progress against the Council's Local Development Scheme, details of development plan policies and how they are to be reviewed, and the number of dwellings delivered against any targets. The Council produces an AMR annually; the latest AMR was published in April 2016.

3. Local Plan Preparation

3.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 sets the process of preparing and adopting Local Plans. A summary of this process is outlined below.



Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

3.2 SAs and SEAs are tools which are used to appraise planning policy documents. Strategic Environmental Assessment (SEA) is a requirement of the EU Directive 2001/42/EC (more commonly known as the SEA Directive). Local planning authorities are required to carry out an SEA of all planning policy documents likely to have significant environmental impacts under these regulations. Sustainability Appraisal considers wider social and economic effects. The Planning and Compulsory Purchase Act 2004 and the NPPF require all emerging Development Plan Documents to be subject to SA.

3.3 The Council has produced a Draft Interim SA which incorporates the SEA and assesses each of the policies and site options identified in the Issues & Options Draft of the Local Plan. The final report which will be produced under the Regulations will accompany the Publication Draft of the Local Plan and will be made available for public consultation.

Habitats Regulation Assessment (HRA)

3.4 The Conservation of Habitats and Species Regulations 2010 (as amended) states that a Habitats Regulations Assessment should be carried out where it is considered likely that the Plan will have significant effects on European habitats or species. HRAs assess the potential impacts of a Local Plan on Natura 2000 sites. Such sites are of European importance in respect of rare, endangered or vulnerable natural habitats and species and include the following:

- Special Protection Areas (SPAs) designated under the European Union "Wild Birds Directive",
- Special Areas of Conservation (SACs) designated under the European Union "Habitats Directive",
- Ramsar Sites, which are wetlands of international importance designated under the Ramsar Convention

3.5 As the Habitats Directive applies the precautionary principle, plans can only be adopted if there is likely to be no adverse impact on the integrity of the site(s) in question. In order to comply with the Regulations, a Screening Assessment was undertaken of the Issues and Options Draft. The Assessment highlighted that several of the policy options were likely to have an adverse impact upon Natura 2000 sites. Given this, an Appropriate Assessment was carried out which determined that adverse impacts could be avoided/mitigated.

Equality Impact Assessment (EQIA)

3.6 The Council intends to carry out an EQIA of the Local Plan prior to submission in order to ensure that it promotes equality and does not result in any aspects of discrimination. The EQIA Report will be made available for public consultation.

Health Impact Assessment (HIA)

3.7 The Council intends to carry out a HIA of the Local Plan prior to submission. This seeks to measure the potential health impacts of any policies or proposals within the Local Plan on the wider population. The HIA aims to reduce health inequalities and contribute to improved health and better decision making. The HIA will be made available for public consultation.

4. Evidence Base

4.1 The NPPF requires that Local Plans are founded upon a robust evidence base. Paragraph 158 states that the evidence base should be proportionate and should be based on adequate, up-to-date information about the economic, social and environmental characteristics and prospects of the area.

4.2 The emerging Local Plan has been developed based upon a comprehensive evidence base, which comprises a combination of internally and externally prepared documents and assessments. It continues to be reviewed and updated when necessary in order for it to remain relevant.

4.3 The following table identifies the key documents which have been produced so far. Completed studies and updates are available to view on our website.

Table 1: Evidence Base Documents – Progress to Date

	Authors	Year Published
Sub-Regional Documents		
Cumbria Landscape Character Guidance & Toolkit	Cumbria County Council	2011
Gypsy & Traveller Accommodation Assessment	Arc4	2013
Local Documents		
Strategic Housing Market Assessment (SHMA)	Arc4	2014
Housing Land Statement	Barrow Borough Council	2015
Draft Green Infrastructure Strategy incorporating Green Wedge Review	Barrow Borough Council	2015
Retail Capacity & Town Centre Uses Study	Nathaniel Lichfield	2013
Strategic Flood Risk Assessment	Capita	2015
Draft Employment Land Review	Barrow Borough Council	2015
Draft Infrastructure Delivery Plan	Barrow Borough Council	2015
Barrow Borough Site Assessments	Barrow Borough Council	2015
Barrow Borough Site Assessments – Non-Developable Sites	Barrow Borough Council	2015
Barrow Borough Heritage Impact Assessments	Barrow Borough Council	2015
Preferred Options Consultation Draft Habitats Regulations Assessment – Screening and Appropriate Assessment Report	BDP	2015
Issues & Options Draft - Draft Interim Sustainability Report Consultation Document	Barrow Borough Council	2015

Table 2: Evidence Base Documents – Outstanding Documents

	Authors	Anticipated Year Published
Local Documents		
Housing Land Statement – 2016 Update	Barrow Borough Council	2016
Final Green Infrastructure Strategy incorporating Green Wedge Review	Barrow Borough Council	2016
Barrow Borough Site Assessments (updated to include new sites submitted in response to Preferred Options Draft)	Barrow Borough Council	2016
Barrow Borough Site Assessments – Non-Developable Sites (updated to include new sites submitted in response to Preferred Options Draft)	Barrow Borough Council	2016
Final Infrastructure Delivery Plan	Barrow Borough Council	2016
Local Plan Viability Study	Keppie Massey/Barrow Borough Council	2016
Barrow Saturn Transport Modelling	Cumbria County Council	2016
Barrow Stage 1 & 2 Highways Assessment	Cumbria County Council/unknown	2016
Conservation Area Statements	Barrow Borough Council	2016
Central Barrow Masterplan	Barrow Borough Council	2016
Development Briefs (BBC sites)	Barrow Borough Council	2016
Sustainability Appraisal Report	Barrow Borough Council	2016
Equality Impact Assessment	Barrow Borough Council	2016
Health Impact Assessment	Barrow Borough Council	2016

4.4 Further more detailed technical studies may be required on individual sites to allow them to progress through the Local Plan process. These may include the following and will be the responsibility of the landowner/developer:

- Ecological and habitat surveys
- Heritage assessments
- Travel plans and transport assessments
- Landscape assessments
- Flood risk and surface water modelling
- Drainage surveys
- Noise assessments
- Tree and hedge surveys
- Ground stability and contamination surveys

Community Led Plans

4.5 The parish of Askam and Ireleth have produced a Parish Plan 2014 which can be viewed on the Parish Council website

<http://www.askamandirelethparishcouncil.org.uk/communityPlanning.html>

4.6 The parish of Dalton and Newton are currently preparing a Parish Plan, more details can be found on their website

<http://www.daltoncouncil.org.uk/1160359056.html>

5. Slippage against 2014 LDS

5.1 The Council's previous LDS was published in February 2014.

5.2 There has been slippage against the timetable set out in the 2014 LDS which showed the publication draft of the Plan being produced in March 2015 and then submitted to the Planning Inspectorate in August 2015, with adoption in March 2016. This has occurred for a number of reasons, including the emergence of new evidence (new household projections) and reduced resources.

6. Project Management

Resources and responsibilities

6.1 The preparation of the Local Plan is the responsibility of the Assistant Director of Regeneration. The Development Services Manager is responsible for the management of staff and resources and therefore the day to day management of plan preparation.

Leading the production of the Local Plan will be the Planning Policy team which comprises of the following:

- 1 Senior Planning Officer (full time)
- 1 Planning Officer (full time)
- 1 Planning Officer (part time)
- Administrative support (full time temporary contract)

An element of technical support (mapping, monitoring etc.) is provided by staff within Development Services.

6.2 The planning policy team must balance work on the Local Plan with other planning functions for example producing evidence base documents, responding to consultations from other Council departments, other authorities and government bodies (e.g. responding to planning applications, planning policy documents and proposals for changes to national policy and guidance), producing evidence for appeals, enabling and supporting the delivery of economic schemes.

6.3 Consultants will be engaged on specific tasks or projects where specialist skills are required or there is a resource shortage.

6.4 The preparation of a Local Plan also has financial implications for the Council and the progress of the Plan is dependent upon the allocation of budget beyond committing staff resources. Such costs for example relate to hiring consultants, consultation events, examination in public etc.

6.5 Production of the Local Plan is identified as a Council priority in the Corporate Plan.

7. Risk Management

7.1 In preparing the LDS, a number of risks have been identified which may delay progress on the Local Plan. These should be kept under review.

Table 2: Potential Risks to Local Plan production

Risk	Problem	Potential Mitigation
Staff turnover or redundancies	Staff turnover is difficult to predict. Significant and constant turnover would severely affect ability to achieve timely progressions on the Local Plan.	Ensure that vacant posts are filled promptly and if appropriate secure resources to allow for the use of consultants, temporary staff or internal secondments.
Pressure on staff time due to competing work streams	It is difficult to predict the number of consultations which the policy team must respond to. Any increase in the number could result in slower than anticipated progression on Local Plan.	The Local Plan is a Council priority therefore resources required for its production should be protected in the short to medium term. In the longer term the Council will be required by the NPPF to carry out regular reviews of the Plan to ensure it remains up-to-date.
Capacity of the Planning Inspectorate	Examination of the Plan can only occur when an Inspector is available and is allocated to the Borough. This issue is out of the Authority's control.	Ensure that PINS are aware of the Council's timetable for Local Plan production and are kept up to date if slippage occurs.
'Soundness' of the Local Plan	The Plan will only be capable of adoption if it is found to be sound by the Planning Inspector through the public examination process.	Minimise the risk of producing an 'unsound' document by working closely
Length of Examination	It is difficult to predict exactly the length of the examination process	The Council will aim to minimise the number of issues to resolve at examination by engaging communities and bodies throughout the plan process and basing the Plan upon a robust evidence base in the hope of reducing the number of objections to

		the Plan.
Impact of new legislation, guidance or regulation	The introduction of new legislation, guidance or regulations could delay the process and require revisions to the Plan and/or further evidence work	It is not possible to plan for further changes to the planning system however the Council can try to stay aware of proposals for change.
Impact of emergence of new evidence e.g. new household projection figures	The introduction of new evidence could delay the process and require revisions to the Plan	It is not possible to plan for the emergence of new evidence.
Legal challenge/suspension of EIP	Delay in adoption could result in the lack of a full, up-to-date policy framework	The risk of legal challenge can be reduced by ensuring the Plan conforms with the relevant regulations, policy and guidance and that correct procedures have been followed.
Impact of national budget cuts	Government reduction in support grant to local authority. Leads to budget cuts and spending reviews across council services.	Production of a Local Plan remains a priority for the Council, therefore resources required for its production should be protected in the short to medium term. In the longer term the Council will be required by the NPPF to carry out regular reviews of the Plan to ensure it remains up-to-date.

8. Local Plan Timetable

Year:	2016												2017											
	J	F	M	A	M	J	J	A	S	O	N	D	J	J	M	A	M	J	J	A	S	O	N	D
Local Plan Publication Draft																								
Local Plan Submission Draft																								
Annual Monitoring Report																								
Statement of Community Involvement																								

KEY

- Document Completed
- Formal Consultation
- Document submitted to Planning Inspectorate
- Pre-Hearing Meeting
- Adoption of Local Plan

9. Contact

9.1 For further information on the preparation of Local Plan documents, please contact the Planning Policy Team:

Development Services Manager
Development Services
Barrow Borough Council
Town Hall
Duke Street
Barrow-in-Furness
LA14 2LD

Telephone: 01229 876485

Email: developmentplans@barrowbc.gov.uk

Website: www.barrowbc.gov.uk/planning/planning-policy

EXECUTIVE COMMITTEE	(D) Agenda Item 19
Date of Meeting: 11th May, 2016	
Reporting Officer: Executive Director	
<p>Title: Statement of Community Involvement (SCI)</p> <p>Summary and Conclusions:</p> <p>The Statement of Community Involvement (SCI) sets out how the Council will involve people in the planning processes. The purpose of the report is to advise members that the revised SCI has been subject to a four week period of public consultation. In this time 34 comments were received. The SCI has been revised, as appropriate, having taken into account the representations received.</p> <p>Recommendations:</p> <p>To agree that the Statement of Community Involvement is formally adopted by the Council and once adopted, the Authority is required to adhere to it when preparing plans and dealing with planning applications.</p>	

Report

Background

It is a statutory requirement for the Council to set out how it will consult the public on planning related matters. This is set out in a document, entitled the Statement of Community Involvement (SCI). Barrow Borough Council previously adopted an SCI in 2007, and this document was revised in 2010. Updating the SCI in 2016 allows the Council to change its approach on consultation based on experience gained since the production of the existing SCI.

It is important that the SCI is flexible enough to accommodate the most appropriate methods at any given time, having regard for the nature of the issue, the community involved, the timescale required and resources available.

Consultation

Public consultation on the draft SCI was undertaken between Tuesday 22nd March and Friday 22nd April 2016. The consultation consisted of:

- Sending emails and letters to organisations and individuals held on the planning consultation database.
- Publication of the draft document on the Council website and data portal.

- Provision of paper copy of the draft document in Barrow Town Hall, Dalton Town Hall and various libraries in the Borough.

The consultation attracted 34 responses. Comments and proposed amendments to wording have been taken on board, where appropriate, and the SCI revised to address representations.

The next step, subject to Executive Committee approval, is for adoption by the Council. The SCI will then be published on the Council website and data portal, and paper copies will be available at various locations. The Council must adhere to the SCI once adopted.

Implications

It is important that the types of community involvement proposed are consistent with the available resources, so that expectations are not unduly raised as to the methods the Council will undertake. Public engagement with planning processes is fundamental to sustainable planning outcomes. The SCI helps to facilitate this by assisting people in understanding how and when they can expect to be involved in planning decisions in Barrow Borough.

A significant challenge for all Planning Authorities is ensuring that all groups are involved in planning processes early enough to have a meaningful input. The SCI aims to ensure that the views of all stakeholders in the Borough, and when appropriate, those from outside the Borough, are captured during plan preparation. It is important that the needs of those groups of people who do not usually get involved in the process, but who may have specific needs to be addresses, are able to get involved if they wish.

The SCI seeks to use e-communications for planning consultations and notifications where possible and appropriate. This will also allow people to comment on draft documents in a convenient and accessible way.

Conclusion

The Council planning policy approach is set out in the SCI, which was published for consultation for four weeks. The consultations attracted 34 responses. It is recommended that the revised Statement of Community Involvement is adopted by the Council.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no, minor or significant implications.

(v) Equality and Diversity

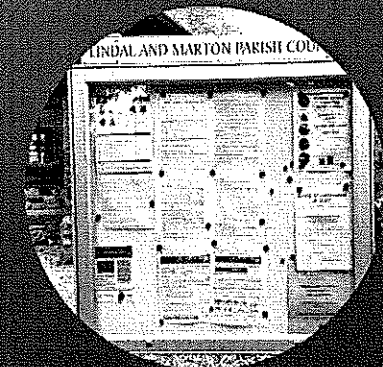
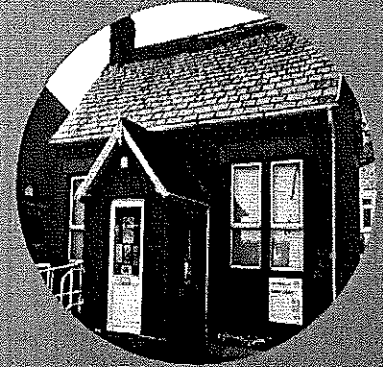
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Statement of Community Involvement is attached at **Appendix 7**.



Statement of Community Involvement (SCI)

Barrow Borough Council

May 2016

Working together to support sustainable development within the Borough of Barrow-in-Furness

DEVELOPMENT SERVICES

geoplace LABC   RTPI 2014
100 years of professional planning



Statement of Community Involvement

Barrow in Furness Borough Council

Adopted: 22nd May 2016

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1. Introduction

This document sets out the Council's policies and procedures for involving the public and other stakeholders in the planning process, both in the preparation of planning policy documents and in the consideration of planning applications. This revised SCI was adopted in May 2016.

1.1 Consultation – Legal and National Policy Context

1.1.1 National Planning Policy Framework (NPPF)



Changes in legislation and the introduction of the Localism Act and new planning policy guidance in the form of the National Planning Policy Framework (NPPF), in March 2012, resulted in changes to the national system for producing planning policy documents.

Local Planning Authorities are now required to produce a Local Plan rather than a Local Development Framework. This can be made up of several Local Development Documents e.g. a document concentrating on strategic policies, a document concentrating on development control policies and a proposals map, or it could be produced as a single Local Plan document (similar to the Borough Council's Saved Local Plan Review, which was produced pre 2004).

The Council took the decision to produce a single Local Plan document. The Council feel it provides more flexibility, in line with guidance in the NPPF, and, at a time when the future economic climate is changing within the Borough, is more sustainable in the medium to long term both for the Council and also developers, landowners, investors and employers.

Preparation of the Plan has been on-going for some years since the completion of the Barrow Port Area Action Plan (2010).

The NPPF states that while consulting on Planning Policies the Council should take into account the following:

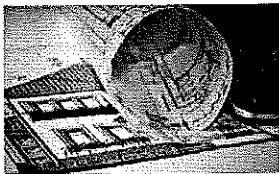
- Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential.
- Local Plans should be based on cooperation with neighbouring authorities, public, voluntary and private sector organisations.
- Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

1.1.2 Development Control

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the statutory requirements for publicising planning and related applications. Planning Practice Guidance was also issued by DCLG in 2014. Regulation 5 and 5a Listed Buildings and Conservation Area Regulations 1990 sets out the statutory regulations for development affecting Listed Buildings and Conservation Areas.

1.2 Local Code of Corporate Governance

The Council produces a code of corporate governance which is reviewed on an annual basis. Guidance for preparing the code is provided by the Chartered Institute for Public Finance and Accountancy (CIPFA).



CIPFA has developed a framework for good governance in the public sector based on the International Framework, Good Governance in the Public Sector. The framework comprises of seven principles of good governance.

The framework governance is defined as:

Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.

Effective governance in the public sector encourages improved decision making and efficient use of resources. Effective governance is characterised by robust scrutiny, which provides important pressures for improving public sector performance and tackling corruption. Effective governance can improve management leading to better service delivery and ultimately, better outcomes.

The Local Code of Corporate Governance is the document that sets out the framework within the Council conducts its business and affairs.

The seven principles of governance set out in the framework are:

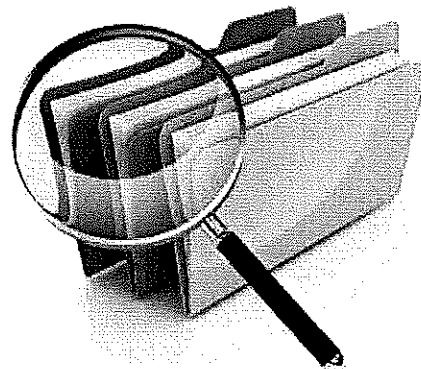
- A. Strong commitment to integrity, ethical values, and the rule of law.
- B. Openness and comprehensive stakeholder engagement.
- C. Defining outcomes in terms of sustainable, economic, social and environmental benefits.
- D. Determining the interventions necessary to optimise the achievement of intended outcomes.
- E. Developing the capacity of the entity, including the capability of its leadership and the individuals within it.
- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency and reporting to deliver effective accountability.

Annual Review of Corporate Governance

At the end of each financial year, the Council formally reviews the governance arrangements in place and produces an Annual Governance Statement.

The Annual Governance Statement includes:

- Scope of responsibility
- The purpose of the governance statement
- The Council's governance framework
- Review of effectiveness
- Assurance statements
- Internal Audit's opinion of the system of internal controls
- Financial management
- Significant governance and internal control issues
- Action plan
- Certification statement



The Annual Governance Statement addresses any actions arising from the previous years' Annual Governance Statement and highlights any actions arising from the year being reviewed.

The Annual Governance Statement also assesses the effectiveness and application of the Local Code of Governance and identifies any necessary changes and makes any relevant recommendations to the Council.

As part of the Audit Committee's governance role, the formal annual review will be undertaken by the Audit Committee on behalf of the Council.

The Annual Governance Statement is signed by the Chair of the Audit Committee and by the Executive Director, and is published with the Council's annual Statement of Accounts.

2. Planning Policy for Barrow Borough

The following section sets out the documents produced by the Planning Policy Team for Barrow Borough.

2.1 The Development Plan

The Development Plan for Barrow Borough currently comprises the following;

- 'Saved' planning policies in the Barrow in Furness Borough Council Local Plan Review, 2001, and the Barrow in Furness Local Plan Review Housing Chapter Alteration 2006
- The Barrow Port Area Action Plan, 2010
- Cumbria Minerals & Waste Development Framework

2.2 'Saved' Planning Policy

The Council have formally 'saved' the following local planning policy:

- Barrow-in-Furness Borough Council Local Plan Review 1996-2006; and
- Barrow-in-Furness Borough Council Local Plan Review 1996-2006 - Housing Chapter Alteration, 2006.

The Barrow Port Area Action Plan

The Barrow Port Area Action Plan (the Action Plan) was adopted in July 2010. The policies within it, like those of the Local Plan Review and the Housing Chapter Alteration now, will be afforded weight according to their consistency with the NPPF.

Supplementary Planning Guidance and Documents

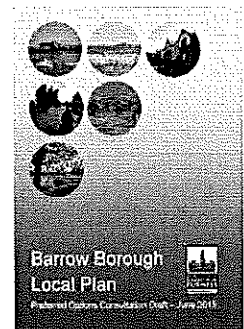
Supplementary Planning Guidance and Documents (SPG and SPD) support and expand on existing planning policy contained within the Development Plan.

The Council continues to regard the following SPG and SPD as material planning considerations:

- Parking Guidelines in Cumbria SPG (1997)
- Layout of New Residential Development SPG (1996)
- Shopfront & Advertisement Design SPD (2010)

The Local Plan

The Local Plan will contain a realistic vision for the Borough, looking forward to 2031. The vision will seek to address the key planning issues that are currently facing the Borough. These issues include population decline, lack of housing choice and unemployment. The vision will also seek to promote the Borough's greatest assets to attract and retain people and businesses in the area, such as its natural environment, its highly skilled workforce and its strong communities.



The Council is committed to its key priority of Regeneration and to working with partners and service providers to enhance the built environment and the public realm. This will address some of the challenges faced, particularly in the town centre and help towards securing a sustainable long term economic future for the Borough and attracting inward investment.

The Local Plan will set out key objectives, and will include the strategic objectives and detailed policies and identifies sites for development of new housing, employment, leisure facilities and associated infrastructure, and contains policies to guide this development whilst protecting the existing assets and characteristics of the Borough, These policies will also be used to determine planning applications.

The Plan will be borough wide and will include land allocations and detailed development control policies. In due course the Plan will replace current Saved Local Policy.

The preparation of the Local Plan will be guided by the timetable in the Council's Local Development Scheme and its content guided by the Statement of Community Involvement. Its performance and progress will be monitored by the Annual Monitoring Report.

The Local Development Scheme (LDS)

The Local Development Scheme (LDS) sets out the documents to be produced by the Planning Policy Section, and the associated timetables for their production. The Council's first LDS was produced in March 2005 and was updated most recently in March 2016. The LDS sets out a summary of the Council's priorities in terms of planning policy document production.

Annual Monitoring Report (AMR)

The Annual Monitoring Report (AMR) will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents (i.e. DPD's, SPD's and the SCI) are being successfully implemented.

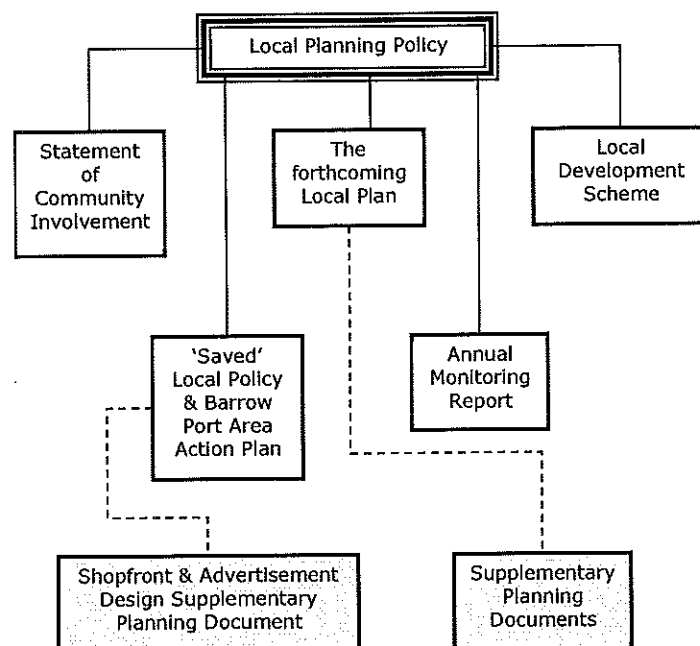
The Statement of Community Involvement (SCI)

The SCI describes how the Council will engage with the community and others in preparing other planning policy documents and also in dealing with planning applications.

The SCI was originally adopted by the Council in July 2007 and an updated version was adopted in November 2010.

Figure 1 below illustrates Barrow Borough's Framework of Planning Policy documents.

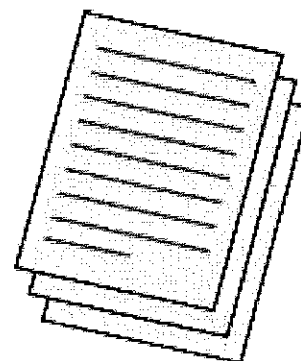
Figure 1 – Planning Policy for Barrow Borough



2.2 Background Studies

The following studies have been commissioned or will be undertaken by the Planning Policy Section to support the development of the Local Plan:

- Housing Needs Assessment & Update to Strategic Housing Market Assessment (SHMA) (May 2014)
- Employment Land Review
- Open Space Audit
- Retail Capacity & Town Centre Uses Study (January 2013)
- Strategic Flood Risk Assessment (May 2015)
- Strategic Environmental Assessment
- Sustainability Assessment
- Habitats Regulation Assessment
- Appropriate Assessment
- Cumbria Landscape Character Guidance & Toolkit (led by Cumbria County Council on behalf of the Districts/Boroughs) (2011)
- Gypsy & Traveller Accommodation Assessment (Jointly commissioned for all Cumbrian authorities November 2013)
- Housing Land Statement
- Green Infrastructure Strategy
- Heritage Impact Assessments
- Infrastructure Delivery Plan



Sustainability Appraisal & Strategic Environmental Assessment SA/SEA

A Sustainability Appraisal will be produced which includes the assessment of the economic, social and environmental impacts of all reasonable options that could be considered during the preparation of planning policy documents. Sustainability Appraisal is an iterative process that both informs and assesses emerging planning policies.

A Draft Interim Sustainability Appraisal has been produced in early 2016, the views of statutory consultees will be incorporated into the final Sustainability Appraisal which will be available alongside the Publication Draft Local Plan.

Appropriate Assessment AA

Where a Local Plan would have a significant effect on a European Nature Conservation Site, it must also be subject to an Appropriate Assessment under the Habitats Directive (92/43/EEC) as transposed into UK legislation by The Conservation of Habitats and Species Regulations 2010. The Borough has a number of European sites and Appropriate Assessments. To date, one has been prepared in respect of the Barrow Port Area Action Plan.

Habitats Regulation Assessment HRA

The HRA identifies whether a project, plan or policy will have an adverse effect on the integrity of any Natura 2000 site, the assessment will be available alongside the Publication Draft Local Plan.

2.3 Sustainable Community Strategy (SCS)



The planning policy documents aim to set out the planning and spatial policies needed to achieve the objectives of the Sustainable Community Strategy.

All local authorities are required to prepare a Sustainable Community Strategy, with the aim of improving the social, environmental and economic well being of their areas.

Through the Sustainable Community Strategy, authorities seek to coordinate the actions of local public, private, voluntary and community sectors.

Barrow Borough Council first prepared a Community Strategy 'A Strategic Plan for Barrow Borough' in 1999. The current document, 'A Sustainable Community Strategy for Barrow in Furness' was adopted in 2009.

The Sustainable Community Strategy sets out a long-term approach to improving quality of life for everyone in Barrow Borough, whether they live, work or are visiting in the area. It has been developed and adapted over several years, but its purpose has always been to help make Barrow and the surrounding area a place where people are happy to live, work and spend their free time.

3. The Statement of Community Involvement (SCI)

3.1 The Purpose of the SCI

The Statement of Community Involvement sets out the Council's policies and procedures for involving the public and other stakeholders in the planning process, both in the preparation of planning policy documents and in the consideration of planning applications, reflecting the statutory requirements for consultation and government guidance.

Barrow Borough Council is committed to ensuring that the views of the community are taken into account when preparing the policies that will guide development in the Borough and in preparing the SCI itself, in order to produce better quality development which meets the needs and aspirations of the local community. We hope that local people will feel part of decisions and processes that help to shape the future of the area.

3.2 Why do we need a revised SCI?

In 2007, the Council adopted its Statement of Community Involvement (SCI) and this document was revised in 2010. Since the SCI was introduced, there have been a number of changes to both planning legislation and technological advances, which have changed the way public consultation is carried out, therefore this document now requires a review. The updated SCI allows the Council to change its approach on consultation based on experience gained since the production of the existing SCI.

Furthermore, we are now preparing a new Local Plan for the area, which will contain the planning policies and proposals that will shape the future of the district over the next 15 years. It is therefore considered a suitable time to review the current SCI alongside the preparation of the new Local Plan.

3.3 Our approach

When we involve you in preparing the new Local Plan or consult you on planning applications or on other planning matters, we will:

- Communicate clearly by writing in plain English and explain any technical terms that we need to use.
- Keep the process simple by making it easy for you to get involved and be able to provide your views through a variety of means, taking into consideration time and costs. We will make use of existing community involvement networks and groups as appropriate.
- Be inclusive by aiming to make appropriate information accessible to as many people as possible by providing information in an accessible format and giving clear advice on how the planning system works where requested.
- Encourage effective involvement by explaining what we can and cannot take into account and make sure that you have enough time and notice of all the opportunities to get involved. We will consider all comments and provide feedback on how they have been considered.

3.4 Who will we involve (the consultees)?

- **Specific consultation bodies** – These are organisations specified by law for consultation as appropriate, including those responsible for services, utilities and infrastructure provision, Parish Councils in and adjacent to the borough, adjoining councils and Government departments.
- **General consultation bodies** – These are community and voluntary bodies with an interest in the borough and bodies that represent different racial, ethnic, national or religious groups, disabled persons or persons carrying on business in the borough.
- **Elected representatives** – this includes local councillors, Members of Parliament and Members of the European Parliament.
- **The general public** – This includes people who live in, work in or visit the borough or have another interest in the borough.
- **Businesses** – Those with business interests in the borough.
- **Landowners, developers and agents** – Those who have a direct interest in future development and have a major role to play in providing the facilities and services the borough needs.
- **Duty to cooperate prescribed bodies** – these include neighbouring councils and other prescribed bodies as set out in law, many of whom are also specific consultation bodies.

A current list of the specific and general consultation bodies and other groups is set out in Appendix D. Individuals, agents and companies are not identified on the list in Appendix D, but their details are held on the Planning Policy consultation database.

Any organisation, group or individual can be added to the Planning Policy consultation database and will be notified of document production in line with their specific request. To be added to the database, please contact the Planning Policy Section (see Appendix B for contact details).

3.5 How we will communicate with people

The Council will use a range of methods to engage the community and take on board their views and opinions throughout the preparation of documents. The methods of involving people should be appropriate and relevant to the people involved and the type of consultation being undertaken. Where possible and appropriate, we will go beyond those minimum requirements to promote greater community participation.

The Council will give consideration to a variety of methods that could be used during the various stages of the plan making process. Potential methods will include some or all of the following:

- Informal discussion by telephone or informal meeting
- Consultation letters or email
- Questionnaires and surveys
- Press adverts and press releases
- Articles for newsletters
- Information on the Council's website
- Information on the Council's Data Portal
- Meetings
- Focus Groups
- Exhibition/displays/open days
- Email alert system
- Social Media
- Town and Parish Councils
- Utilise existing established groups
- Leaflets/postcards/posters
- Availability of documents



The planning system, both through the Local Plan and the system for consulting on planning and related applications, has specific requirements for publicity e.g. site notices. There is also flexibility and encouragement to use additional techniques and methods to ensure wider involvement, in particular from harder to reach groups in the community.

Figure 2 illustrates the methods that will be used for consultation on the different types of planning policy documents. These are considered to represent methods that are suitable for their intended audience and can most effectively engage with the broadest possible range of stakeholders, whilst being manageable within the limits of available resources.

Figure 2 – Methods of Consultation for Planning Policy documents

Statement of Community Involvement (SCI)

Activity	What we will do	Additional options we may consider
Public Participation	<ul style="list-style-type: none"> • Consultation letters and email • Publish draft document on Council website • Informal discussions with Officers 	<ul style="list-style-type: none"> • Press Notices in North West Evening Mail • Publicise update on Social Media • Automatic email updates to consultees

Local Plan (LP)

Activity	What we will do	Additional options we may consider
Pre-production and Production	<ul style="list-style-type: none"> • Consultation letters and emails to all consultees and anyone who has asked to be told about changes to Planning Policy. • Make consultation documents available in Council Offices • Make consultations documents available in local libraries • Make consultation documents available at prescribed locations • Make consultation documents available in alternative formats (e.g. large print) on request • Publicise consultation documents on Council website • Issue a press release • Informal discussions with Officers 	<ul style="list-style-type: none"> • Publicise updates on Social Media • Press Notices in North West Evening Mail • Publish updates in a Newsletter • Publicise an update on the Council's Data Portal • Automatic email updates to consultees • Publicise the role of Planning Aid • Distribute a questionnaire • Formal meetings with consultees and other local businesses • Exhibitions and displays • Focus groups • Display site notices on proposed development sites.
Examination	<ul style="list-style-type: none"> • Publish an update on the Council website • Contact anyone who has requested to be notified • Make copies of the Local Plan available in Town Hall • Make of the Local Plan available in local libraries 	<ul style="list-style-type: none"> • Publicise updates on Social Media • Automatic email updates to consultees • Publicise a news item on the Council's Data Portal
Adoption	<ul style="list-style-type: none"> • Publish the document on the Council website • Make hard copies available to purchase • Make document available in alternative formats (e.g. large font) • Make copy of the Local Plan available in the Town Hall • Make copy of the Local Plan available in the local libraries • Send a copy of the adoption statement to anyone who has requested to be notified • Issue a press notice in North West Evening Mail 	<ul style="list-style-type: none"> • Publicise a news item on Social Media • Automatic email updates to consultees • Publicise a news item on the Council's Data Portal • Notify contacts who have submitted representations.

Supplementary Planning Documents (SPD)

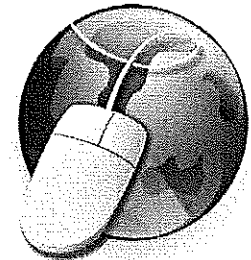
Activity	What we will do	Additional options we may consider
Consultation	<ul style="list-style-type: none"> • Consultation letters and emails to anyone interested in the specific subject • Publicise consultation document on the Council website • Informal discussions with Officers • Make consultation document available in the Town Hall • Make consultation document available in alternative format (e.g. large font) 	<ul style="list-style-type: none"> • Press Notices in North West Evening Mail • Publicise update on Social Media • Produce questionnaires • Automatic email updates to consultees • Focus groups • Formal meeting with consultees interested in the specific subject • Publicise news item on Council's Data Portal.
Adoption	<ul style="list-style-type: none"> • Publish the document on the Council website • Make hard copy available to purchase • Make document available in alternative formats (e.g. large font) • Make copy of the Local Plan available in the Town Hall • Make copy of the Local Plan available in the local libraries • Send a copy of the adoption statement to anyone who has requested to be notified • Issue a press notice in North West Evening Mail 	<ul style="list-style-type: none"> • Publicise a news item on Social Media • Automatic email updates to consultees • Publicise a news item on the Council's Data Portal • Notify contacts who have submitted representations.

3.6 Data Portal

The council's Data Portal has been created using the open source data portal software CKAN (Comprehensive Knowledge Archive Network). It has been setup to enable the release of as much data as possible in an open and consistent manner.

The Council has set up the Data Portal to provide a location for departments within the organisation to publish datasets. Data is grouped into departments or themes making it easier for the user to find and view information.

CKAN is aimed at data publishers (national and regional governments, companies and organizations) wanting to make their data open and available.



The Duty to Co-operate

It is important that the Local Plan recognises, connects with and supports other relevant strategic documents for, not only Barrow in Furness, but Cumbria as a whole. Public bodies have a duty to co-operate on planning issues that cross administrative boundaries and collaborative working is essential in ensuring the development of co-ordinated, deliverable, strategies, plans and policies.

There are several key issues in Barrow that extend beyond the Borough boundary. These issues need to be considered in the Local Plan. Strategic cross-boundary needs should be considered in an authority's Local Plan and authorities must demonstrate that they have successfully co-operated and, where necessary, agreed with their neighbours on cross-boundary issues.

Cross-Boundary Issues

The Borough is bordered by the districts of South Lakeland and Copeland, and also by the Duddon Estuary, Morecambe Bay and the Irish Sea. The Local Plan will take account of strategic issues that overlap the Borough's boundaries into these areas and will work with neighbouring districts and other key agencies to ensure that the Local Plan effectively addresses such issues and does not conflict with other relevant plans and strategies that apply to these areas.

Community Led Plans

Community Led Planning helps local people to explore the needs for their area, set priorities and plan actions. Community Plans are produced by volunteers, usually a mix of parish councillors and local people. Community Led Planning is driven and resourced through grass roots action it involves community participation and engagement through questionnaires, meetings, discussions and events, and results in an action plan based on this consultation.

The action plan will set out how local problems and issues and issues can be tackled. They will be a mix of activities which the community can undertake alone, and actions which they will need to address in partnership with local authorities or other agencies.

The parish of Askam and Ireleth have produced a Parish Plan 2014 which can be viewed on the Parish Council website <http://www.askamandirelethparishcouncil.org.uk/communityPlanning.html>

The parish of Dalton and Newton are currently preparing a Parish Plan which will be developed in 2016, more details can be found on their website: <http://www.daltoncouncil.org.uk/1160359056.html>

Neighbourhood Plans

Neighbourhood Plans focus solely on spatial planning issues i.e. the use of land and buildings, and although led by the community usually requires expert professional advice and support (funding is available for this).

This is a statutory process involving external examination and assessment, which produces either a 'Neighbourhood Plan' to sit alongside existing planning policy with the local planning authority; a 'Neighbourhood Development Order' or 'Community Right to Build Order' which grant planning permission locally without the need to submit applications to the local planning authority.

3.7 Consulting Everyone

The SCI follows the principles and spirit of the Council's Consultation Policy and Single Equality Scheme, which set out the Council's commitment to equality and effective consultation and explains how that commitment will be delivered including advice on measures to help ensure that consultation effectively engages with people representing the diversity of our local population. This will mean taking steps to ensure that appropriate consideration is given to views from:

- People from Minority Ethnic groups
- Faith groups
- People with disabilities
- Lesbian, Gay, Bisexual and Transgender (LGBT) groups
- People of all ages
- Asylum seekers and refugees
- Lone parents and/or carers
- People living in areas of deprivation or on a low income
- Transient populations
- People with limited time

Consultation documents will be made widely available in electronic and hard copy format. The Council has sought to produce its planning policy documents in an accessible and easy to read format, and documents for inspection, meetings and exhibitions will be held at accessible locations. For those who do not have internet access, other formats for example large print are available on request.

Consultation letters may be accompanied by specially designed comments forms to assist people with their responses, and officers will be very happy to provide guidance and assistance when required.

3.8 Receipt of representations

The Council is able and willing to receive written representations and comments by email or letter. At the formal stages of the process, those making representations will be encouraged to use the official forms supplied, although all written comments, however received, will be registered. Representations must include a name and contact address and will be available for public inspection.

Representations made by telephone will not normally be registered.

3.9 Response to Representations

Representations received at the formal consultation stages will be considered by Council officers and will be reported, together with a recommended response, to the Council's Executive Committee. Comments will normally be reproduced in full, but may be summarised if a large number are received.

Representations received outside of the consultation period will be registered as late and will be read by officers. However, they will not be considered as duly made and a response will not be published.

Individual written responses to the comments received will not normally be sent. Those who have commented will be able to see how their comments have been addressed through the Committee Reports described above.

It is important to note that whilst the Council will always consider any relevant comments in respect of the development of a policy document or a planning application, it will not always be possible or appropriate to decide the matter in accordance with the comments(s) received. There may be other material considerations, such as requirements of legislation, or national or local policies to which the Council must adhere.

Representations received at the final publication stage of the Local Plan are for the Inspector appointed to examine the Local Plan to consider. The Council is required to summarise the number and nature of the representations received and prepare a Statement of Representations and make the original copies of the representations available for inspection on request.

3.10 Publicity and Availability of Documents

The availability of formal draft and final documents will be publicised through the Council's website and press adverts will be placed in the North West Evening Mail.

All formal draft and final documents will be available on the Council's website www.barrowbc.gov.uk (See under Planning/Planning Policy). All draft versions will be available for information even after the consultation period has closed, until such time as the document is finally adopted. Copies will be available for inspection at the Town Hall, Barrow, the Town Hall, Dalton and at public libraries (See Appendix A for locations and opening hours).

Copies will also be available for purchase in hard copy form or CD on request.

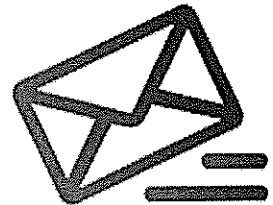
Large print versions and other formats of documents will also be available on request.

The Council's website also hosts the Council's Web Mapping Service where you can view an interactive map or aerial photographs showing all current development plan allocations.

3.11 Charges for Documents

All consultees and interested parties will be encouraged to use the Council's website for viewing or downloading documents, although it is appreciated that this is not appropriate for everyone.

All consultation drafts sent to, or requested by **specific and general** consultation bodies will be free of charge, as may be drafts sent to some **other** public sector, charitable and voluntary consultation bodies.



A scale of reasonable charges for **other** consultees and **individual, agents and companies** who have requested documents will be published on the Council's website and reviewed periodically, as will the scale of charges for final adopted documents. A reasonable charge will be made for hard copies of any background documents requested.

4. How we consult on Planning Policy Documents

4.1 Local Plan

When we will consult

Preparation of the Local Plan is subject to rigorous rules. There are four stages for the Council to undertake in preparation of each type of document. These are:

- Pre-production
- Production
- Examination
- Adoption

It will take approximately two years to complete the Local Plan and there will be a number of consultations using a variety of methods during this time.

Stage 1: Pre-production

This is the scoping stage, during which the Council considers who needs to be involved at the different stages in the planning process and how different sections of the community might be represented. This is also the stage during which the evidence base will be developed.

The Council produced an Issues and Options Draft Local Plan in September 2014. This set out a range of issues for inclusion within the Local Plan and options for how they could be dealt with. This draft was subject to a 6 week public consultation.

Stage 2: Production

All of the work during the pre-production stage will then be brought together to produce a Preferred Options Local Plan. Additional informal consultations and discussions may take place at this stage if required.

The Preferred Options Local Plan will be made available to the public for formal comments during at least a six week consultation period. Notices of consultation will be placed on the Council's website giving details of the locations and times that the documents are available. We will also:

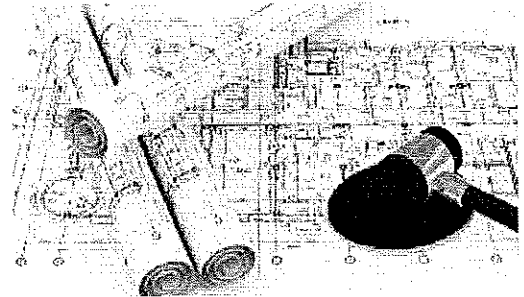
- Make copies of the document available for consideration in Barrow Borough Council offices and libraries in the district.
- Consult all appropriate consultation bodies together with each of the relevant authorities to notify them that the documents are available together with a link to the document on the Council's website.

The Council produced a Preferred Options Draft Local Plan in June 2015, which was subject to a six week consultation. The document will be amended, taking account of the comments as appropriate to form the Publication Draft Local Plan. Any comments and representations that are received will be collated and made available to the public.

Stage 3: Examination

The Publication Draft Local Plan will then be made available to the public for formal comments during at least a six week formal consultation period, before it is submitted to the Secretary of State. We will consult for at least a further six weeks at this stage and:

- Place on the Council's website, a statement giving details of the locations and times that the Local Plan and comments are available for the public to view.
- Make copies of the Local Plan and Sustainability Appraisal, together with the comments received, available for viewing in council offices and libraries.
- Place a copy of the documents on the Council website
- Notify all appropriate consultation bodies together with each of the relevant authorities to notify them that the Local Plan and comments have been submitted, together with a link to the document on the Council's website.
- Notify those persons who requested to be notified.



The Draft Plan is then submitted to the Secretary of State and is considered for 'soundness' during an Independent Examination.

Adoption

Any changes that are recommended in the Inspector's report from the Examination will be made by the Council. Once the changes have been made, the final version of the Local Plan document will be adopted by Full Council.

Once the Council adopts the Local Plan it will be made publicly available, together with details of any Saved Plans it replaces:

- On the Council's website.
- For inspection at Council offices and libraries in the district.

4.2 Supplementary Planning Documents

We prepare Supplementary Planning Documents to give more detailed advice and guidance on how to meet policies in the Local Plan, for example to cover a particular issue or geographic area. They will be a material consideration for relevant planning decisions, but are not part of the Development Plan.

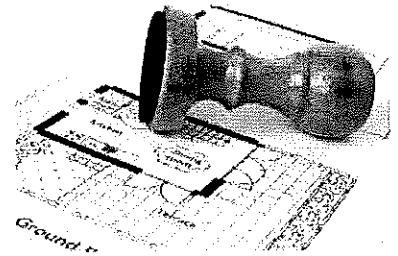
Our approach to involve people in preparing SPD's is similar to preparing Local Plans, but with two main differences to who and when.

Who

There are no specific consultation bodies that we are obliged to consult, as there are with Local Plans. We will endeavour to consult as widely as resources and timescales allow on SPD's, however our consultation on these documents may be focused on those bodies and individuals with an interest in the particular subject, although comments will always be welcomed from others.

When

Consultation must be carried out during preparation of a SPD prior to its adoption, but other than that, there are no specified stages. We will always carry out a least one stage of public consultation before we adopt such a document, including producing a draft document.



5. How we will consult on Planning Applications

5.1 Planning Applications

Planning permission is generally required for new development and changes of use or appearance of land or buildings. The Council believed that community engagement on planning applications brings benefits to the process by enabling the community to understand proposals and express their views on them or suggest changes which would improve them.

Our approach to involvement is set out below.

Who will we involve?

- Where neighbour notification is required, adjoining occupiers, being those in properties which have a common boundary with the application site.
- Additional properties, depending on the scale, nature and likely impact of the proposal.
- Statutory and non statutory bodies, as appropriate.

When we will involve you?

Pre-application – Most development proposals benefit from engagement with the local community early in the process and we encourage applicants to undertake a community involvement exercise using a variety of formats.

Application – We will publicise the proposal and notify neighbours and other statutory/non-statutory consultees to request their views and consider any valid representations.

When amendments are made which significantly alter the nature or impact of the proposal – We will carry out further consultations as appropriate and again consider the views received before making a decision.

Post-decision – All planning decisions are posted on our website. When decisions are appealed we will notify those who made representations on the application and advise them of the need to make any further comments directly to the Planning Inspectorate.

How we will involve you?

- Where required we will contact adjoining occupiers directly by post.
- Statutory and non-statutory bodies will be notified by email.
- We will publicise the majority of applications by site notices.
- We will publish local newspaper advertisements, when this is a statutory requirement.
- Details of new applications are added to our website and a weekly list of applications is also posted on the website and emailed to local councillors.
- A period of 21 days from notification is normally specified for the receipt of representations.
- All representations will be taken into account and fully reproduced as part of a published report when making decisions on applications, including those decided by Planning Committee.
- We will inform those who have made representations on an application if it is to be considered by Planning Committee.
- Members of the public are allowed to address Planning Committee either in support of or in opposition to an application, subject to prior approval.
- Planning Committee is an open meeting held in the Town Hall and members of the public are welcome to attend.

5.2 Pre-application Discussions and Consultation

Pre-application discussions between agents/applicants and Development Control Officers are encouraged.

For larger scale projects, the Council also encourages potential applicants to publicise and consult on proposals before they submit a formal planning application. It is most appropriate for such consultation information to be presented as information supporting the application, which can be made available to members of Planning Committee. Any pre-application consultation would be in addition to the Council's own consultation on planning applications.

On major planning applications, it is envisaged that a Development Team approach will be offered, with direct support to the design team from Development Control, Planning Policy and Building Control teams. The Development Team approach may also include a timetable, setting out the staged programme of delivery.

6. Planning Aid

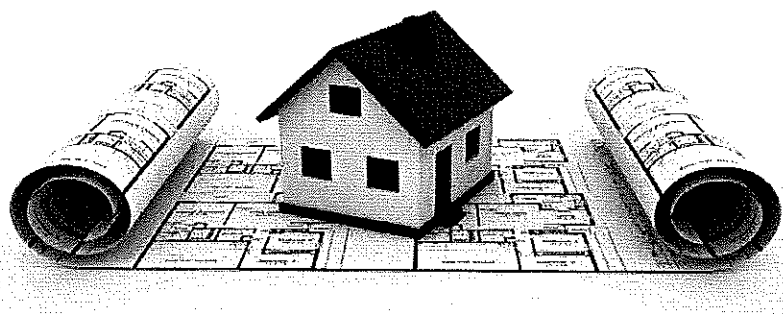
Planning Aid provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. Planning Aid complements the work of local authorities but is wholly independent of them. In most UK regions, Planning Aid is run by the Royal Town Planning Institute (registered charity no. 262865).

Planning Aid can help people to:

- Understand and use the planning system
- Participate in preparing plans
- Prepare their own plans for the future of their community
- Comment on planning applications
- Apply for planning permission or appeal against the refusal of permission
- Represent themselves at public inquiries.

Planning Aid helps to meet one of the key aims of the government's planning reform agenda, which is to place community engagement at the heart of the planning system.

If you need planning advice, email us at advice@planningaid.rtpi.org.uk or phone 0330 123 9244. For other enquiries, can call Planning Aid England on 0203 206 1880 or email info@planningaid.rtpi.org.uk



Appendices

Appendix A

Where to View Planning Policy Documents

<p>Barrow Town Hall Duke Street Barrow in Furness Cumbria LA14 2LD</p> <p>Tel:(01229) 876543 email: developmentplans@barrowbc.gov.uk</p> <p>Opening Times : Monday – Friday 0900 - 1600</p>	<p>Dalton Town Hall Station Road Dalton in Furness Cumbria LA15 8DT</p> <p>Tel: (01229 464000)</p> <p>Opening Times: Monday – Friday 0900 – 1330</p>
<p>Askam Library Lord Street Askam LA16 7AQ</p> <p>Tel:(01229) 462869 Fax:(01229) 462869 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday 1500 - 1730 Tuesday 1000 - 1300 Thursday 1400 - 1700 Friday 1400 – 1700 Saturday 1000 - 1300</p>	<p>Barrow Library Ramsden Square Barrow in Furness LA14 1LL</p> <p>Tel: (01229) 407370 Fax: (01229) 831446 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times: Monday 0930 – 1900 Tuesday 0930 - 1700 Wednesday 0930 - 1900 Thursday 0930 - 1700 Friday 0930 - 1700 Saturday 1000 - 1600 Sunday 1200 - 1600</p>
<p>Barrow Island Library Link Island Road Barrow Island Barrow in Furness LA14 2TQ</p> <p>Tel:(01229) 827972 Fax:(01229) 831446 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday 0900 - 1230 Tuesday 0900 - 1230 Wednesday 0900 - 1230</p>	<p>Dalton in Furness Library Nelson Street Dalton in Furness LA15 8AF</p> <p>Tel:(01229) 462627 Fax:(01229) 462627 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday, Tuesday, Thursday 1000 - 1300 1400 - 1800 Friday 1000 - 1300 1400 - 1700 Saturday 0930 – 1200</p>

Barrow Borough Council
Statement of Community Involvement: May 2016

Roose Library

91-93 Roose Road
Barrow In Furness
LA13 9RJ

Tel:(01229) 811674

Fax:(01229) 811674

email: barrow.library@cumbria.gov.uk

Opening Times :

Monday 0930 - 1300 1400 - 1730

Tuesday 0930 - 1300 1400 - 1730

Thursday 0930 - 1300 1400 - 1730

Friday 0930 - 1300 1400 - 1730

Saturday 0930 - 1200

Walney Library

Central Drive
Walney Island
Barrow in Furness
LA14 3HY

Tel:(01229) 471742

Fax:(01229) 471742

email: barrow.library@cumbria.gov.uk

Opening Times :

Monday 1000 - 1300 1400 - 1800

Tuesday 1000 - 1300 1400 - 1800

Wednesday 1000 - 1300 1400 - 1800

Friday 1000 - 1300 1400 - 1700

Saturday 0930 - 1300

Appendix B

Contacts

Council Main Address

Development Services
Barrow in Furness Borough Council
Town Hall
Duke Street
Barrow in Furness
Cumbria
LA14 2LD

Telephone: 01229 876543
Email: customerservices@barrowbc.gov.uk

Planning Policy Documents

For Planning Policy Documents, please contact the Planning Policy Section at the above address or by:

Tel: 01229 876363, 876349, 876388
Email: developmentplans@barrowbc.gov.uk

To be added to the list of consultees or to register for notification of the ability of Planning Policy documents, please contact the address above or:

Tel: 01229 876363
Email: developmentplans@barrowbc.gov.uk

Development Control Matters

For general enquiries, application forms and guidance, please contact the Development Control Section, at the address above or by:

Tel: Planning Admin Team (01229) 876356
Email: consultplanning@barrowbc.gov.uk

Website

Main address: www.barrowbc.gov.uk
Planning: www.barrowbc.gov.uk/planning
Web Mapping: www.barrowbc.gov.uk/environment/land-and-premises/online-mapping

Appendix C – Glossary

Annual Monitoring Report (AMR)

The Annual Monitoring Report (AMR) produced in December each year, assesses the implementation of the Local Development Scheme and the extent to which planning policies in the DPDs (and any saved policies) are being successfully implemented.

Appropriate Assessment (AA)

Where a DPD or SPD would have a significant effect on a European Nature Conservation Site, it must also be subject to an Appropriate Assessment under The Conservation of Habitats and Species Regulations 2010.

Area Action Plans (AAPs)

These documents apply only to designated parts of a Local Authority's area, particularly in areas where change or redevelopment is likely.

Community Led Plan

The Community Led Plans are produced by volunteers and help local people to explore the needs for their area, set priorities and plan actions.

Development Plan Documents (DPDs)

These set out the land allocations and spatial planning policies for all or a specific part of the Local Planning Authority's area.

When adopted or approved by the LPA, DPDs have the status of being part of the 'development plan' under the Act. Applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise.

Duty to Cooperate

Cooperation between Councils and a number of other public bodies on issues of common concern to develop sound local plans.

Habitat Regulations Assessment (HRA)

Assessment to identify whether a project, plan or policy will have an adverse effect on the integrity of any Natura 2000 site.

Infrastructure Delivery Plan (IDP)

Sets out the infrastructure likely to be needed to support the development proposed in the Local Plan, along with how the infrastructure is expected to be delivered.

Local Plan

The Local Plan is a document which sets out the vision for the borough and how the Council intends to achieve it up to 2031. It incorporates both strategic and detailed policies and contains borough wide and site specific policies that address employment, housing, the environment, community facilities, transport, retail, leisure and tourism.

Local Development Scheme (LDS)

This sets out the Documents to be produced under the Local Plan and the associated timetables for their production.

National Planning Policy Framework (NPPF)

Sets out the Government's planning policies for England and how they are expected to be applied. It is part of the development plan for Barrow and must be taken into account in the preparation of local and neighbourhood plans. It is also a material consideration in planning decisions.

Neighbourhood Plan

Sets out planning policies for the development and use of land in the neighbourhood.

Planning Aid

Planning Aid provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to employ a planning consultant.

Statement of Community Involvement (SCI)

This sets out the Council's policies and procedures for involving the public in the planning process, both in the preparation of planning policy documents and in the development control process (i.e. the consideration of planning applications etc). Each Local Planning Authority must produce an SCI.

Strategic Environmental Assessment (SEA)

An assessment of the potential environmental impacts of a proposal or Local Development Document, the assessment itself will be subject to consultation alongside the relevant DPD.

Supplementary Planning Documents (SPDs)

An SPD provides more detailed guidance than is appropriate in DPDs, such as detailed design guidance, and can be prepared to cover a particular issue or geographic area. SPDs, which are not subject to independent examination, do not have the same status as DPDs, but are nevertheless material considerations in the determination of planning applications.

Sustainable Community Strategy (SCS)

The Sustainable Community Strategy for Barrow and Furness (2009) sets out the strategic aims of improving the social, economic and environmental well being of the Borough.

Sustainability Appraisal (SA)

The Sustainability Appraisal seeks to assess the environmental, social and economic effects of the implementation of the policies contained in the documents or the effects of not having these policies, and to influence them in an attempt to ensure they produce sustainable development.

Appendix D – Planning Policy Consultees

Please note that the lists in this appendix also relate to successor bodies where re-organisations occur.

Specific

The specific consultation bodies include:

- North West Regional Leaders Board
- Natural England
- Environment Agency
- Historic England
- Cumbria Police Authority
- The Secretary of State for Transport
- Home and Communities Agency
- The Coal Authority
- Cumbria County Council

Neighbouring Local Authorities

- South Lakeland District Council
- Copeland Borough Council

Parish Councils

- Lindal and Marton Parish Council
- Askam and Ireleth Parish Council
- Dalton with Newton Town Council

Neighbouring Parish Councils

- Millom Town Council
- Millom without Parish Council
- Aldingham Parish Council
- Pennington Parish Council
- Urswick Parish Council
- Kirkby and Ireleth Parish Council

Owners/controllers of electronic communications apparatus

- Arqiva Services Limited
- Vodafone and O2
- EE
- Three

Organisations which provide electricity, gas or water, or deal with sewerage

- United Utilities Water Limited
- Electricity North West Limited (ENW)
- Northern Gas Networks

General

The general consultation bodies are defined as:

- Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled people in the authority's area; and
- Bodies which represent the interests of persons carrying out business in the authority's area.

To date the Council has identified the following general consultation bodies: -

- Active Cumbria
- Age UK Barrow and District
- AWAZ Cumbria
- Barrow and District Society for the Blind Ltd
- Barrow and District Disability Association
- Barrow Civic and Local History Society
- Barrow Gypsy Group
- Barrow Tenants' Forum
- Barrow Tenant's with Disability Forum
- Barrow Traders Association
- Bluesky Planning
- Chetwynde School
- Children's Services, Cumbria County Council
- Churches together in Barrow
- Churches together in Dalton
- Churches Trust for Cumbria
- CLA North (Country Land and Business Association)
- Cumbria Clinical Commissioning Group
- Cumbria County Council – Area Support
- Cumbria Deaf Vision
- Cumbria Disability Network
- Cumbria Local Enterprise Partnership
- Cumbria Partnership NHS Foundation Trust
- Dalton Local History Society
- Dalton Traders Association
- Devonshire Road Residents and Tenants Association
- Feet First in Furness
- Four Groves Community Association
- Furness Academy
- Furness Multi-Cultural Community Forum
- Furness Ramblers Association

- Grange and Cartmel Crescent Residents and Tenants Association
- Hindpool Community Association
- Keep Our Future Afloat Campaign
- Marine Management Organisation Northern Office
- MIND in Furness
- Morcambe Bay Partnership
- National Federation of Gypsy Liaison Groups
- NHS England
- NHS Property Services Ltd
- North Walney Residents' Association
- North West Ambulance Service
- North West Regional Leaders Board
- Openreach Newsites (British Telecom)
- Ormsgill Youth and Community Association
- OutReach Cumbria
- Phil Collier Associates
- Roosegate Residents and Tenants Association
- St Bernard's Catholic High School
- Strategic Investment and Property, Cumbria County Council
- Street Voice for Barrow Island
- The National Federation of Liaison Groups
- Thomas Eggar LLP
- United Utilities Property Services
- University Hospitals of Morcambe Bay NHS Foundation Trust
- University Hospitals of Morcambe Bay Trust
- University of Cumbria Head Office
- Vulcan Road Tenants and Residents Association

Other

To date the Council has identified the following other consultation bodies, being charitable or statutory groups, organisations and agencies: -

- Accent North West
- Adult and Local Services
- Anchor Trust
- Barrow and District Council for Voluntary Service
- Barrow Borough Sports Council
- Barrow in Furness Congregation of Jehovah's Witnesses
- Barrow Sixth Form College
- British Astronomical Association
- British Horse Society
- CALC
- Children's Services
- Citizen's Advice Bureau
- Civil Aviation Authority
- Country Land and Business Association
- Cumbria and Lancashire Community Rehabilitation Company
- Cumbria Constabulary
- Cumbria Fire and Rescue Service

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- Cumbria GeoConservation Group
- Cumbria Local Access Forum
- Cumbria Partnership Forum
- Cumbria Playing Fields Association
- Cumbria Tourism
- Cumbria Wildlife Trust
- Design Council
- Diocese of Carlisle
- Eamont Close Sheltered Housing Forum
- Fair oak Housing Association
- Federation of Small Businesses
- FFT Planning
- Fields of Trust
- Friends of the Earth
- Friends of the Lake District (CPRE)
- Furness College
- Furness Enterprise Limited
- General Aviation Awareness Council
- Health and Safety Executive
- Highways England
- HM Revenue and Customs
- Home Builders Federation
- Home Group
- Impact Housing Association
- Inspira Cumbria
- Invest in Cumbria (CIIA)
- Jobcentre Plus
- Lake District National Park Authority
- Local Flood Risk Management Team, Cumbria County Council
- Maritime and Coastguard Agency
- National Farmers Union
- National Grid
- Network Rail
- NHS North West
- North of England Civic Trust
- North Western Inshore Fisheries and Conservation Authority
- Office of Nuclear Regulation
- Ramblers Association
- Road Haulage Association – Northern Region
- Royal Mail Group PLC
- Royal Yachting Association
- RSPB
- Sport England
- Street Voice for Lord Street Area
- Sure Start (Cumbria)
- The Campaign for Real Ale
- The Crown Estate
- The Gypsy Council
- The Lawn Tennis Association
- The National Trust
- The Planning Inspectorate

- The Princes Trust
- The Sea Cadets (Barrow)
- The Theatres Trust
- The Woodland Trust
- University Hospitals of Morcambe Bay NHS Trust
- Victoria Junior School
- Voluntary Action Cumbria

How to get involved

We welcome people getting involved in the Local Plan process. People can tell us what they think by email, letter or coming along to one of our consultation events. More information can be found on our website at www.barrowbc.gov.uk/planning

Our contact details are:

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Working together to support sustainable development within the Borough of Barrow-in-Furness



EXECUTIVE COMMITTEE		<u>Part One</u> (D) Agenda Item 20
Date of Meeting: 11th May, 2016		
Reporting Officer: Executive Director		
<p>Title: Planning Policy - Annual Monitoring Report (AMR)</p> <p>Summary and Conclusions:</p> <p>The purpose of this report is to advise members of the publication of the 2014/15 Annual Monitoring Report (AMR).</p> <p>Recommendations:</p> <p>To note the content of the Annual Monitoring Report 2014/2015.</p>		

Report

The purpose of this report is to advise Members of the publication of the 2014/15 Annual Monitoring Report (AMR) produced by the Planning Policy Section.

This is the eleventh Annual Monitoring Report to be published and a full colour copy is available to view in the Member's Room or on the Council's website.

The AMR is required by legislation and regulations to demonstrate progress in producing the planning policy documents set out in the Council's Local Development Scheme (LDS) which has also recently been updated.

Barrow Borough's Local Development Scheme (May 2016), which is the subject of a further report of this committee, reflects the requirements of the National Planning Policy Framework (NPPF), and the Council's decision to produce a single Local Plan document. We have continued to progress the Local Plan, the Preferred Options Draft Local Plan underwent consultation in July /August 2015 and the Publication Draft will be published in summer 2016. The Plan is expected to be adopted in 2017.

As the production of a single Local Plan requires the review of all saved policy this is currently being progressed as new policies are developed in the Draft Local Plan. The AMR provides a list of saved policies and documents together with an indication of when saved policies are likely to be cancelled or replaced. It also provides an up to date list of background studies which are produced as an evidence base to inform the Local Plan.

The AMR contains a range of data and statistics for the borough including housing employment, health and demographic data.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no, minor or significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

The document can be found on the Council's website or a hard copy is available in the Members Room.