

# Public Document Pack

## Officer Decisions

Friday, 22nd December, 2023  
10.00 am

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### AGENDA

1. **Write Offs for Quarter 1 & 2 2023 - 24**  
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**Write Offs for Quarter 1 & 2 2023 - 24 \_Appendix 1**
  
2. **Award of contract for maintenance on real time bus information displays**  
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3. **Lifting Service - Recommission and Completion of Procurement and Intention to Award (Lot 1 & Lot 5)**  
**Lifting Service - Recommission and Completion of Procurement and Intention to Award (Lot 1 & Lot 5)** 10 - 13
  
4. **Coronation Living Heritage Fund Awards**  
**Coronation Living Heritage Fund Awards** 14 - 16

Date Published: 22 December 2023  
Denise Park, Chief Executive

Agenda Item 1

**RECORD OF DECISION TAKEN UNDER  
DELEGATED AUTHORITY FROM  
EXECUTIVE/COUNCIL/COMMITTEE   
DELEGATED POWERS OUTLINED IN  
THE CONSTITUTION**



|   |  |
|---|--|
| <b>DELEGATED OFFICER<br/>DECISION TAKEN BY:</b> | Strategic Director Finance and Resources |
| <b>DELEGATED BY:</b>                            | Council<br>July 2023                     |
| <b>IN CONSULTATION<br/>WITH:</b>                | Choose an item.                          |
| <b>PORTFOLIO AREA:</b>                          | <b>Finance and Governance</b>            |

**SUBJECT: Write Offs for Quarter 1 & 2 2023 - 24**

**1. DECISION**

That the debts contained within this report are authorised for write off in line with the Financial Procedures Rules

**2. REASON FOR DECISION**

It is good accounting practice to ensure all irrecoverable debts are written off as appropriate. After extensive enquiries, all of the debts listed below have been deemed irrecoverable and do require write off authorisation.

**3. BACKGROUND**

The Council's Standing Orders and Financial Regulations stipulate that the Strategic Director of Finance and Resources may authorise the write off of any individual debt up to the value of £5,000.

For those debts above £5,000 and below £30,000, the Strategic Director of Finance and Resources, in consultation with the Executive Member for Finance and Governance can authorise the write off.

In arriving at a decision to write off a debt, officers must pursue a rigorous process to establish whether funds can be recovered before concluding as a last resort, that the debt is deemed to be irrecoverable. The companies identified in this report have been pursued as appropriate using all available recovery and enforcement methods. Unfortunately it has not been possible to recover the money owed, and the only option available is to write the debts off

#### 4. KEY ISSUES AND RISKS

All of the debts listed below have been deemed irrecoverable and do require write off authorisation. Individually, all of the debts are below £5,000.

A summary of the write offs amounts are listed below. Included in the summary is the service area totals and the reasons for the write.

##### 4.1 Council Tax

###### *Under £5,000*

| Number of cases | Total amount | Reason for Write off           |
|-----------------|--------------|--------------------------------|
| 491             | £89,798.27   | Irrecoverable                  |
| 339             | £195,958.94  | Absconded / gone away          |
| 66              | £63,935.04   | Deceased                       |
| 200             | £907.53      | De-minimus                     |
| 105             | £84,851.73   | Bankrupt                       |
| 14              | £281.53      | Credit payment                 |
| 1               | £9.06        | Exceptional error              |
| 3               | £393.99      | Local Authority Error          |
| 2               | 0.46         | Council Tax Benefit adjustment |

Total number of cases = 1,220

Total amount of write off = £429,475.55

###### *Over £5,000*

| Number of cases | Total amount | Reason for Write off |
|-----------------|--------------|----------------------|
| 1               | £6661.00     | Irrecoverable        |

All accounts have been actively pursued with all recovery options being considered and exhausted. In the case of debts from deceased persons, it has been confirmed that the estate has no funds available to discharge the debt. The bankrupt cases have been verified with the Insolvency Service / Practitioners with claims made for the outstanding debts if applicable. All absconded accounts have also been subject to the various tracing methods including Experian checks and review on social media.

##### 4.2 Business Rates

###### *Under £5,000*

| Number of cases | Total amount | Reason for Write off |
|-----------------|--------------|----------------------|
| 5               | £3.43        | De-minimus           |

##### 4.3 Sundry Debts

There have been no write offs over £5,000 and under £30,000 during this period.

##### 4.4 Housing Benefit Overpayments

###### *Under £5,000*

| Number of cases | Total amount | Reason for Write off  |
|-----------------|--------------|-----------------------|
| 3               | £1,222.97    | Irrecoverable         |
| 1               | £677.53      | Local Authority Error |

|   |           |             |
|---|-----------|-------------|
| 4 | £6,774.30 | Deceased    |
| 4 | £5,437.64 | Insolvency  |
| 2 | £3,934.47 | Exceptional |

#### **£5,000 – under £30,000**

| <b>Number of cases</b> | <b>Total amount</b> | <b>Reason for Write off</b> |
|------------------------|---------------------|-----------------------------|
| 2                      | £18,839.64          | Local Authority error       |

All accounts have been actively pursued with all recovery options being considered and exhausted. In the case of debts from deceased persons, it has been confirmed that the estate has no funds available to discharge the debt. The bankrupt cases have been verified with the Insolvency Service / Practitioners with claims made for the outstanding debts if applicable.

Debts can, and are written back on and pursued in certain circumstances. These will include absconded debtors and where new information comes to light.

#### **5. FINANCIAL IMPLICATIONS**

The Council maintains an accounting provision for potential bad debt write off. The adequacy of this provision is reviewed each year and is subject to audit review.

The amount for write off detailed in this report is £479,687.52. The total amount of write off is provided for under the Council's bad debt provision.

Following the write offs from this period, the bad debt provision remains as follows:

Council Tax £11,007,042  
 Business Rates £1,273,017  
 Benefits Overpayments £1,886,865  
 Sundry Debts £6,776,571

During the period, some debts have small credit balances written on, or previous write offs reversed following debtors being traced. During 1<sup>st</sup> April and 30<sup>th</sup> September, a total of £38,138 debt was written on for Council Tax, and a further £21,576.64 for Business Rates.

#### **6. LEGAL IMPLICATIONS**

The Council has a duty to pursue and recover outstanding monies due, however, it is inevitable that some debts cannot be recovered for a number of reasons. All of the debts outlined in this report are deemed irrecoverable for the reasons listed above.

#### **7. RESOURCE IMPLICATIONS**

There are no resource implications associated with this decision.

#### **8. OPTIONS CONSIDERED AND REJECTED**

There are other options available to the Council. Good financial and accounting practice requires irrecoverable debt to be written off.

#### **9. CONSULTATIONS**

None.

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**10. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and any Member who has been consulted, and note of any dispensation granted should be recorded below:

|                 |          |
|-----------------|----------|
| <b>VERSION:</b> | <b>1</b> |
|-----------------|----------|

|                              |                     |
|------------------------------|---------------------|
| <b>CONTACT OFFICER:</b>      | <b>Andy Ormerod</b> |
| <b>DATE:</b>                 |                     |
| <b>BACKGROUND DOCUMENTS:</b> |                     |

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

|                                 |  |  |            |
|---------------------------------|--|--|------------|
| <b>Service area &amp; dept.</b> | Revenues & Benefits – Finance and Governance | <b>Date the activity will be implemented</b> | 01/12/2023 |
|---------------------------------|--|--|------------|

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Brief description of activity</b> | Write off irrecoverable debts |
|--------------------------------------|-------------------------------|


| <b>Answers favouring doing an EIA</b>                             | <b>Checklist question</b>   | <b>Answers favouring not doing an EIA</b> |
|---|---|---|
| <input type="checkbox"/> Yes                                      | Does this activity involve any of the following:<br>- Commissioning / decommissioning a service<br>- Change to existing Council policy/strategy<br>- Budget changes   | <input checked="" type="checkbox"/> No    |
| <input type="checkbox"/> Yes                                      | Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?   | <input checked="" type="checkbox"/> No    |
| <input type="checkbox"/> No<br><input type="checkbox"/> Not sure  | Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?  | <input checked="" type="checkbox"/> Yes   |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> Not sure | <b>Does this activity:</b><br>Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act<br><i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>    | <input checked="" type="checkbox"/> No    |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> Not sure | Reduce equality of opportunity between those who share a protected characteristic and those who do not<br><i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>                        | <input checked="" type="checkbox"/> No    |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> Not sure | Foster poor relations between people who share a protected characteristic and those who do not<br><i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i> | <input checked="" type="checkbox"/> No    |
| <b>FOR = 0</b>  | <b>TOTAL</b>  | <b>AGAINST = 6</b>                        |

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

|                                  |   |
|----------------------------------|---|
| <b>Assessment Lead Signature</b> |  |
| <b>E&amp;D Lead Signature</b>    | Gwen Kinloch  |
| <b>Date</b>                      | 23/11/2023  |

Agenda Item 2

**RECORD OF DECISION TAKEN UNDER  
DELEGATED AUTHORITY FROM  
EXECUTIVE/COUNCIL/COMMITTEE**

**DELEGATED POWERS OUTLINED IN  
THE CONSTITUTION**



|   |  |
|---|--|
| <b>DELEGATED OFFICER<br/>DECISION TAKEN BY:</b> | Strategic Director of Environment & Operations |
| <b>DELEGATED BY:</b>                            | Council<br>(date of delegation)                |
| <b>IN CONSULTATION<br/>WITH:</b>                | Executive Member                               |
| <b>PORTFOLIO AREA:</b>                          | Growth and Development                         |

**SUBJECT: Award of contract for maintenance on real time bus information displays**

**1. DECISION**

To award the contract for maintenance on real time bus information displays to Journeo Passenger Systems limited for a one-year period with the option to extend for a further three number one-year periods.

**2. REASON FOR DECISION**

The Executive Member for Growth and Development previously approved the procurement of the maintenance on real time bus information displays, the provision of real time bus information is a necessary part of providing good transport links to the town centre. The displays provide a vital role in encouraging people to use buses and will provide an on-going role in supporting bus operators and passengers over the coming years.

In accordance with the approved strategy an open tender process was carried with any supplier being able to bid for the opportunity. Only one tender response was received for the opportunity, this was however anticipated due to the current displays being manufactured by the incumbent supplier and therefore it would be difficult for any new supplier to maintain these or be cost effective to replace.

The tender had a minimum threshold for the quality element of 50% of the available marks, with bidders having to score a minimum of 17.5 out of 35 marks for quality, Journeo achieved a much higher score for quality as per the tender scores awarded below:

| Area         | Score Available | Score Awarded |
|--------------|-----------------|---------------|
| Price        | 50              | 50            |
| Quality      | 35              | 29.25         |
| Social Value | 15              | 5.4           |
| Total        | 100             | 84.65         |

The new contract will see only a small increase in costs of below RPIX but will also deliver additional social value benefits as part of the contract.

### **3. BACKGROUND**

As part of the successful joint Pennine Reach bid with Lancashire County Council (LCC) in 2014 and subsequent development of bus corridors and bus stations (Blackburn & Accrington), real time information screens were installed at the gates of those bus stations, as well as summary screens within the bus stations. A number of real time screens were also installed at key locations along the primary Pennine Reach Corridors in Accrington, Blackburn, Darwen, Rishton, Great Harwood and Oswaldtwistle. At present there a total of 83 screens across the network.

Real-time displays work by accessing a device on the bus which reports their position to a central system. The system then estimates how long the bus will take to reach all bus stops along the route. These screens show the arrival times of the next bus by counting down the minutes until the bus arrives at the stop.

### **4. KEY ISSUES AND RISKS**

If no contract is in place, the existing equipment wouldn't be maintained and would ultimately lead to blank displays and the discontinuation of the system. The removal of failed equipment would require extra revenue.

The existing system has become a well-established and relied upon source of information for bus passengers, bus operators and other parties who disseminate the information. It would be difficult and expensive to recreate the current system in future years.

### **5. FINANCIAL IMPLICATIONS**

The pricing for year one of the contract is £78,767.88 which represents an increase in costs of less than a £3k per annum since the previous renewal.

The £78,767.88 cost of support and maintenance for the real time bus information displays is split fairly evenly between the two local authorities with a small contribution from Transdev Rawtenstall who use the system to make changes to their screens.

The Environment and Operations Department currently holds a budget of £48k for the cost of the maintenance. Over the years, additional screens have been added to the existing contract which included the maintenance element over a set number of years. As these additional screens have come out of their initial maintenance support period, they have been added to the main maintenance contract. The additional costs for the new contract have been absorbed by the Department and no request is being made for any revenue budget increase.

### **6. LEGAL IMPLICATIONS**

The procurement process used complies with the regulations of the Council's Contract and Procurement rules and the Public Contract Regulations 2015. All contracts and contract variations will be in a form approved by legal officers in the Contracts and Procurement team.

### **7. RESOURCE IMPLICATIONS**

None with this report.



## 8. OPTIONS CONSIDERED AND REJECTED

An evaluation of existing frameworks was carried out with only one potential framework being identified which was the Crown Commercial Services transport technology & associated services framework. Whilst this framework would be able to meet the tender requirements for both local authorities, the current provider to the Council (Journeo) was not a supplier under this lot. As Journeo already have the infrastructure and systems in place under the current contract, there was the potential that they would be able to offer better pricing for the requirements and therefore it was in the best interests of both local authorities that Journeo were able to bid.

## 9. CONSULTATIONS

Consultations have taken place with Lancashire County Council with regards to the award.

## 10. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and any Member who has been consulted, and note of any dispensation granted should be recorded below:

|                 |          |
|-----------------|----------|
| <b>VERSION:</b> | <b>1</b> |
|-----------------|----------|

|                         |                     |
|-------------------------|---------------------|
| <b>CONTACT OFFICER:</b> | <b>Peter Hughes</b> |
|-------------------------|---------------------|

|              |            |
|--------------|------------|
| <b>DATE:</b> | 12/12/2023 |
|--------------|------------|

|                              |   |
|------------------------------|---|
| <b>BACKGROUND DOCUMENTS:</b> | Executive Member Decision - Revised strategy for procurement of maintenance for real time bus information displays. 27 <sup>th</sup> October 2023 |
|------------------------------|---|

Agenda Item 3

**RECORD OF DECISION TAKEN UNDER  
DELEGATED AUTHORITY FROM  
EXECUTIVE/COUNCIL/COMMITTEE   
DELEGATED POWERS OUTLINED IN  
THE CONSTITUTION**



|   |   |
|---|---|
| <b>DELEGATED OFFICER<br/>DECISION TAKEN BY:</b> | Strategic Director of Adults and Health |
| <b>DELEGATED BY:</b>                            | Executive<br>13 Dec 2023                |
| <b>IN CONSULTATION<br/>WITH:</b>                | Executive Board                         |
| <b>PORTFOLIO AREA:</b>                          | Adults & Health                         |

**SUBJECT: Lifting Service - Recommission and Completion of Procurement and Intention to Award (Lot 1 & Lot 5)**

**1. DECISION:**

The officer is requested to approve the awarding of Lot 1 to Stannah Lift Services Ltd and Lot 5 to Wessex Lift Company Ltd. The contracts term to be from 01 January 2024 to 31 March 2026 with and option to extend for a further 2 years (1 + 1)

**2. REASON FOR DECISION: Service to commence**

The decision is required to complete the procurement exercise and issue the contract to the successful bidders/providers to ensure the services commence at the scheduled date. The contracts commence 1<sup>st</sup> January 2024 therefore formal correspondence is required to be sent in advance.

**3. BACKGROUND**

The Council currently has a contractual arrangement approved under a waiver from the Contract Procurement Procedure Rules in place with Handicare Accessibility Limited for the installation and ongoing maintenance of Stairlifts, Through Floor Lifts and External Lifts in domestic settings. Also in place is a contract with Direct Healthcare for Ceiling Track Hoists also approved via a waiver.

The contracts have been in place since June 2021 and will cease on the 31<sup>st</sup> December 2023. The previous contract had been in place since 2013 and was a five plus two year agreement.

**Key Contract Requirements Include:**

- Servicing and Maintenance of Domestic Lifts

- 24 Hour Breakdown Service
- Installation of New Domestic lifts
- Pre-installation Survey and Installation of Domestic lifts
- Removal, storage, refurbishment and reinstallation of Domestic lifts

#### **The Aims of the Contract are:**

- The survey of domestic dwellings which are to have domestic lifting devices installed.
- The supply and Installation of lifting devices within domestic dwellings.
- The supply and installation of lift optional accessories.
- The supply and operation of a 24 hour manned Call Centre facility, contactable directly by the homeowner.
  
- The supply of an Emergency Call Out facility with a guaranteed maximum response time of 2 hours.
- Annual servicing of existing domestic lifting devices.
- The removal of domestic lifting devices and subsequent storage of devices no longer required, paying due regard to cross contamination issues.
- Maintenance and repair of domestic lifting devices during warranty period.
- Suitable storage, providing access for dedicated stock.
- The provision of all relevant documentation to ensure accuracy of the asset register.

#### **Recommission & Award**

Due to having no further option to extend, a procurement exercise was required to undertake. Submission and approval of the Executive Board Decision dated 9<sup>th</sup> March 2023 was completed and approved.

The procurement exercise commenced on the 13<sup>th</sup> October 2023 using the e-procurement portal The Chest. The advert was open till 10<sup>th</sup> November 2023. Evaluation of the tender submissions followed from the 20<sup>th</sup> November to 23<sup>rd</sup> November 2023.

The following tenders were completed:

- Lot 1 Stair Lifts: Successful bidder - Stannah Lift Services Limited with a total score of 84.16%
- Lot 5 Vertical Through Floor Lifts: Successful bidder – Wessex Lift Company Limited with a total score of 59.60%

#### **Recommendation & Request for Approval**

The officer is requested to approve the awarding of Lot 1 to Stannah Lift Services Ltd and Lot 5 to Wessex Lift Company Ltd. The contracts term to be from 01 January 2024 to 31 March 2026 with and option to extend for a further 2 years (1 + 1)

#### **4. KEY ISSUES AND RISKS**

If the request is not granted, it will not be possible for the Council to fulfil its statutory obligations of the Care Act 2014 and the provision of adaptations using Disabled Facilities Grants. Also by using the frameworks it means that value for money has been tested in the marketplace.

## 5. FINANCIAL IMPLICATIONS

### Cost of the service:

Lot 1: Stair Lifts – Stannah Lift Service Limited

Contract Term: 01 January 2024 to 31 March 2026 with and option to extend for a further 2 years (1 + 1)

Value: £215,499 per annum

Lot 5: Vertical Through Floor Lifts – Wessex Lift Company Limited

Contract Term: 01 January 2024 to 31 March 2026 with and option to extend for a further 2 years (1 + 1)

Value: £31,395 per annum

## 6. LEGAL IMPLICATIONS

The procurement process is in accordance with Public Contracts Regulations 2015. Contracts will be in a form approved by legal officers.

## 7. RESOURCE IMPLICATIONS

None

## 8. OPTIONS CONSIDERED AND REJECTED

Wider market has been explored pre-procurement and following exploration, the Espo (external) framework was utilised to support with the recommissioning of the lifting service. Espo provided the framework of lifting service providers available nationally. Espo enable the access to the framework to utilise and invite all providers during the procurement exercise.

## 9. CONSULTATIONS

None

## 10. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and any Member who has been consulted, and note of any dispensation granted should be recorded below:

|                 |          |
|-----------------|----------|
| <b>VERSION:</b> | <b>1</b> |
|-----------------|----------|

|                         |   |
|-------------------------|---|
| <b>CONTACT OFFICER:</b> | Hira Miah. Contracts & Quality Lead Commissioning Manager<br>Susan Kalvenas. Service Lead |
|-------------------------|---|

|                              |           |
|------------------------------|-----------|
| <b>DATE:</b>                 | 14 Dec 23 |
| <b>BACKGROUND DOCUMENTS:</b> |           |

Agenda Item 4

**RECORD OF DECISION TAKEN UNDER  
DELEGATED AUTHORITY FROM  
EXECUTIVE/COUNCIL/COMMITTEE**

**DELEGATED POWERS OUTLINED IN  
THE CONSTITUTION**



|   |  |
|---|--|
| <b>DELEGATED OFFICER<br/>DECISION TAKEN BY:</b> | Strategic Director of Growth & Development |
| <b>DELEGATED BY:</b>                            | Choose an item.<br>(date of delegation)    |
| <b>IN CONSULTATION<br/>WITH:</b>                | Executive Member                           |
| <b>PORTFOLIO AREA:</b>                          | Growth & Development                       |

**SUBJECT: Coronation Living Heritage Fund Awards**

**1. DECISION**

To accept the award of two grant allocations from Defra's Coronation Living Heritage Fund:

- £14,558 from Lot 1 to plant micro-woods
- £14,445 from Lot 2 to plant community orchards

**2. REASON FOR DECISION**

The Council has aspirations to plant 30,000 trees by 2030. The grant allocation will help with meeting the costs of this ambition, reducing pressure on the Council's resources and helping to make available resources go further.

**3. BACKGROUND**

The Coronation Living Heritage Fund was set up to support local tree planting initiatives to commemorate the King's Coronation and provide an improved natural heritage to be enjoyed by future generations. £2.5 million in funding was made available through Defra's Nature for Climate Fund for local authorities in England to bid into for micro-wood and community orchard schemes. The fund is made up of 2 schemes:

- Coronation Micro Woods: to enable local authorities to plant miniature areas of woodland in urban areas
- Coronation Community Orchards: to provide grants to local people and groups to establish community orchards

The Council worked with the Treescapes Team at Lancashire County Council to prepare bids to the fund. It is anticipated that there will be two micro-woods in the Miyawaki style (densely planted trees in a space of around 10x20m), one in Blackburn and one in Darwen, and at least two community orchards. Potential sites for community orchards include Corporation Park and Belmont village.

The deadline for completion of all schemes is March 2025. Only one micro-wood scheme has to be completed in the 23/24 planting season. A site in Queen's Park is being assessed for suitability for a micro-wood.

The funding will cover 100% of costs. No match is required.

Implementation of schemes will involve the community. The LCC Treescapes Team will assist with community engagement, raising awareness of the schemes, involving people in planting and encouraging involvement with future maintenance.

#### **4. KEY ISSUES AND RISKS**

A key risk is that implementation costs could rise, due to inflation, requiring financial input from the Council to complete the schemes. The Climate Emergency Working Group has earmarked a budget allocation for tree planting that could be used in this eventuality, which would avoid the Council having to return the grant and any reputational damage that will arise from letting the community down if a scheme is cancelled.

Loss of trees planted is another key risk that could result in grant clawback. Although the grant conditions have not set a minimum survival rate good tree management expects losses to be no more than 25%, allowing for tree failure, bad weather, especially drought, and vandalism. Community involvement and 'ownership' of sites and oversight by the Environment Team will help to minimise losses. Again, the Climate Emergency budget tree allocation can be called upon if absolutely necessary to make good any serious losses to avoid grant claw back.

#### **5. FINANCIAL IMPLICATIONS**

The grant awards from the Coronation Living Heritage Funds are sufficient to cover the costs of at least two micro-wood and community orchard projects in the borough. The total grant on offer is £29,003 made up of:

- £14,558 from Lot 1 to plant micro-woods; and
- £14,445 from Lot 2 to plant community orchards

#### **6. LEGAL IMPLICATIONS**

The grant awards are subject to Defra's terms and conditions. These have been assessed and deemed acceptable by the Legal Department. A signed Memorandum of Understanding has been returned to Defra for each Lot and Legal Services has requested to hold a copy of each for record keeping as well as the client department.

#### **7. RESOURCE IMPLICATIONS**

Staff time from the Strategic Planning and Transport team in Growth & Development and the Environment Team in Environment & Operations will be needed to develop the schemes with the LCCC Treescapes team and the community.

#### **8. OPTIONS CONSIDERED AND REJECTED**

None

#### **9. CONSULTATIONS**

None

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**10. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and any Member who has been consulted, and note of any dispensation granted should be recorded below:

|                 |          |
|-----------------|----------|
| <b>VERSION:</b> | <b>1</b> |
|-----------------|----------|

|                              |                                |
|------------------------------|--------------------------------|
| <b>CONTACT OFFICER:</b>      | <b>Gwen Kinloch</b>            |
| <b>DATE:</b>                 | 17 <sup>th</sup> November 2023 |
| <b>BACKGROUND DOCUMENTS:</b> |                                |