



Agenda

Finance and Democracy Committee

Date:	Monday, 25 June 2018 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Neil Harvey (Vice-Chairman)</p> <p>Councillors David Donaldson, Tony Ford JP, Angela Jacques, Kiran Mulholland, Linda Nulty, Liz Oades, Richard Redcliffe, Vince Settle, Elaine Silverwood, Roger Small.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 5 June 2018 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 22(c).	1
	DECISION ITEMS:	
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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	4
MEDIUM TERM FINANCIAL STRATEGY (MTFS) – GENERAL FUND REVENUE, CAPITAL PROGRAMME & TREASURY MANAGEMENT OUTTURN POSITION FOR 2017/18			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

On 5th March 2018 the Council set its budget for 2018/19 and also set a revised budget for 2017/18. This report sets out for Members: the expected General Fund Revenue, Capital, and Treasury Management Outturn position for the financial year 2017/18; the major variations between the latest approved budget and the actual outturn expenditure; quantifies the impact on the Council's reserves; and includes a summary of the Council's Treasury Management operations for the financial year.

RECOMMENDATIONS

The Finance and Democracy Committee is recommended to:

1. approve the General Fund Revenue Outturn position as summarised in table 1 of the report;
2. approve the revenue slippage items as set out in Appendix C of the report;
3. approve the transfer to earmarked reserves as set out in paragraphs 2.5 & 2.6 and as summarised in table 1 of the report;
4. approve the Capital Outturn position, including financing, as set out in sections 6 to 9 of the report;
5. approve the capital slippage items as set out in Appendix E of the report; and
6. approve the Treasury Management Annual Report as set out in sections 10 to 12 and the actual Prudential Indicators set out in Appendix F of the report.

SUMMARY OF PREVIOUS DECISIONS

The outturn position for the prior financial year is considered by members annually. There are no previous decisions in respect of the 2017/18 financial outturn.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. Introduction

- 1.1 The Revenue Budget Forecast Update was reported to the Finance and Democracy Committee in both November 2017 and January 2018 and to Council in December 2017 and February 2018, with the Medium Term Financial Strategy (MTFS) and budget decisions presented to full Council for approval in March 2018. This report sets out the outturn position at the end of the financial year to 31st March 2018.

2. General Fund Revenue Outturn Position (including Collection Fund)

- 2.1 On the 5th March 2018, Council approved a revised Revenue Budget net requirement of £8.794m for 2017/18. The outturn position for 2017/18 is a net requirement of £8.472m resulting in a favourable variance (before financing and slippage) of £0.322m. A £0.375m favourable variance against the budgeted total of financing received during the year has resulted in a Revenue Budget underspend, before slippage requests, of £0.697m.
- 2.2 The underspend position is summarised in Table 1 below:

Table 1 – Estimated General Fund Revenue Outturn Position:

	<u>Budget</u> <u>£m</u>	<u>Actual</u> <u>£m</u>	<u>Variance</u> <u>£m</u>	
Financing for the year:				
Gross financing	(11.917)	(12.292)	(0.375)	(Fav)
Less: budgeted transfer to Funding Volatility Reserve	2.000	2.000	-	-
Net financing for the year	(9.917)	(10.292)	(0.375)	(Fav)
Less: Net expenditure for the year	8.794	8.472	(0.322)	(Fav)
Surplus of resources for the year	(1.123)	(1.820)	(0.697)	(Fav)
Less:				
budgeted transfer to M55 Link Road Reserve	0.041	0.041	-	-
budgeted transfer to Capital Investment Reserve	1.082	1.082	-	-
required transfer to GF balances re slippage	-	0.137	0.137	(Fav)
Balance – underlying outturn variance	0	(0.560)	(0.560)	(Fav)
<u>Analysis of further recommended transfers to reserves:</u>				
- transfer to Capital Investment Reserve	0	0.560	0.560	(Fav)
Recommended further transfers to reserves	0	0.560	0.560	(Fav)

- 2.3 A more detailed analysis of the General Fund Revenue Account comparing actual expenditure against the revised approved estimate, analysed by service, is set out in **Appendix A**. A detailed list of the variances within services which contribute to the outturn position is set out in **Appendix B**.
- 2.4 The analysis of the 2017/18 financing at **Appendix A** includes a favourable variance of £0.375m in relation to government grants and council tax and business rate income. The majority of this relates to additional business rate income received during the year, including the consequence of the timing differences in the required accounting transactions between the Council's General Fund and the Collection Fund.
- 2.5 There are a number of budget variances arising from slippage and other adjustments that are recommended for operational effectiveness. These items total £0.137m and are listed in **Appendix C**. **It is recommended that this sum is transferred to general fund balances at year end such that this expenditure can be met in 2018/19.** The underlying underspend after accounting for this slippage is therefore reduced from £0.697m to £0.560m.
- 2.6 After allowing for slippage of £0.137m and the budgeted transfers to reserves of £3.123m there remains a favourable outturn variance of £0.560m. **It is recommended that the sum of £0.560m is transferred to the Capital Investment Reserve to provide additional financing resources for future capital projects.**

This would result in a current forecast balance of the reserve in the sum of £4.063m including the planned transfer into the reserve in respect of 2018/19. Of this £1.933m is already committed to deliver existing approved capital schemes in the years 2018/19 to 2019/20, leaving an unallocated balance on the reserve of £2.130m.

- 2.7 Work continues to be undertaken to interrogate and verify the nature of any budget variances in order to continue the budget rightsizing work carried out during the last financial year. The outcome of this work will be reflected in future updates of the MTFS.

Business Rates Income (Non-Domestic Rates – NDR)

- 2.8 As a consequence of the revised arrangements in respect of business rates, which came into effect from 2013/14, local authorities became liable for a share of the cost of the settlement of appeals in respect of the valuation of properties by the Valuation Office Agency (VOA), that being the body which determines business rates liability. All rateable values are supposed to be reassessed every five years at a general revaluation, although the last one, which was due in 2015, was delayed for two years and became effective on 1st April 2017.

Many businesses within the borough, and indeed nationwide, have lodged appeals against the level of their business rating valuations, with many long-outstanding appeals yet to be settled. These appeals are often supported by specialist rating agents and the outcome can be backdated to the date of the appeal or the last revaluation (i.e. 2010). This scenario can result in significant in-year business rate refunds being made to businesses whose appeals are successful. The VOA have committed to reducing the backlog of appeals within the system and each year a number of the appeals are either settled or dismissed by the VOA. The overall number of outstanding appeals for Fylde has reduced in recent years from 270 (with a total value of £9.613m) at 1st April 2016 to 170 (with a total value of £4.922m) at 31st March 2017, and again in 2017/18 to 106 with a total value at 31st March 2018 of £3.656m.

The Council joined the Lancashire Business Rate Pool with effect from 1st April 2017 in order to benefit from a higher level of retained Business Rates. As a result of this decision the Council was able to retain £598k worth of additional business rate income which would otherwise have been paid over to the government by way of a levy payment. The impact of this additional income is reflected in this financial outturn report.

However the government has announced its intention to further reform the Business Rate Retention arrangements with effect from 2019/20, one of the effects being to bring into question the viability of local Business Rate pools. Consequently the new arrangements may result in changes to the amounts of Business Rate income that is retained by Fylde Council which are, as yet however, unquantifiable. Consequently the Council's Financial Forecast assumes that the pool will continue to operate for 2018/19 only and thereafter will cease to deliver the financial benefits to Fylde Council that existed in 2017/18 and that are anticipated in 2018/19.

Each future update to the Financial Forecast will include the effects of any such changes as and when they are known.

3. Collection Fund Outturn Position

- 3.1 As a Council Tax and Non-Domestic Rates (NDR) Billing Authority, the Council is required by legislation to calculate the surplus or deficit for each financial year on the Collection Fund. Prior to 2013/14 the requirement was to maintain this for Council Tax only, however, as part of the Local Government Finance Act 2012 the Government implemented a Business Rates Retention Scheme from April 2013, whereby the collection and distribution of NDR is collected and distributed via the Collection Fund (distribution of NDR had previously been managed nationally).
- 3.2 For Council Tax only, there was a deficit on the fund as at 31st March 2018 of £149k. This will be shared between Fylde Council, the County Council, the Police Authority and the Fire & Rescue Authority in 2018/19 & 2019/20. Fylde Council's share of the deficit is £20k.

- 3.3 For Non-Domestic Rates only, there was a surplus on the fund as at 31st March 2018 of £531k. The surplus will be shared between Central Government, Fylde Council, the County Council and the Fire & Rescue Authority in 2018/19 & 2019/20. Fylde Council's share of the surplus is £212k.

4. Statement of General Fund Revenue Balances

- 4.1 Table 2 details the Council's General Fund Balances position, as a result of the estimated Outturn at 31st March 2018:

Table 2 – Statement of General Fund Revenue Balances

	<u>Budget</u> <u>£m</u>	<u>Actual</u> <u>£m</u>	<u>Variation</u> <u>£m</u>	
Opening Balance 01/04/2017	3.548	3.548	-	
In-year surplus transferred to reserves re slippage	-	0.137	0.137	(Fav)
Closing Balance 31/03/2018	3.548	3.685	0.137	(Fav)

- 4.2 The first call on revenue balances in 2018/19 is the proposed slippage of £0.137m as set out in **Appendix C** leaving general fund balances after allowing for these items at £3.685m.

5. General Fund Revenue Outturn Conclusions

- 5.1 The favourable outturn position for revenue allows for a further contribution to be made to the Capital Investment Reserve in the sum of £0.560m to provide additional financing resources for future capital projects.
- 5.2 This favourable revenue outturn represents an improvement to the overall financial position of the Council. Future updates to the Financial Forecast during 2018/19 will reflect this improvement. In light of the potential for future reductions in central government funding and uncertainties around 100% business rate retention from 2019/20 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and provided contributions to reserves over recent years.
- 5.3 Through continued focus on the importance of financial stability the Council has delivered a significant savings programme in recent years and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain high quality frontline services to customers. This work has yielded ongoing savings to help improve the Council's financial position over that period and to continue to provide high quality services to residents. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to the increased challenges.

6. Capital Outturn 2017/18

- 6.1 The summary outturn position for capital is set out in table 3 below. The latest approved expenditure budget in the capital programme for 2017/18 was £7.844m, and outturn expenditure was £7.313m leaving a net underspend of £0.531m for the year.

After adjusting for slippage of £0.521m the overall outturn position for 2017/18 is an in-year £10k favourable variance against the latest updated estimate (as shown in table 3). Capital programme expenditure for 2017/18 and details of variances for all capital schemes are shown in **Appendix D**.

Table 3 - Latest Estimate Compared with Outturn 2017/18

	Notes	£m
MTFS 05/03/18:		
Approved Capital Programme: Latest Estimate		7.844
Less Outturn Expenditure		(7.313)
Net Underspend for Year		0.531 (Fav)
Less Slippage (as per Note 1 below)	1	(0.521)
Underlying Variance at Outturn		0.010 (Fav)

Note 1: Capital Schemes Slippage Requests to 2018/19 (Full slippage explanations contained in **Appendix E**)

	£'000
Affordable Housing Scheme - Church Road Methodist Church	275
Disabled Facilities Programme	245
M55 Link Road – Design works	108
Affordable Warmth Scheme	31
Replacement Vehicles	19
St Annes Regeneration Scheme	8
Fairhaven Lake and Gardens Restoration Project	5
Coast Protection Scheme – re-phasing of expenditure	(170)
Total Slippage requested	521

- 6.3 The first periodic update of the Five Year Capital Programme for 2018/19 will be amended to reflect the outturn results and any other changes approved to date.

7. Usable Capital Receipts 2017/18

- 7.1 Capital Receipts are a major component of the Council's capital financing strategy. Details of usable receipts are set out in table 4:

Table 4 - Useable Capital Receipts 2017/18

	Latest Estimate	Outturn	Variance +/-	
	£'000	£'000	£'000	
Opening Balance at 01/04/2017	63	63	0	
Capital Receipts received in year	30	186	156	Fav
Sub Total	93	249	156	Fav
Capital Receipts applied in year		(186)		
Closing Balance at 31/03/2018		63		

- 7.2 The favourable variance of £156k arises from the value of “Right to Buy” capital receipts from Progress Housing being greater than budgeted for.
- 7.3 The closing balance of £63k includes residual receipts regarding assets sold to fund the Ashton Gardens Depot project of £63k. The balance of receipts have been set aside into a capital receipts unapplied fund in order to finance future programmed expenditure on this scheme.

8. Capital Financing 2017/18

- 8.1 The proposed financing of capital expenditure is set out in table 5 below. The financing proposals represent the most cost-effective financing to the Council and leaves it with the greatest flexibility in respect of future years.

Table 5 - Capital Financing 2017/18

	£'000
EXPENDITURE:	<u>7,313</u>
FINANCING:	
Grants & Contributions	5,483
Internal Borrowing	995
Capital Receipts	186
Revenue Contribution	24
Accommodation Project Reserve	500
Capital Investment Reserve	125
Total Capital Financing	<u>7,313</u>

- 8.2 Should any minor changes be identified in capital expenditure as a result of final closure work, capital financing will be adjusted as appropriate.

9. Capital Outturn – Conclusions

- 9.1 After allowing for slippage the outturn position has produced an underlying programme favourable variance of £10k compared to the latest forecast reported to Members.
- 9.2 The outturn position will be reflected in future capital programme updates.
- 9.3 Full details of the capital outturn position on a scheme-by-scheme basis have been presented to each of the programme committees during the current meetings cycle.

10. Treasury Management Annual Report

10.1 Background

This section of the report covers Treasury Management operations for the financial year to 31st March 2018. The Local Government Act 2003 requires the Council to adopt the CIPFA (the Chartered Institute of Public Finance and Accountancy) Prudential Code and produce Prudential Indicators.

The Council’s treasury activities are regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management). The Code of Practice requires authorities to report on the performance of the treasury management function.

The Prudential Indicators and Treasury Management Strategy for 2017/18 were originally approved in the Medium Term Financial Strategy 2017/18 Report to Council on 2nd March 2017. The Prudential Indicators are updated as required and changes have been approved by Council in the Mid-Year Prudential Indicators & Treasury Management Monitoring Report on 4th December 2017 and the Medium Term Financial Strategy Report to Council on 5th March 2018. The Prudential Indicators and the outturn position for 2017/18 are shown at **Appendix F**.

11. Treasury Management & Economic Summary

11.1 Economic Background

The UK economy grew by 1.8% in the year 2017 due largely to a more favourable outlook in the international economy, rather than any specific UK factors.

The Consumer Price index (CPI), used as a measure of inflation, rose to 3.1% in the year to November 2017 before falling back to 2.3% for the year to March 2018. The rise in CPI was as a result of rising import prices which was in turn a consequence of the fall in the value of sterling following the 2016 EU referendum result.

The Bank of England's Monetary Policy Committee (MPC) increased the Bank Rate by 0.25% to 0.5% in November 2017, the first rate increase in ten years. The increase in Bank Rates resulted in slightly higher money market rates.

11.2 Borrowing

In line with advice from treasury advisors the borrowing strategy is to postpone new borrowing and to utilise in-house cash balances instead (also known as internal borrowing). This is the most prudent strategy, particularly in periods when investment returns are low and counter-party risk is high. Such a strategy minimises treasury risk by reducing both external debt and in-house investments. Therefore, no new long term borrowing has been taken during the year.

Existing long term borrowing has only been undertaken for a capital purpose and the statutory borrowing limit (the Authorised Limit) of £9.0m was not breached.

The Council's only borrowing at 31st March, 2018 was at a fixed interest rate (average rate 3.91%) and is shown in Table 6, below.

Table 6 – Analysis of Borrowing

Type of Loan	Balance 31.03.18 £m
Public Works Loan Board (PWLb)	1.0
Gross Borrowing	1.0
Operational Boundary	1.0

The figures in this report are based on the actual amounts borrowed and invested and so may differ from those in the final statutory annual accounts by items such as accrued interest and other statutory accounting adjustments.

11.3 Investments

The security of investments is the Council's main investment objective. This is achieved by adhering to the Treasury Management Strategy approved by Council on 2nd March 2017 by investing with organisations with high credit quality. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

11.4 Internally Managed Funds

During the year the Council held an average cash balance of £20.5m of internally managed funds, which were invested with approved banks, money market funds, Lancashire County Council and a number of other Local Authorities in line with the approved Treasury Management Strategy.

The overall performance was a gross return of 0.35%, compared with a benchmark return of 0.21%. Interest earned was £74k compared to a revised budget of £64k. The level of interest from investments was in excess of the revised budget as the actual level of external investments was higher than anticipated due to the Council benefitting from a more favourable cash-flow position.

12. Prudential Indicators

12.1 The Council complied with all of its Prudential Indicator limits for 2017/18. Details can be found in Appendix F.

13. Overall Outturn Conclusions 2017/18

13.1 The favourable outturn position for revenue allows for a further contribution to be made to the Capital Investment Reserve in the sum of £0.560m to provide additional financing resources for future capital projects. This additional contribution is beneficial to the overall financial position of the Council and thus is to be welcomed.

13.2 The forecast financial position of the Council has improved since the 2017/18 budget was set in March 2017 and the finances of the Council remain robust. Whilst challenges remain, and will no doubt continue to be present given the reduction in central government funding for future years, prudent financial management has provided a relatively stable financial environment which allows the necessary time for the Council to assess and respond to the challenges it faces.

13.3 At a strategic level, activity and resources are focussed on the delivery of the key objectives of the Council as set out within the Council's approved Corporate Plan. Given the level of reserves that has been generated in recent years the budget deficits in the final years of the forecast appear to be at manageable levels. However in an uncertain financial environment the position can change in unexpected ways. It is important that the Council continues to operate in a sound and prudent manner in order to maintain a stable financial position and to explore all opportunities by which the financial position can be further strengthened, whilst continuing to provide high quality services to residents and to deliver the priorities set out in the Corporate Plan.

IMPLICATIONS	
Finance	Detailed financial implications are included within the body of the report
Legal	For 2017/18 there is a statutory requirement for the Chief Financial Officer to sign off a completed Annual Statement of Accounts for the Council by 31 st May 2018, in preparation for the Council's external auditors KPMG to carry out an annual audit.
Community Safety	Not applicable
Human Rights and Equalities	Not applicable
Sustainability and Environmental Impact	Not applicable
Health & Safety and Risk Management	Not applicable

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue, Chief Financial Officer	01253 658566	June 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy 2017/18 to 2021/22	5 th March 2018	https://fylde.cmis.uk.com/fylde/MeetingsCalendar.aspx

Attached documents

Appendix A – General Fund Summary Revenue Expenditure & Income Account

Appendix B – General Fund Outturn 2017/18 – Variations from Revised Estimates

Appendix C – Revenue Budget Slippage Items requested

Appendix D – Capital Outturn 2017/18

Appendix E – Capital Outturn Slippage Items requested

Appendix F – Prudential Indicators

GENERAL FUND OUTTURN 2017/18

Summary Revenue Account				
	Outturn 2017/18			
	Latest Estimate	Outturn	Variance + Over / (Under)	Favourable / Adverse
Net Service Expenditure	£'000	£'000	£'000	
Tourism and Leisure Committee	1,996	2,059	63	Adv
Operational Management Committee	2,573	2,623	50	Adv
Environment, Health and Housing Committee	769	696	(73)	Fav
Planning Committee	927	1,039	112	Adv
Finance and Democracy Committee	3,183	3,340	157	Adv
Contingency	(247)	0	247	Adv
Net Cost of Services	9,201	9,757	556	Adv
Contributions to / (from) other Funds	(676)	(675)	1	Adv
Capital Accounting Adjustments	(378)	(916)	(538)	Fav
Interest payable and similar charges	39	39	0	-
Interest and investment income	(64)	(74)	(10)	Fav
Minimum Revenue Provision	672	672	0	-
Pension accounting adjustment	0	(331)	(331)	Fav
Sub-Total of Appropriations	(407)	(1,285)	(878)	Fav
Total Net Requirement (See App B, part 1 for variance details)	8,794	8,472	(322)	Fav
Financing				
General Government Grants:				
- New Homes Bonus	(1,665)	(1,665)	0	-
- Other Government Grants	(29)	(79)	(50)	Fav
Revenue Support Grant	(354)	(354)	0	-
Council Tax Outturn (incl previous years surplus/deficit)	(5,773)	(5,773)	0	-
Business Rates Outturn (incl previous years surplus/deficit)	(3,195)	(3,340)	(145)	Fav
Business Rates - s31 Grants	(901)	(1,081)	(180)	Fav
Less: budgeted transfer to Funding Volatility Reserve	2,000	2,000	0	-
Total Net Requirement	(9,917)	(10,292)	(375)	Fav
Surplus of resources for the year	(1,123)	(1,820)	(697)	Fav
Approved Transfer to/from Reserves				
Transfer to M55 Link Road Reserve	41	41	0	-
Transfer to Capital Investment Reserve	1,082	1,082	0	-
Recommended transfers to reserves	0	(697)	(697)	Fav
Analysis of recommended Transfers to/from Reserves:				
Recommended transfer from general fund revenue balances				
- transfer to general fund revenue balances re slippage	0	(137)	(137)	Fav
- transfer to Capital Investment Reserve	0	(560)	(560)	Fav
Recommended transfers to reserves	0	(697)	(697)	Fav
Statement of General Fund Revenue Balances				
General Fund Revenue Balances b/f	(3,548)	(3,548)	0	-
Recommended transfer to general fund revenue balances	0	(137)	(137)	Fav
General Fund Revenue Balances c/f	(3,548)	(3,685)	(137)	Fav

Note - this table has been provided to assist Members in understanding the outturn position. The Statutory Statement of Accounts will be in a different format to comply with the latest Code of Practice on Local Authority Accounting.

Note: Shaded area relate to items for which a slippage request has been made

STAFFING COSTS AND AUTHORITY WIDE BUDGETS						
Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
Authority Wide	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,434	8,257	-177	FAV	The savings forecast which was approved by Budget Council in March 2017 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum. This target was reviewed in January 2018 and increased to £238k for 2017/18. The actual of savings achieved in relation to direct employee costs for the current year to date is in excess of this level by £177k. A slippage request is being made in the sum of £15k in respect of the temporary Estates Officer who has been brought in to assist the Estates and Asset Manager in reviewing existing Council assets to ensure revenue generation is maximised.
Authority Wide	Repairs and maintenance of council assets	299	311	12	ADV	Some works which had been planned to be undertaken in later years were required to be undertaken during 2017/18, resulting in this adverse outturn variance.
Authority Wide	Organisational Improvement Costs	23	17	-6	FAV	Funds had been allocated / set aside to be spent on a collaborative leadership initiative with a range of senior and operational managers that was planned for January 2018. Unfortunately this had to be postponed because of employee availability. This work is an essential element of the follow up work from the LGA Peer Review and slippage of this resource into 2018/19 is being requested to allow this to be delivered during 2018/19.
Sub total		8,756	8,585	-171	Favourable	

FINANCE & DEMOCRACY COMMITTEE

Interest and Investment Income	Investment & Bank Interest Received	-64	-74	-10	FAV	It has been possible to generate additional interest income from Treasury Management activities due to the favourable cash-flow position during the year.
Electoral Registration	Canvassers Fees and Equipment Purchase	46	7	-39	FAV	The Individual Electoral Registration (IER) transition is still in progress and there has been an underspend in 2017/18 due to the high number of returns and data matching requirements. The IER costs are funded by a Cabinet Office grant and slippage of these items is being requested to allow completion of the work in 2018/19.
	Individual Electoral Registration	-49	-12	37	ADV	
Revs & Bens Central Costs	Council Tax Reduction Scheme (CTRS) - Hardship Fund	7	1	-6	FAV	This budget represents the balance of the original £10k allocation of funding for this purpose. Slippage is being requested to carry forward this resource into 2018/19 to provide some budget provision for potential claimants during the new year - as per the management of the CTRS scheme as adopted.
Sub total		-60	-78	-18	Favourable	

Appendix B (cont'd)

Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
OPERATIONAL MANAGEMENT COMMITTEE						
Computer Services	Purchase of Computer Equipment/Licences/etc.	390	318	-72	FAV	This budget provision was intended to fund the purchase of replacement servers which host the Council's core IT systems. This has not been progressed as intended as there has been a delay in the availability of updated hardware from the Council's preferred supplier. This is now expected to be available during 2018/19. This budget also provided for the intended migration to Office 365 and other cloud platforms for the internal and external ICT service. This is now planned to take place in 2018/19, subject to the slippage request being approved.
Sub total		390	318	-72	Favourable	
ENVIRONMENT, HEALTH & HOUSING COMMITTEE						
Mortgage Repossessions	Mortgage Repossn - grants	34	2	-32	FAV	This budget represents central government funding provided to assist in preventing homelessness as a result of mortgage repossession or landlord repossession. Only a proportion of the funding is anticipated to be required each year and a policy is in place such that the unspent balance of funding is carried forward to be used the following year, subject to general budget pressures permitting. A slippage request in this regard is being submitted for approval.
	Mortgage Repossn Prevntn Grant	-34	-2	32	ADV	
Housing Standards	Disabled Facilities Grant Fees	-55	-76	-21	FAV	An increase in the level of government funding in 2017/18 has resulted in the generation of an increased level of administration fees levied by Fylde Council for the management of grant-funded works. This budget will be reviewed in respect of future year income expectations.
Community Safety	Community Safety Initiatives	42	21	-21	FAV	Community Safety Funding consists mainly of a legacy left by the former LSP which was identified to be used solely for community safety initiatives. Although reducing each year there is an agreement that any surplus is slipped to the following financial year and a request has been submitted in this regard.
		-42	-21	21	ADV	
Licensing Act 2003	Premises Licences 2003 Act	-75	-90	-15	FAV	The prescribed Licensing Act fees are linked to the non-domestic rateable value (the RV) of a premises. As a result of the issue of a new rating list for 2017/18, a number of premises have attracted an increased RV which consequently increased the level of premises licence fees payable. In addition there have been an increase in the number of new and variation applications during the year. The budget in respect of future years will be reviewed as part of the budget right-sizing exercise during 2018/19.
Cemetery and Crematorium	Interments	-188	-201	-13	FAV	Despite earlier forecasts that the increased income expectations for 2017/18 would not be achieved, an increase in activity towards the latter part of the year recovered that position, resulting in a favourable outturn variance as compared to the revised income budgets. This is a key area of income for the Council and the budgets will be reviewed once again during 2018/19.
	Cremations	-993	-1,121	-128	FAV	
Sub total		-1,311	-1,488	-177	Favourable	

Appendix B (cont'd)

Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
PLANNING COMMITTEE						
Building Control	Building Notice Fee - Domestic Extensions	-69	-82	-13	FAV	The Building Regulations Building Notice fee income reflects both a change in application trends from Full Plans applications and a buoyant construction industry. The budget will be reviewed during 2018/19 as part of the budget right-sizing exercise.
Development Management	Consultants Fees	38	17	-21	FAV	A number of major planning applications received during the latter part of the year that require specialist external input were not determined during 2017/18 but will now be determined in 2018/19, resulting in an underspend against this budget. A slippage request has been submitted to provide for this work to be undertaken in 2018/19.
	Archaeology and Ecology Agreement	24	4	-20	FAV	Archaeological advice was previously provided to the Council via Lancashire County Council (LCC). This arrangement, which was effectively subsidised by LCC, has now ceased and new interim arrangements are under review. This has led to an underspend of this budget during 2017/18. A slippage request has been submitted to provide for this resource in 2018/19 following the review of future arrangements.
	Planning Application Fees	-750	-644	106	ADV	The number of major planning applications received during the year has been lower than expected and income has consequently been reduced as compared to the original budget estimate. The budget will be reviewed during 2018/19 as part of the budget right-sizing exercise.
	Pre-Planning Advice Fees	-20	-6	14	ADV	
Planning Appeals	Planning Appeal Hearing Costs Including Legal Fees	40	75	35	ADV	The cost of dealing with planning appeal hearings during the year exceeded the available budget. The budget for subsequent years is higher than the 2017/18 budget and will be reviewed as part of budget rightsizing during 2018/19.
Planning Enforcement	Miscellaneous Receipts	0	-12	-12	FAV	The council carried out works in default in order to secure compliance with a planning enforcement notice. The owner of the land has been issued with an invoice for payment and the council is pursuing payment. A land charge has also been placed against the land in order to secure recovery of the costs.
Local Plan	Legal Fees and Court Costs	69	80	11	ADV	The local plan examination in public was extended and required additional evidence to demonstrate the housing number proposed by the council was "sound". The EiP is nearing completion and, presuming the inspector finds the plan to be sound, any further costs will be limited.
Sub total		-668	-568	100	Adverse	
Other minor variances				16	Adverse	
Total Variances - Net Budget Requirement				-322	Favourable	

Revenue Slippage 2017/18

Appendix C

Requests to transfer 2017/18 budget to 2018/19

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if not approved
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FINANCE & DEMOCRACY COMMITTEE

Revs & Bens Central Costs	Council Tax Reduction Scheme (CTRS) - Hardship Fund	6	Balance of the original £10k allocation of funding for this purpose carried forward to next financial year to provide some budget provision for potential claimants during the new year - as per the management of the CTRS scheme as adopted.	The Council has a legal obligation to provide a hardship fund for CTRS recipients - this represents the resource to meet that obligation.
Electoral Registration	Individual Elector Registration (IER)	37	IER Funding from Cabinet Office to cover implementation of individual elector registration.	The slippage is required to enable the delivery of electoral registration forms to householders. If this is not carried out the grant funding would be returned to central government.
		-37		
Organisational Improvement	Oganisational Improvement Costs	3	Funds had been allocated / set aside to be spent on a collaborative leadership initiative with range of senior and operational managers that was planned for January 2018. Unfortunately this had to be postponed because of employee availabilty. This work is an essential element of the follow up work from the LGA Peer Review and approval of the slippage of this resource into 2018/19 would allow this to be delivered.	Because the known commitments on this budget for 2018/19 this initiative could not be delivered if the slippage were not to be approved, resulting in the loss of a significant opportunity for organisational development.
Sub-total		9		

OPERATIONAL MANAGEMENT COMMITTEE

Property Management	Salaries - Basic Pay	15	The former Principal Estates Suveyor left Fylde Council in December 2016. following a staffing review of the Technical Services Team in early 2017 a new post of Estates and Assets Manager was created to manage the estates and assets team, increase revenue from wxisting assets and explore new revenue generating options. This post was filled in October 2017. Due to the length of time the post was vacant a back-log of work developed. To enable the Estates and Assets Manager to focus on additional revenue generation ideas it has been proposed the a temporary Estates Officer be brought in to assist the Estates and Asset Manager in reviewing existing Council assets to ensure revenue generation is maximised. It it expected that additional revenue generated will exceed the cost of the temporary Estates Officer.	If the slippage were not to be approved the Estates and Asset Manager would not be able to focus on exploring additional revenue generating options reulting a potential opportunities not being able to be exploited.
Computer Services	Hardware Replacement	72	This budget provision was intended to fund the purchase of replacement servers which host the Council's core IT systems. This has not been progressed as intended as there has been a delay in the availabilitiy of updated hardware from the Council's preferred supplier. This is now expected to be available during 2018/19. This budget also provided for the intended migration to Office 365 and other cloud platforms for the internal and external ICT service. This is now planned to take place in 2018/19.	If the slippage were not to be approved this would most likely result in a further delay in the replacement of hardware which may in turn have security implications and expose ICT services to cyber vulnerabilities. Additionally the Council may encounter possible software license usage vs entitlement issues.
Sub-total		87		

Appendix C (cont'd)

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if not approved
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ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Community Safety Initiatives	Community Safety Initiatives	21	Community Safety funding is now significantly diminished due to the fact that external grants are no longer being received, other than for smaller amounts of funding, for example, from the Police and Crime Commissioner. The intention is to manage the limited resources prudently and when such usage is most effective. As a result during 2017/18 a relatively small amount of funding has been granted to support a number of partnership projects and consequently a slippage request has been made to transfer the remaining resource into 2018/19. It is possible that not all of this will be used in 2018/19 and a future request to transfer funding beyond 2018/19 may be made. The Grant monies are specifically for Community Safety Initiatives as stipulated by the LSP until such time as the money is fully spent.	If the slippage were not to be approved this would have a detrimental effect on the funding local community safety initiatives. The initiatives are aimed at addressing particular crime or anti-social behaviour issue within Fylde and the monies would have to be repaid to Lancashire County Council.
		-21		At the cessation of the LSP an undertaking was given to utilise the funding for the agreed purposes. It is unclear what would be the consequence if that undertaking were not honoured.
Mortgage Repossessions	Mortgage Repossessions - Grants & Loans	32	In 2009/10 DCLG allocated £23.5k to Fylde Council to assist in preventing homelessness as a result of mortgage repossession or landlord repossession and in 2012 provided a further £30k for the same purpose. A policy is in place such that the unspent balance of funding is carried forward to be used the following year, subject to general budget pressures permitting.	If the slippage were not to be approved the mortgage repossession prevention work could not continue. As this is grant funding that can only be used for mortgage repossession prevention work the funding would need to be returned to central government if not used for the intended purpose.
		-32	Funding for project as described above.	
	Sub-total	0		




PLANNING COMMITTEE






Development Management	Archaeology & Ecology	20	Archaeology advice was previously provided to the Council via LCC. This arrangement, which was effectively subsidised by LCC, has ceased and new interim arrangements are under review and so the costs associated with the service are not yet finalised.	If the slippage were not to be approved it could result in a failure to adequately assess certain planning applications which may result in legal challenges or planning appeals which, in turn, will present additional resource implications.
Development Management	Consultants Fees	21	A number of major planning applications received during the latter part of the year that require specialist external input will be determined during 2018/19 financial year.	If the slippage were not to be approved it could result in a failure to adequately assess certain planning applications may result in legal challenges or planning appeals which, in turn, will present additional resource implications.
Sub-total		41		

Total Revenue Slippage	137	
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CAPITAL OUTTURN 2017/18




Appendix D





KEY:		SCHEME DELIVERED TO BUDGET DURING THE YEAR
		SCHEME UNDERSPENT AGAINST BUDGET
		SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Financing Source	Latest Budget 2017/18 £000	Actual Outturn 2017/18 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
FINANCE & DEMOCRACY COMMITTEE								
Accommodation Project - Phase 6 & 7 - Council Chamber & Internal Refurb / Services	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	500	500	0	On target		0	The completion of these phases of the scheme, within the approved budget, marks the completion of the internal refurbishment and modernisation of the Town Hall. This has been a major capital scheme, delivered over a number of years, resulting in much improved office accommodation and fit-for-purpose meeting rooms and Council Chamber.
Sub total		500	500	0			0	
TOURISM & LEISURE COMMITTEE								
Fairhaven Lake & Promenade Gardens	Capital Investment Reserve / Direct Revenue Finance	113	108	5	On target		5	Half of the project funding was expected to be required during 2017/18. This level of funding has not actually been required and the balance will now be used in 2018/19, subject to the slippage request being approved.
Development of Play Area - Bridges Playing Field, Warton	S106 Developer Contributions	107	107	0	On target		0	The scheme has been completed within the approved budget during the year.
Fleetwood Road Playing Fields, Wesham	S106 Developer Contributions	25	25	0	On target		0	The scheme has been completed within the approved budget during the year.
Mussel Tank Project	Specific Grant (LSA Civic Society)	130	130	0	On target		0	The scheme has been completed within the approved budget during the year.
Sub total		375	370	5			5	

CAPITAL OUTTURN 2017/18




Appendix D (Cont'd)








KEY:  SCHEME DELIVERED TO BUDGET DURING THE YEAR
 SCHEME UNDERSPENT AGAINST BUDGET
 SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Financing Source	Latest Budget 2017/18 £000	Actual Outturn 2017/18 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing / S106 Developer Contributions / Direct Revenue Finance	1,316	1,297	19	Underspent		19	An operational vehicle, of a bespoke specification, was not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicle is now expected to be received in the early part of the financial year 2018/19.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	8	8	0	On target		0	The scheme has been completed within the approved budget during the year.
Public Transport Improvements	S106 Developer Contributions	18	18	0	On target		0	The scheme has been completed within the approved budget during the year.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	2,825	2,995	-170	Overspent		-170	Although grant for this scheme may be claimed three months in advance of it being expended, grant may not be claimed beyond the financial year end date. There has recently been an accelerated spend on the scheme towards the end of financial year 2017/18 and the balance of the associated grant was claimed early in the new financial year. Expenditure forecasts will continue to be reviewed as the scheme progresses and adjusted as necessary.
Sub total		4,167	4,318	-151			-151	

CAPITAL OUTTURN 2017/18

Appendix D (Cont'd)

KEY:  SCHEME DELIVERED TO BUDGET DURING THE YEAR
 SCHEME UNDERSPENT AGAINST BUDGET
 SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Financing Source	Latest Budget 2017/18 £000	Actual Outturn 2017/18 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,255	1,010	245	Underspent		245	This budget has seen a significant increase in central government funding during 2016/17 and 2017/18 which has facilitated the clearance of the backlog / waiting list for disabled facility works. The slippage of £245k reflects the residual balance from 2017/18. An annual monitoring report on DFG's is due to be considered by the Environment, Health and Housing Committee at its next meeting. The £245k is fully allocated and represents the on-going work within the section. The slippage has allowed the service to continue into the current financial year as the Council are still awaiting confirmation and receipt of the 2018/19 DFG allocation.
Housing Needs Grants	DFG Grant Repayments	8	8	0	On target		0	The scheme has been completed within the approved budget during the year.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	99	89	10	Underspent		0	The scheme has been completed (purchase of the asset) in 2017/18 with a minor underspend.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	56	56	0	On target		0	The first phase of the scheme has been completed to budget during the year.
Affordable Housing Scheme - Sunnybank Mill, Kirkham	S106 Developer Contributions	460	460	0	On target		0	The first phase of the scheme has been completed to budget during the year.
Affordable Housing Scheme - Church Road Methodist Church, St Annes	S106 Developer Contributions	275	0	275	Underspent		275	There has been a delay in the transfer of land from the Methodist Church to Great Places Housing Association. The scheme has been awaiting approval from Regional Methodist Church Circuit, which is now expected soon, allowing the scheme to progress in 2018/19, subject to the slippage request being approved.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	46	15	31	Underspent		31	The Affordable Warmth Scheme is an ongoing programme funded by Lancashire County Council (LCC). LCC have confirmed that the scheme will continue in 2018/19. The slippage requested is expected to be fully-utilised in 2018/19, if approved.
Sub total		2,199	1,638	561			551	

CAPITAL OUTTURN 2017/18

Appendix D (Cont'd)

KEY:	☺	SCHEME DELIVERED TO BUDGET DURING THE YEAR
	▲	SCHEME UNDERSPENT AGAINST BUDGET
	⊘	SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Financing Source	Latest Budget 2017/18 £000	Actual Outturn 2017/18 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
PLANNING COMMITTEE								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	6	6	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
St Annes Regeneration Schemes	S106 Developer Contributions	170	162	8	Underspent	▲	8	This scheme relates to the refurbishment of St. Andrews Road South in St Annes. It was anticipated that the scheme would be completed by the end of the 2017/18 financial year. However, with the onset of adverse weather conditions in March 2018 the scheme was not fully completed. It will, however, be completed by the end of May 2018.
Staining Regeneration Schemes	S106 Developer Contributions	40	40	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
M55 Link Road - design works	S106 Developer Contributions	387	279	108	Underspent	▲	108	This scheme relates to the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed rather than as an upfront payment. Accordingly payments will be spread across two financial years and slippage into 2017/18 in the sum of £137k is now requested. The design works are due to be completed by June. Subject to overall funding agreements being in place tendering by LCC for construction of the new road is due in autumn of 2018.
Sub total		603	487	116			116	
Total Expenditure		7,844	7,313	531			521	

Capital Slippage 2017/18
Requests to transfer 2017/18 Budget to 2018/19

Appendix E

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if Slippage is not approved
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TOURISM & LEISURE COMMITTEE

Fairhaven Lake & Promenade Gardens	Building Works and Improvements	5	Half of the project funding was expected to be required during 2017/18. This level of funding has not actually been required and the balance will now be used in 2018/19, subject to the slippage request being approved.	If the slippage were not to be approved there may be insufficient funding in 2018/19 to carry out all the necessary work.
	Sub-total	5		

OPERATIONAL MANAGEMENT COMMITTEE

Replacement Vehicles	Purchase of Vehicles	19	An operational vehicle, of a bespoke specification, was not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicle is now expected to be received in the early part of the financial year 2018/19.	If the slippage were not to be approved the vehicle would have to be funded from the 2018/19 budget for vehicle replacements which would impact on the delivery of future years of the vehicle replacement schedule.
Fairhaven and Church Scar Coast Protection Scheme	Building Works and Improvements	-170	There has recently been an accelerated spend on the scheme towards the end of financial year 2017/18 and the balance of the associated grant was claimed early in the new financial year. Expenditure forecasts will continue to be reviewed as the scheme progresses and adjusted as necessary.	If the accelerated spend was not granted the works would have to be funded from other resources which would adversely impact the delivery of services elsewhere.
	Sub-total	-151		

Appendix E (Cont.)

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if Slippage is not approved
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ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Disabled Facilities Grants Programme	Grants	245	This budget has seen a significant increase in central government funding during 2016/17 and 2017/18 which has facilitated the clearance of the backlog / waiting list for disabled facility works. The slippage of £245k reflects the residual balance from 2017/18. An annual monitoring report on DFG's was considered by the Environment, Health and Housing Committee at its meeting earlier this month. The £245k is fully allocated and represents the on-going work within the section. The slippage has allowed the service to continue into the current financial year as the Council is still awaiting receipt of the 2018/19 DFG allocation.	If the slippage were not to be approved there may be insufficient funding in 2018/19 to carry out all the necessary DFG work without the reintroduction of a waiting list being necessary.
Affordable Housing Scheme - Church Road Methodist Church, St Annes	Building Works and Improvements	275	There has been a delay in the transfer of land from the Methodist Church to Great Places Housing Association. The scheme has been awaiting approval from Regional Methodist Church Circuit, which is now expected soon, allowing the scheme to progress in 2018/19, subject to the slippage request being approved.	If the slippage were not to be approved the scheme could not go ahead, resulting in the loss of an opportunity to regenerate this site and deliver affordable homes. As the S106 funding is specifically identified for the delivery of affordable homes, an alternative site would need to be identified for which the monies could be used.
Affordable Warmth Scheme	Grants	31	The Affordable Warmth Scheme is an ongoing programme funded by Lancashire County Council (LCC). LCC have confirmed that the scheme will continue in 2018/19. The slippage requested is expected to be fully-utilised in 2018/19, if approved.	If the slippage were not to be approved the improvements identified through the grant scheme would not be delivered and any unspent funding will have to be returned to Lancashire County Council.
Sub-total		551		

PLANNING COMMITTEE

St Annes Regeneration Schemes	Regeneration Scheme	8	This scheme relates to the refurbishment of St. Andrews Road South in St Annes. It was anticipated that the scheme would be completed by the end of the 2017/18 financial year. However, with the onset of adverse weather conditions in March 2018 the scheme was not fully completed. It will, however, be completed by the end of May 2018.	The slippage is required to provide for the final account payment during 2018/19, marking the completion of the scheme and fulfilment of the agreed contract.
M55 Link Road	Building Works and Improvements	108	This scheme relates to the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed rather than as an upfront payment. Accordingly payments will be spread across two financial years and slippage into 2017/18 in the sum of £137k is now requested. The design works are due to be completed by June. Subject to overall funding agreements being in place tendering by LCC for construction of the new road is due in autumn of 2018.	If the slippage were not to be approved the delivery of the M55-Heyhouses link road would be further delayed as funding would only be provided based on the original triggers set out in the planning permission for the residential development at Queensway. Facilitation of the M55 Link Road is a key action within the Council's approved Corporate Plan.
Sub-total		116		
Total Capital Slippage		521		

Prudential Indicators

Prudential Indicator	Revised Indicator 2017/18 £m	Actual 2017/18 £m	Note
Authorised limit for external debt	9.0	1.0	1
Operational boundary for external debt	3.0	1.0	2
Principal sums invested > 364 days	5.1	0	
Limit on fixed interest rate debt	9.0	1.0	
Limit on variable interest rate debt	1.0	0.0	
Maturity structure of borrowing (Upper limits):-			
Under 12 months	100%	0%	
12 months – 2 years	100%	100%	
2 years – 5 years	100%	0%	
5 years – 10 years	100%	0%	
10 years and above	100%	0%	
External Debt – Gross Borrowing	3.0	1.0	2
Investments	16.2	14.5	3
Capital Expenditure	7.8	7.3	
Capital Financing Requirement	5.8	5.7	
Ratio of Financing Costs to Net Revenue Stream	6.5%	6.2%	

Notes

1. The Authorised Limit indicator of £9.0m is set deliberately higher than the actual forecast borrowing amount as it needs to take into account any unexpected cash movements, and becomes the Authority's statutory limit.
2. The Operational Boundary is the expected borrowing position of the Council during the year. It is not a limit and can be breached.
3. This is the actual investments held at 31st March 2018.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	5
COMMUNITY PROJECTS FUND			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Members have budgeted to support the Community Projects Fund in the sum of £20,000 in the current financial year. In 2017/18 £25,000 was made available, but based on the trajectory of spending the amount was reduced slightly.

Whilst supporting the principle of the funding, members sought feedback on the 2017/18 bidding round once it closed, together with some feedback from those bidding for the fund.

It is suggested that any further discussion about the principle and criteria of the fund is dealt with via a Working Group, with a report back to members at the September meeting. Any changes which members may then wish to implement can be done so in time for the October bidding round.

RECOMMENDATION

1. To appoint councillors to a Working Group to include Councillor John Singleton to consider the principle and criteria of the Community Projects Fund to make recommendations thereon to the Finance and Democracy Committee at its September meeting.

SUMMARY OF PREVIOUS DECISIONS

22 January 2018

1. Support the application for an allocation of £20,000 revenue funding to the fund in 2018/19, with £15,000 allocated to the larger fund and the remaining £5,000 allocated to the smaller fund.
2. Request for the principle and criteria of the fund to be brought back before a future Finance and Democracy Committee for discussion.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. £20,000 was allocated to the Community Projects Fund in 2018/19. Members also requested that the principle and criteria of the scheme be also subject to review.
2. Members are reminded that projects are currently considered for funding which:
 - *To Promote the Enhancement of the Natural and Built Environment*
 - *To Encourage Cohesive Communities*
 - *To Promote a Thriving Economy*
3. Some examples of the types of projects funded are:
 - Encouraging young people to reach their potential
 - Enhancing the skill levels in the community that will be attractive to future employers
 - Bringing young and older community members together
 - Enhancing the cultural heritage of Fylde
 - Giving learners better access to a wider range of learning opportunities
 - Enhancing the natural environment such as park enhancements
4. There are two separate bidding rounds, a smaller fund supporting bids of up to £300 and then a larger fund with bids from £300 to £2,000. Rounds for the larger fund are as follows:

Round 1 Application submitted between 1st and 31st June

Round 2 Applications submitted between 1st and 31st October

Round 3 Applications submitted between 1st and 28th February
5. Written applications for the fund are considered via the Panel members electronically. For the larger fund, more substantive written applications are sought, together with documentary evidence such as the respective constitutions and summary of accounts. Presentations are then invited by those organisation submitting the bids who are invited to give an overview of the application for up to five minutes with questions from the Panel to follow.
6. Panel members give their time to assess bids and attend presentations and thanks are expressed to those individuals for their time and input. The Panel currently comprises representatives for the Community Safety Partnership, Voluntary and Community Sector, Lancashire Constabulary, Health Sector together with Fylde Council representation including the Mayor of the Fylde. However, the current health sector representative has given notice that she is unable to re-join the Panel in 2018/19, so a review of its membership in the longer term may be timely.
7. Details of the larger funding awards made in 2017/18 are summarised below:

Community Projects Fund 2017/18 – Successful Applications

Name of applicant	Details of Project	Funding awarded
Lytham St Cuthbert's Community Fridge	Purchase of community fridge	681.00
Friends of Lytham Railway Station	Self-watering barrels, baskets and planters	1,000.00
Just Good Friends	Purchase of office equipment	1,250.00
Fylde Coast Theatre Company	Funding for Community Christmas Pantomime	992.44
Friends of Promenade Gardens	Water Play Scheme	2,000.00
Freckleton Bowling Club	Replacement of floodlights	2,000.00
Streetwise Youth Club	Replacement/upgrade of sports and recreational equipment	2,000.00
St Annes on the Sea In Bloom	Community stone carving workshops	1,335.00
Ansdell in Bloom	Replacement of plants barrels and stone troughs	1,034.40

8. Each successful bidder is asked to complete a project evaluation form and this information is provided on trust. The fund has recently also been the subject of internal audit and a report is awaited. Members may wish to give further thought to any recommendations arising as a result of this audit in their evaluation work. In light of the intent of members to review the principle and criteria of the fund, qualitative feedback on the fund has been sought from 2017/18 applicants and this is set out below:

- *"It is an excellent source of relatively low value funds that make all the difference to local community projects".*
- *"The application form is easy to complete and not too long".*
- *"Some people may be daunted by being invited to meet the panel so perhaps more guidance could be provided on what to do or expect at the panel meeting".*
- *"Having three rounds per year, with a relatively small window in which to apply, means that some applicants will miss out. Perhaps the window could be extended".*
- *"Help, on the fund, is readily available from FBC officers".*
- *"We had no problem completing the form all the questions being logical and gave us ample opportunity to present our case".*
- *"We found the grant application interview provided sufficient time to present our case but we would have welcome the opportunity to enhance our case with the facility to present a PowerPoint or video presentation".*
- *"We were relying on word of mouth when our case would have been much enhanced by being able to present a visual presentation".*

9. Members will see that it is recommended to establish a Working Group to review the principle and criteria of the fund. The intention is that the Working Group would meet over the summer months, making a recommendation to the Finance and Democracy Committee on 24th September. It is recommended that Councillor John Singleton is also included within the Working Group as immediate past Mayor with experience of serving on the Project Fund combined with his perspective as Chairman of the Audit and Standards Committee.

IMPLICATIONS	
Finance	The budget for 2018/19 includes a sum of £20,000 in respect of the Community Projects Fund. There are no financial implications arising directly from this report.
Legal	No direct implications
Community Safety	Some of the initiatives support community safety
Human Rights and Equalities	No direct implications
Sustainability and Environmental Impact	Some of the initiatives support environmental improvements
Health & Safety and Risk Management	No direct implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Morrison	Email tracy.morrison@fylde.gov.uk & Tel 01253 658521	17 May 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	6
COMMUNITY ASSET NOMINATION: THE VICTORIA, CHURCH ROAD, ST ANNES			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The council has received a nomination for the inclusion of the Victoria public house at St Annes in its list of assets of community value. Under the Localism Act 2011, the committee must decide whether the property fulfils the criteria for inclusion and, if it does, include it in the list.

RECOMMENDATIONS

1. Agree that the Victoria public house, St Annes is land of community value, in that in the opinion of the authority the actual use of the building furthers the social wellbeing and social interests of the local community; and
2. Accept the nomination to include the Victoria in the council's list of assets of community value.

SUMMARY OF PREVIOUS DECISIONS

Cabinet, 8 May 2103, resolved:

1. To agree that the Victoria public house, St Annes is land of community value, in that in the opinion of the authority the actual use of the building furthers the social wellbeing and social interests of the local community; and
2. Accept the nomination to include the Victoria in the council's list of assets of community value.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

CRITERIA FOR LISTING

1. The Localism Act 2011 introduced a concept of an 'Asset of Community Value'. Section 87 of the Localism Act places a duty on Local Authorities to '*maintain a list of land in its area that is land of community value*'. 'Land' includes buildings and structures.
2. Land is of community value if (in the opinion of the local authority) an actual current use¹ of it furthers the social wellbeing or social interests of the local community and it is realistic to think that there can continue to be a use of the land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.
3. Land is also of community value if (again in the opinion of the local authority) there has been a time in the recent past when an actual use of it furthered the social wellbeing or social interests of the local community and it is realistic to think that there is a time in the next five years when there could be a use of the land that would further (whether or not in the same way) the social wellbeing or social interests of the local community.
4. 'Social interests' includes cultural interests, recreational interests and sporting interests.
5. Although it is for the local authority to determine whether land falls within the criteria to be included in the list, assets may only be included in the list in response to a nomination by a parish council or a voluntary or community body with a local connection. In addition to the List of Assets of Community Value the council must also maintain a list of land which has been the subject of unsuccessful nominations.

EFFECT OF LISTING

6. If the land is included in the list, the land would become subject to notification requirements and moratorium periods that would apply if an owner of the land wished to dispose of it.
7. An owner cannot dispose of property/land that is on the list, unless they have informed the local authority. Informing the local authority triggers the interim moratorium period. The interim moratorium period lasts for 6 weeks, during which time a community interest group can request the local authority that they be treated as a potential bidder. If the local authority receives such a request, the full moratorium period, which lasts for six months from the time the owner notifies the authority of its intention to dispose, takes effect. The owner may not, subject to certain exceptions, dispose of the property during an applicable moratorium period.

THE APPLICATION

8. The nomination to list [the Victoria](#) was made by [St Annes on the Sea Town Council](#). The property is within the town council's area. The property does not fall within one of the exceptional categories of land that are not capable of being land of community value (residence, caravan site, operational land). The committee must therefore consider whether, in their opinion, the land falls within either of the categories of land of community value set out in paragraphs 2 or 3 above.
9. The Victoria was previously listed as an asset of community value following a nomination by the town council and a decision by the council's Cabinet in May 2013. That listing automatically lapsed earlier this year, in line with the legislation. Though the previous listing may be relevant, it is not determinative of the present application. The committee must consider the present application in the light of current circumstances.
10. In support of the nomination, the town council states:
 1. *The Victoria Hotel is the home of the Victoria Hotel Community Association (VHCA) and such is considered to be a community hub for the area*
 2. *The building has historic significance ; Victoria Hotel which was built in 1897 and was one of the first Hotels/Public Houses/Community Hubs within St. Anne's on the Sea*
 3. *The building been the subject of a local campaign that began in 2010 instigated by the VHCA. This resulted in the owners of the site not pursuing a planning application in 2015.*

¹ Ancillary uses do not count.

4. *The land directly surrounding the Victoria Hotel is the site of "The St. Anne's Hoard", discovered in 1961 under an old sycamore tree. The coins ranged from 1550-1643-4. It is probable that the hoard had been accumulated by that date and buried. In 1644 royal forces had been present in the area. A selection of the coins can be seen in the Harris Museum, Preston. - Cited in St. Anne's on the Sea – A History, Peter Shakeshaft*
5. *Regular community events occur at the Victoria Hotel event, which would be difficult to replace in the local vicinity VHCA events and open days, all the local community is involved in these events.*
6. *It has both a Community Hub and has Recreational value - Extensive to the local community and the VHCA that use both the building and the adjacent land.*
7. *Is considered 'special' to the local community as a result of the successful campaign to protect the building.*
8. *Previously supported by the Planning Inspectorate decision in 2013 as a community hub.*
9. *The VH is of considerable value to the community. There are no reasonable alternatives close by, which provide this range of facilities and without this it would undermine community cohesion.*
10. *Sited adjacent to Beauclerk Gardens which has LGS designation under St. Anne's Neighbourhood Development Plan*

In Summary

The heritage and community detriment of losing the VH would be substantial due to its historic significance, architectural importance, the importance of the building to the local community as a community hub, the building ensuring community cohesion, the attachment of the local community to the building as clearly demonstrated by the successful campaign to protect the building and being the home of the active and buoyant community group Victoria Hotel Community Association (VHCA)

11. The Planning Inspectorate decision referred to in the town council's submission was a decision dismissing an appeal against the borough council's refusal of a planning application which involved the demolition of the Victoria and its replacement by retirement accommodation. The inspector's decision letter included the following:
 175. The VH is of considerable value to the local community. There are no reasonable alternatives close by, which provide its range of facilities. Its loss would reduce the community's ability to meet its day-to-day needs and would undermine community cohesion.
 178. The heritage and community detriment of losing the VH would be substantial. The benefit of the proposed housing scheme would be modest. In my judgement the advantages of the proposed scheme do not sufficiently outweigh the harm that would be caused by losing the VH.

CONSIDERATION

12. As it is clear that it is within the authority's area, the only question for the committee is whether the land nominated is of community value, as defined in the Localism Act and reproduced in paragraphs 2 and 3 of this report. If the land is considered to be of community value, listing is mandatory.
13. As the proposed listing relates to a present use, the first part of the test for listing is whether there is an actual current use² of it that furthers the social wellbeing or social interests of the local community.
14. If the first part of the test is fulfilled, the committee would need to consider whether the second part of the test for listing is also fulfilled. The second part of the test is whether it is realistic to think that there can continue to be a use of the land that would further (whether or not in the same way) the social wellbeing or social interests of the local community.

² Ancillary uses do not count.

THE FIRST PART OF THE TEST

15. The first part of the test for listing is whether there is an actual current use³ of the land that furthers the social wellbeing or social interests of the local community, or a time in the recent past when an actual use of the property has done so.
16. The current use of the land as a pub. The question is therefore whether that use furthers the social wellbeing or social interests of the local community.
17. A traditional pub will usually further the social interests or social wellbeing of its local community. A pub will often provide the focus for its community and act as an informal meeting place, as well as a base for sports and pastimes. Over 2,000 pubs are listed as assets of community value across the country⁴. Pubs form the largest single category of listed community assets.⁵
18. In 2013, Members took into account the Planning Inspector's conclusions (set out in paragraph 11 of this report) which showed that she had accepted the extensive evidence of community use and value that had been given at the inquiry. The Cabinet concluded that the use of the Victoria furthered the social interests or social wellbeing of its local community. If members are satisfied that the level of community use of the Victoria has not decreased since 2013, they should reach the same conclusion on the present application.

THE SECOND PART OF THE TEST

19. If the committee considers that the first test for listing is satisfied, it should then go on to consider the second part of the test. The second part of the test is whether it is realistic to think that there can continue to be (or that in the next five years there could be) a use of the land that would further (whether or not in the same way) the social wellbeing or social interests of the local community.
20. The committee therefore needs to consider whether it is realistic to think that the Victoria could continue to fulfil the community role of a traditional pub. The recent history and current vibrancy of the pub suggests that it would be realistic to consider that it could continue to fulfil this role.
21. If both parts of the statutory test are fulfilled, the committee must resolve to list the land as an asset of community value.

IMPLICATIONS	
Finance	<p>The listing of land can give rise to a claim for compensation from the owner of the land if he has incurred loss or expense in relation to the land which would be likely not to have been incurred if the land had not been listed. However, the possibility of a compensation liability is not a ground which the council can take into account in deciding whether to include land on its list.</p> <p>The Council is liable for any compensation payment that may be required to be paid to owners of properties in the circumstances described above up to a limit of £20k in any financial year, with any compensation above this level being met by central government. In recognition of this new potential burden the Council has received grants from central government in the total sum of £46k. A Community Right to Bid/Challenge Reserve was created to set aside this grant to fund the costs of any future compensation that might be payable under the scheme.</p>
Legal	<p>The owner of land can require a review of the decision to list his land. A review must be carried out by an officer of the authority of appropriate seniority who did not take any part in making the decision to be reviewed. The result of the review can be appealed through the tribunal system</p>

³ Ancillary uses do not count.

⁴ Campaign for Real Ale website at <https://pubs.camra.org.uk/acv>

⁵ According to a report available to subscribers at Planning Resource

Community Safety	None
Human Rights and Equalities	The Government considers that the system for listing assets of community value is compatible with the European Convention on Human Rights
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	See the comments under 'Finance'

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	01253 658506	8 June 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Letter and attachments from St Annes Town Council	24 May 2018	Town Hall, St Annes
Community Right to Bid: Non-Statutory Advice Note for Local Authorities	October 2012	www.gov.uk/government/publications/community-right-to-bid-non-statutory-advice-note-for-local-authorities

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	7
ADDITION TO CAPITAL AND REVENUE PROGRAMME - COASTAL CLEANSING AND THE PROVISION OF BEACH BINS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Fylde coast is an important area for tourism and recreation with high expectations regarding beach management and cleansing. Lytham St Annes is a popular tourist destination hosting numerous attractions and events with the number of visitors and residents using the beach, including the dunes, rising steadily per annum. The coastal area is also very popular with local and visiting dog walkers. The growth in new build properties and the improved 'tourism offer' through social media is leading to more local residents and visitors using the beach than ever before. Increasing numbers of beach users has a subsequent impact on litter and cleansing placing extra demand on existing resources. This report provides information on historical and current litter cleansing arrangements, recent developments in coastal resource provision and the valuable work of dedicated volunteer groups. It also outlines the recommendations from the Beach Bin Working Group to extend the provision of litterbins on the seaward side of the beach and sand dunes between St Paul's car park at Fairhaven and Starr Gate, the management of the bins and additional cleansing.

RECOMMENDATION

The Finance and Democracy Committee is requested to consider and approve:

1. An addition to the Capital Programme in 2018/19 in the sum of £25k (to be funded from the Capital investment Reserve) to provide for the procurement of approximately 30 post mounted 50 litre bins and a 4 wheel drive utility vehicle to collect the bins which will be located on the seaward side of the beach and sand dunes between St Pauls Avenue Car Park and Starr Gate, with the exception of the amenity beach area; and,
2. An un-funded revenue budget increase in 2018/19 and subsequent years to provide for the required additional staffing costs for the operation in the sum of £25k per annum.

SUMMARY OF PREVIOUS DECISIONS

This report was originally presented to the Members of the Operational Management Committee in May 2018. The committee acknowledged the importance for beach management and cleansing and welcomed the initiative to extend the provision of litterbins to the seaward side of the beach but were not convinced that the options included in the report had the capacity to deal with the anticipated amount of waste.

It was proposed that a working group should be established with a remit of looking at alternative options for both the size of bins and resources for the collection of the waste.

Following a brief discussion it was RESOLVED to:

1. Support the initiative to extend the provision of litterbins and cleansing arrangements on the seaward

side of the beach and sand dunes between St Paul's carpark and Starr Gate.

2. Establish a Coastal Cleansing and Beach Bins Working Group to comprise of Councillors Alan Clayton, Delma Collins, Kiran Mulholland, Sandra Pitman, Roger Small and Tommy Threlfall to evaluate a wider range of suitable options.

The working group met on 11th June 2018 and agreed to support the proposals and for an updated report to be presented to a special Operational Management Committee prior to the Finance and Democracy Committee scheduled for 25th June 2018.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

BACKGROUND

The Beach Bin Working Group met on the 7th June 2018 to evaluate a range of suitable options to extend the provision of litterbins and cleansing arrangements on the beach. It was agreed that the key aim of the group was to establish the most effective and practical means of providing suitable waste bins on the beach and associated collection and removal of the waste. The main areas for consideration included:

- The size/number of bins
- The vehicle used to empty the bins
- The additional cleansing resource required to support this new service.

Members were supported by officers from Waste Management, Coastal Conservation, Fleet Services and the Health and Safety team to provide professional expertise and guidance with regards to the feasibility of various options. The Group attended a site visit on the beach to observe a practical demonstration of the challenges associated with the manual handling of large, free standing bins on the beach. The 4 wheel drive utility vehicle used by the Fylde Sand Dunes Project Team was also available for inspection by Members. A detailed discussion took place regarding the three main areas for consideration and after exploring a range of options the Members of the Working Group agreed unanimously to support the recommendations outlined in the original report, with a number of minor amendments as detailed in the body of the report below. A special meeting of the Operational Management Committee will be arranged for the 25th June 2018 to put these recommendations to the full committee ahead of a meeting of the Finance and Democracy Committee.

REPORT

1. The Environmental Protection Act 1990 imposes duties on certain land owners to keep specific land clear of litter and refuse and local authorities to keep clean public highways for which they are responsible. The national Code of Practice on Litter and Refuse issued by the Department of Environment, Food and Rural Affairs is used as a guide for determining the levels of service provision for litter collection and cleansing by the local authority.
2. The Council has a statutory responsibility for the cleansing of the amenity beach in St Annes, this is the section of beach between the lifeboat station and public conveniences on North Promenade car park, during the official bathing season (1st May – 30th September). This is currently carried out by mechanical sand raking and removal with manual litter-picking. The service operates flexibility when providing additional resource to cleanse the beach at other times of the year subject to weather conditions, events and anticipated visitor numbers.

3. There is no statutory requirement on the local authority to cleanse the remainder of the beach or the sand dunes although litter picking does take place after busy weekends. Historically, ad hoc raking was carried out on other sections of the beach, including the section from the end of North Promenade car park to Starr Gate, usually following the high tide. As part of the dunes restoration project the mechanical raking ceased to allow natural accretion that supports sand dune development. The Coast and Conservation Team have subsequently implemented alternative cleansing options with the support of volunteer litter-picking groups to keep the area free of litter. A number of organised community litter picks take place throughout the year under the banner of FLAG (Fylde Litter Action Group).
4. In 2009 Trax Windsports Centre received a government grant which subsidised the provision of resources to assist with litter removal on the beach as part of kite surfing activities. The funding provided placements for disadvantaged youths who were able to offer support to empty beach litter bins. This involved locating bins on the beach at key locations, then Trax collecting the full bins with a beach buggy and trailer and taking the bins to a designated collection point on North Beach Car Park. The Council emptied these bins and Trax staff replaced the empty containers back on the beach. The bins were well used but unfortunately the government funding secured by Trax was withdrawn. Trax continued their scheme until 2011/12 and then stopped employing the large number of trainees. Support was withdrawn resulting in overflowing bins and associated complaints. The Council did not have the resource or equipment to continue offering this service so the bins had to be removed from the beach which led to a number of enquiries including complaints.
5. In response the Coast and Conservation Team piloted an alternative scheme that involved locating up to 24 x 240L grey wheeled bins on the beach covering the area between Starr Gate to St Pauls Avenue carpark, that were emptied once or twice weekly dependent on resources by the Coastal Patrol Officers. The team used the beach Land Rover and trailer manually pulling the bins to the back of the trailer then transporting them to North Beach car park to be emptied by the Operational Services Cleansing Team before redistributing the empty bins back across the beach, no additional resource was available to support the pilot.
6. The pilot was very well received by residents and visitors who could conveniently dispose of waste on the beach rather than carrying it with them for disposal in one of the many litterbins located along the promenade, or in some cases leaving it on the beach. During the pilot over 400 bin loads of rubbish were collected, including dog waste bags, beverage containers and disposable BBQs with an average weekly weight of 1 tonne in the height of summer.
7. However, the process was time consuming and required a full health and safety assessment to manoeuvre bins on an uneven, shifting surface and manually lifting on and off the trailer. During the peak season and weekends the pilot also added to the workload of the Coastal Patrol Officers who had priority statutory duties to attend to. As a consequence there were issues collecting the bins from the beach when resources were stretched, some bins were overflowing with unsightly litter accumulations. Numerous options were attempted to resolve these issues but it was not possible to provide an ongoing, safe and reliable beach litter bin service within the existing labour and fleet resources, and it became necessary to end the pilot and remove the containers from the beach.
8. The removal of the bins from the beach was supported with an education and social media campaign and the provision of 24 additional larger bins positioned at key locations along the promenade which provided nearly double the capacity of the standard litter bin and have proved very popular. Additional litterbins have also been located along the roadside stretch of the promenade between North Beach and Starr Gate. In total there are 120 litterbins located along the seafront in the six miles from Starr Gate to the end of Lytham Green excluding those in town centres parks and gardens. In peak season the bins are emptied 2 to 3 times per day.
9. In addition, there are four volunteer litter picking groups affiliated with Keep Britain Tidy's national LoveMyBeach Campaign, which support the Council's litter collection and cleansing arrangements. Each group covers a designated section of beach from Lytham to Starr Gate, undertaking valuable litter picking in the respective areas at least one morning per week. The volunteers play a vital role in assisting the Council with the control of litter along Fylde's coastline complimented by numerous ad hoc organised litter picks on the beach and seafront throughout the year.
10. Despite the additional cleansing measures put in place to accommodate the removal of the beach bins, there are still requests to provide direct litter collection arrangements on the seaward side of the beach and sand

dunes between St Paul's and Starr Gate. The Council does not currently have the necessary resources in terms of manpower or a suitable beach vehicle available to provide a litter collection service on the beach and officers have been asked to look at suitable alternative options.

11. A suitable vehicle that can drive on soft sand at the base of the dunes without posing a risk of becoming stuck is essential, the Fleet Manager has recommended a 4 wheel drive utility vehicle similar to that used by the Fylde Sand Dunes Project Team with a rear tipper cargo box to store bagged waste from beach bins (as per Fig 1 at the end of the report). This would remove the need for an additional trailer to be attached to the rear however the optional installation of a tow bar would provide flexibility if a trailer was required in future. The Fylde Sand Dunes Project vehicle was replaced in September 2017 at a cost of £18,200 funded through a grant allocated by the Environment Agency and is specific to the project. The estimated cost of a similar vehicle to perform the bin-emptying and litter picking duties on the beach is estimated between £18k and £20k, with ongoing revenue, maintenance and insurance costs.
12. The type of bins located on the beach must be a suitable size to meet the waste demand without presenting a manual handling risk to the operative i.e. a smaller bin with an inner refuse sack which can be removed and replaced rather than a larger wheeled bin that would need to be physically removed and emptied. The bin would need to be covered at the top to prevent seagulls accessing the waste, and hard plastic outer to prevent corrosion to the bin mechanisms and provide protection against water damage (as per Fig 2 at the end of the report). It is important that the style of the bin is suitable for the coastal environment and consistent in design.
13. Consideration must be given to the location of the bins so that they are not washed away at high tide. One option is to fit the bins on posts bolted onto concrete slabs in the sand to provide stability allowing high tides to wash around them without washing them away. An additional recommendation would be to drill holes in the bin case to let water flow in and out without mixing with the contents.
14. Officers have identified a litterbin design that is post mounted with a removable body and a curved hood to protect contents from the external elements. The bin has a 50 litre capacity with a sack securing system, it should be possible to locate these bins along the coastline in similar locations as the previous wheeled bins at an estimated cost of £4,000 excluding any installation costs or maintenance. It may be possible to mount 2 bins back to back on one post in key locations to provide additional capacity.
15. It is acknowledged that these 50 litre bins will not be suitable for the disposal of bulky items such as BBQs and broken beach equipment; the primary use will be for the disposal of bagged dog waste, particularly in the dogs off leads section of the beach. Members of the Working Group were particularly keen to see the introduction of this new bin service accompanied by appropriate signage and education to encourage beach users to take their rubbish off the beach and dispose of it in one of the many litterbins located along the promenade, or preferably, to take it away and dispose of it at home.
16. The 240L wheeled bins provided 5 x more capacity and were emptied once or twice a week at peak times, these smaller bins would need to be emptied on a regular, more frequent basis, ideally daily (and possibly more during peak times) with the actual frequency determined after a period of use. The council does not have the resource capacity within the existing establishment to service the bins which would require the equivalent of a full time post added to the cleansing team at an estimated cost of around £21,000. Additional beach and litter cleansing duties as well as the removal of wind-blown sand would be included within the role consistent with the work of the cleansing team.
17. The resource to provide the bins, the emptying of them and the additional cleansing support as outlined in this report would require an initial capital investment estimated at £20k to £25k with ongoing revenue cost estimated at £21k to £25k per annum.
18. Members of the Operational Management Committee are asked to debate and consider the recommendations of the Beach Bins Working Group proposal to provide litterbins on the beach and additional cleansing support on the seaward side of the beach and sand dunes between St Paul's and Starr Gate and to make the necessary recommendations to the Finance and Democracy Committee to approve additions to the capital and revenue budgets in support of this scheme.

IMPLICATIONS	
Finance	The resource to provide the bins, the emptying of them and the additional cleansing support as outlined in this report would require an initial capital investment estimated at up to £25k (to be funded from the Capital Investment Reserve as an addition to the Capital Programme in 2018/19) if approved, with ongoing revenue cost estimated at £25k per annum for which approval to an un-funded revenue budget increase for 2018/19 and subsequent years would be necessary.
Legal	There are no direct legal implications arising from the report
Community Safety	There are no direct community safety implications arising from the report
Human Rights and Equalities	There are no direct human rights and equalities implications arising from this report
Sustainability and Environmental Impact	Introduction of additional litter bin provision along the coastline will have a positive impact on the amenity and cleanliness of the area
Health & Safety and Risk Management	There will be no direct health & safety and risk management implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kathy Winstanley	kathyw@fylde.gov.uk ; 01253 658634	June 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

Appendix

Fig 1 – Example of 4 wheel drive utility vehicle suitable for beach driving

Fig 2 – Example of post mounted litter bin with curved hood



Fig 1 – Example of 4 wheel drive utility vehicle suitable for beach driving



Fig 2 – Example of post mounted litter bin with curved hood

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	8
FULLY FUNDED ADDITION TO CAPITAL PROGRAMME – COASTAL FOOTPATH ENHANCEMENTS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

A proposal was considered by the Planning Committee on 13 June 2018 that set out proposals to utilise the receipt of £20,000 from S106 agreement as part of the planning permission for the development on the DANBRO site, 13/001.

Approval from the Finance and Democracy Committee is requested for a fully-funded addition to the Capital Programme in 2018/19 in respect of this scheme.

RECOMMENDATIONS

The Committee are requested:

1. To approve an addition to the 2018/19 capital programme in the sum of £20,000 for a coastal footpath enhancement scheme, to be fully funded from the Section 106 contributions.

SUMMARY OF PREVIOUS DECISIONS

Planning permission was granted by the Council on the 5th August 2013. As part of the planning permission for the development on the DANBRO site, a Section 106 agreement was negotiated that would provide for the following.

An initial £20,000 to be paid as a contribution to provide appropriate signage to enhance the public awareness of the routes to the Quays open space (New Green). This was to be used by October 2018 otherwise the developer could request re-payment.

1. Further contributions to make additional enhancements to the link but triggered by the development of the apartment element of the scheme.

Planning Committee 13 June 2018 RESOLVED:-

Following consideration of this matter, it was RESOLVED:

1. To recommend to the Finance & Democracy Committee an addition to the 2018/19 capital programme in the sum of £20,000 for a coastal footpath enhancement scheme, to be fully funded from the Section 106 contributions as detailed in this report.
2. That subject to the necessary approvals as outlined in 1 above, to authorise the proposed expenditure in respect of the scheme to undertake improvements to the extension of Lytham Green, to the value of £20,000, as detailed in this report.
3. To approve the tendering and letting of the contract for provision of signage and improved access in the sum of £20,000 to the lowest tenderer.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	√
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

1. Planning permission was granted in August 2013 for the re-modelling and extension of the former Land Registry building, East Beach, Lytham. The single planning permission did, however, comprise of two strategic elements. Firstly, the principal building, dating from the 1960's, in the form of a concrete framed structure was retained, but the external elevations substantially re-modelled, resulting in a significant visual enhancement. An additional storey was also added. This element of the site redevelopment has been completed and the office block now fully occupied, with the company DANBRO the largest anchor (Phase 1.)
2. In addition to the reconstruction works to the former building, permission was granted for significant extensions, effectively attached to the seaward (southerly) side of the existing building to provide for a 'block' of residential apartments (Phase 2). This element of the scheme has not commenced although the planning permission remains 'live'.
3. During the consideration of the DANBRO proposal, the opportunity to link the existing Green with the new or extended Green formed a part of the discussion with the developer. A link through the site was the preference but not agreeable to the developer. However, the two open spaces are now, in fact, physically linked by two means. Firstly, by way of an informal footpath from the edge of Lytham Green, around the foot of the elevated car park wall (sea wall) and up to the New Green by way of a concrete staircase. The second is by way of East Beach/Preston Road, into the Quays development and through an 'openable' gate up to the foreshore.
4. Neither of these routes are currently signposted, which suggests that there may not be extensive public awareness as to the accessibility of the New Green, or where there may be, a lack of clear signposting that explains the options providing for public access.
5. As part of the planning permission for the development on the DANBRO site, a Section 106 agreement was negotiated that required the developer to pay an agreed contribution equivalent to the cost of the Coastal Footpath Enhancement Works (subject to a maximum of £25,000), as defined in the agreement. The definition of the Coastal Path Enhancement Works referred to a Coastal Path Enhancement Report, which was annexed to the agreement.
6. The agreed sum of £20,000 was paid by the Developer in 2013. This must be repaid to the developer if it is not used for the purposes set out in the agreement by October 2018.
7. The agreement also required further contributions but these would only be triggered by the development of the apartment element of the scheme.
8. This scheme is the implementation of the enhancement works as laid out in the section 106 agreement. The overall objective of this scheme is to ensure that residents and visitors are visually directed from the current end of the coastal path west of DANBRO to the new green at Lytham Quays, by both a high tide and a low tide route. This will be achieved by installing directional signage both free standing and retrofitted to existing highway lighting columns along the new route. There will be the addition of two interpretation boards that will explain the coastal path and also inform the reader of the historical and natural importance of the area. Furthermore there will be two new benches installed and the steps west of DANBRO will be upgraded, this will facilitate a new handrail to the steps and the steps themselves remodelled for both safety and aesthetics.

Ultimately this scheme will extend the existing Lytham coastal path and encourage residents and visitors to enjoy the benefit of the landscape views from the new green at Lytham Quays.

9. The proposed signage is essential in guiding people to and through the public open space and along Lytham coastal path to the new extension. It will bring the site's value to the user's attention, as well as sends out the message the area is being actively managed and cared for, which is important in deterring vandalism and anti-social behaviour. All signage will meet visitor needs as well as the historic, aesthetic and environmental sensitivities of the area along the route.

IMPLICATIONS	
Finance	The report requests that the Finance and Democracy Committee approve a fully-funded budget addition to the capital programme for 2018/19 for a coastal footpath enhancement scheme in the sum of £20,000, to be met from 106 contributions as detailed in the report. Ongoing maintenance of the scheme, if approved, would be met from existing approved revenue budgets.
Legal	Section 106 contributions are made by developers under specific planning agreements relating to each new development. The planning agreement will specify how the monies are to be spent in terms of geography and scope and a developer may require repayment of S106 contributions should this contribution not be spent by October 2018.
Community Safety	The addition of both a handrail and improvements to the steps will ensure safer access to the foreshore.
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	Submissions arising from the tendering of this work will be required to display specific Health and Safety information pertaining to the construction and installations of this proposed work. Furthermore the successful contractor will be required to safeguard the public and their own employees throughout this contract.

LEAD AUTHOR	CONTACT DETAILS	DATE
Sharon Wadsworth	democracy@fylde.gov.uk	5/6/18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report to Planning Committee	13/6/18	Planning Committee 13 June 2018

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	9
FULLY FUNDED ADDITION TO CAPITAL PROGRAMME – PUBLIC TRANSPORT IMPROVEMENTS RELATING TO SECTION 106 AGREEMENT FOR LAND AT MILL FARM SPORTS VILLAGE, WESHAM (13/0655)			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

A proposal was considered by the Operational Management Committee on 22nd May 2018 that addressed the matter of payment of a developer contribution (generated from the development at Mill Farm Sports Village, Wesham in relation to application 13/0655) in the total sum of £150,000 to Lancashire County Council to provide for the enhancement of local bus services in relation to the development.

Approval from the Finance and Democracy Committee is now requested for fully-funded additions to the Capital Programme in 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23 and for confirmation that funding will only be transferred to Lancashire County Council for the purpose as outlined above following its receipt from the developer by Fylde Council.

RECOMMENDATIONS

The Committee are requested:

1. To approve fully-funded additions to the Capital Programme in 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23 in the total sum of £150,000 (£30,000 per year) in respect of payments to Lancashire County Council to provide for the enhancement of local bus services, to be met in full by a receipt of Section 106 monies (generated from the development at Mill Farm Sports Village, Wesham in relation to application 13/0655) in the same amounts; and
2. That conditional upon receiving the funding and receiving the approval as outlined above, the sum of £30,000 be paid each year to Lancashire County Council to provide for the enhancement of local bus services in relation to the development. Funding would only be transferred to Lancashire County Council for this purpose following its receipt from the developer by Fylde Council.

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee, held on 22 May 2018:

“RESOLVED:

1. *To request that the Finance and Democracy Committee approve a fully-funded addition to the Capital Programme in 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23 in the sum of £150,000 (£30,000 per year), to be met in full by a receipt of Section 106 monies (generated from the development at Mill Farm Sports Village, Wesham in relation to application 13/0655) in the same amount; and*
2. *That conditional upon receiving the funding and receiving the approval as outlined above, the sum of £30,000 be paid each year to Lancashire County Council to provide for the enhancement of local bus services in relation to the development. Funding would only be transferred to Lancashire County Council for this purpose following its receipt from the developer by Fylde Council.”*

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. Permission was previously granted for the development of Mill Farm Sports Village, Wesham 13/0655. This was subject to a Section 106 agreement which has been entered into to enhance local bus services in relation to the development.
2. The agreement required a Bus Service Improvement payment of 5 annual contributions of £30,000 from the developer, the agreement wording is
‘Bus Service Improvements: means the delivery of a Sunday service of limited frequency for Bus Service No. 76 (or other bus services serving the property), enhanced peak hour service frequency or improved evening service.’
3. Lancashire Council are proposing to use the money to enhance current peak bus journeys to restore to an hourly service. Although the planning obligation also mentions possibilities of providing an evening or Sunday service, LCC want to pursue the peak journey option. They hope to encourage residents along the route, to feel confident using the bus again for journeys to employment or education and hope this will have a better chance of being sustained going forward, when the 5 years of funding comes to an end.
4. No money will be paid to LCC until Fylde have received the first and each subsequent payment thereafter.

IMPLICATIONS	
Finance	The Committee are requested to approve fully-funded additions to the Capital Programme in 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23 in the total sum of £150,000 (£30,000 per year) in respect of payments to Lancashire County Council to provide for the enhancement of local bus services, funded by Section 106 developer contributions generated from the Mill Farm Sports Village, Wesham development in the same amounts.
Legal	There are no implications
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability and Environmental Impact	There are no implications
Health & Safety and Risk Management	There are no implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Sharon Wadsworth	democracy@fylde.gov.uk	5/6/18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report to Operational Management Committee	22/5/18	Public Transport Improvements Relating To Section 106 Agreement For Land At Mill Farm Sports Village, Wesham (13/0655)
Minutes from the Operational Management Committee	22/5/18	MINUTES from the Operational Management Committee held on 22 May 2018

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	10
UNIVERSAL CREDIT FULL SERVICE ROLLOUT UPDATE			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The purpose of this report is to provide an overview of the Department for Work and Pensions (DWP) Universal Credit full service rollout.

SOURCE OF INFORMATION

Information received from the Department for Work and Pensions (DWP) in relation to full service rollout.

LINK TO INFORMATION

Briefing note attached. Further information can be accessed below:

To make a claim:

www.gov.uk/apply-universal-credit

DWP UC Helpline: 0800 328 9344

For more information on UC

www.gov.uk/universal-credit

www.citizensadvice.org.uk/benefits/universal-credit

For a series of short videos on UC Full Service, visit the DWP YouTube site:

www.youtube.com/playlist?list=PLDBaQKqY6OHYk6rn_FINwm6XXNkzeC6-7

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To provide an overview of the planned full service rollout of Universal Credit by the DWP and support mechanisms in place for residents.

FURTHER INFORMATION

Contact: Louise Jones, Head of Benefits

Tel: 01253 478885 Email: louise.jones@blackpool.gov.uk

INFORMATION NOTE

UNIVERSAL CREDIT FULL SERVICE ROLLOUT UPDATE

1 BACKGROUND

Universal Credit (UC) is the government's flagship welfare scheme which aims to simplify the benefits system for working age people by bringing together out of work and in work benefits, improve the transition to employment, and make work pay by removing disincentives to work.

Universal Credit is a digital service replacing six means tested benefits and tax credits, known as legacy benefits, which include:

- Income-based Jobseekers Allowance (JSAI)
- Income-related Employment and Support Allowance (ESAI)
- Income Support (IS)
- Child Tax Credit (CTC)
- Working Tax Credit (WTC)
- Housing Benefit (some groups are currently exempt from UC and more information on these is included later in the report)

UC is claimed by those on low to moderate income, whether in work or out of work, because they are seeking work, caring, or too ill to work. UC consists of a core 'personal allowance' plus additional payments depending on the claimant's situation e.g. housing cost allowance, extra allowance for children, or disability allowance. Where there is household income from employment monthly UC payments are automatically adjusted using 'real time' income information taken from HMRC.

The default approach to UC is:

- The claim will be made online
- The claimant will receive one payment each month into their nominated bank, building society or credit union account and will be expected to manage this amount themselves, including rent payments to their landlord
- Partner claims will be paid as one payment to a single nominated account for the household
- From Feb 2018, the period between the initial new UC claim and first benefit payment is around 5 weeks (some claimants currently have an additional waiting period of one week but this is being abolished)
- Council Tax Reduction is not included and must be claimed through the Council in the normal way.

Depending on the personal circumstances of the claimant they will be placed into a 'conditionality group' which will influence whether they are required to undertake work related activity and, if so, to what level. Claimants who are required to undertake work related activity will sign a claimant commitment, and failure to keep to their claimant commitment could mean losing some of their UC (a sanction) although this is only generally considered after other interventions by the Jobcentre Work Coach. This claimant commitment can extend to people who are in work but earning below the 'conditionality earnings threshold'.

2 FULL SERVICE ROLLOUT SCHEDULE

'Live Service' for UC was first rolled out in Fylde in December 2014, to single people and couples initially and then to families with children. A 'gateway' was applied which meant that only certain claimants were eligible to make a claim for UC (mainly newly unemployed people who are fit for work). New claims to UC live service were stopped on 31st December 2017 following the changes announced to UC in the 2017 Autumn Statement.

'Full Service' for UC is the roll out of the full digital service to all new claimants. The claim is made online, the ongoing management of their claim is via their digital journal and claimants are required to have a moderate level of digital skills. They will require a bank/ credit union/ building society account, email address and photo ID (or verification of their identity via the government's 'Verify' online service, or via an interview with their Jobcentre Plus Work Coach) to complete their claim. They will also need information and evidence of their rent, tenancy and landlord, other sources of income and savings, and any other benefits received. It is important that the claimant has the required information and evidence to avoid any delays in the application and payment process.

With UC Full Service, if a claimant moves into full time employment and no longer receives any UC payments, they remain a UC "claimant" for six months. However if their employment income falls again during this period they need to report a change of circumstances. Their UC claim does not automatically start paying again.

The current UC Live Service claimants in Fylde will all be required to make a new UC Full Service claim so that their claim is moved to the digital service. DWP have advised that the timescales for this are not known at the moment as this activity has been paused. DWP will be notifying all claimants affected to request that they make a new online claim and invite them to meet with a Work Coach when the time comes.

A few groups remain exempt from UC and will continue to claim the legacy benefits until further notice. People living in specified accommodation (supported housing) and temporary housing will not get the housing element of UC and must claim Housing Benefit for help with their rent. Single people under 21 will be unable to get help with rent through UC and will be unable to claim Housing Benefit. However, regulations changing this are expected by November 2018 and there are a lot of exemptions to the under 21 restriction. Families with three or more children must also continue to claim the legacy benefits until further notice as must pensioners.

The roll out schedule by Jobcentre Plus office is:

- 18th July 2018 – Preston Job Centre: Fylde residents with a PR3 or PR4 postcode will be affected by full service rollout from this date. The number of customers on legacy benefits (IS, JSAI, ESAI, WTC, CTC) is not known by the shared service but the numbers currently claiming Housing Benefit, who may have a full service UC claim triggered by having a relevant change in circumstances, is around 56.
- 5th December 2018 – St Anne's Job Centre: All remaining customers on the legacy benefits with FY postcodes will start to convert to full service UC when they have a relevant change in circumstances. Based on current caseload, a further 1790 Housing Benefit customers could convert to UC starting in December 2018. Other residents who are not claiming Housing Benefit e.g. those who live at home with parents will be affected but numbers are unable to be quantified.

A definitive list of change in circumstances that trigger a move to UC has not yet been provided by the DWP but could include the following:

- Change of Address
- Household becomes responsible for a child for the first time
- Move from out of work to in work or vice versa
- Move from out of work to sick or vice versa

- Move from in work to sick or vice versa
- Income Support lone parent - child under 5 reaches age 5 or permanently leaves household
- HB claimant moves from a UC Live Service LA into a UC Full Service LA

It will be up to the Local Authority to ensure a claimant is not allowed to claim Housing Benefit and is directed to the DWP once the full service rollout date arrives. At some stage the DWP will announce a managed migration for those customers who have not had a natural migration onto UC when they have had a change in circumstance but this date is yet to be announced.

3 SUPPORT FOR CUSTOMERS

DWP have provided Local Authorities with funding to commission Personal Budgeting Support (PBS) and Assisted Digital Support (ADS) for UC claimants. PBS supports customers to learn how to manage their monthly payment of UC, how to prioritise bills, identify where expenditure savings could be made and check they are receiving all the benefits they are entitled to. DWP work coaches can refer UC customers for PBS support or the Council can self-refer a customer who they believe would benefit from the service.

ADS provides support with new online claims for UC and ensures that the claimant has the digital skills to maintain their claim on the digital portal.

Fylde One Stop Shop are already delivering both PBS and ADS for Fylde Council but numbers received remain low. It is vital that any person needing to claim UC, or already claiming and needing extra support, can access these services.

4 COUNCIL TAX REDUCTION AND UNIVERSAL CREDIT

Council Tax Reduction (CTR) sits outside of UC and it is important that anyone claiming UC who expects to receive CTR makes a separate claim with the Council. There are currently 212 customers in receipt of CTR who are on UC. The Council is asking any partner organisations who are working with new UC claimants to ensure that they are aware of this and make their claim for CTR immediately. Flyers and posters have been provided to Job Centre Plus for distribution and One Stop Shop are aware that customers should be advised to claim separately.

The online CTR claim form can be accessed on the Benefits page on the Council's website.

5 RESIDENTS IN VULNERABLE CIRCUMSTANCES

For any new claimants who need financial assistance during the period between their claim and their first payment, advance payments (loans) are available of up to 100% of the value of the first month's claim, via the Jobcentre Plus Work Coach. This is repayable over a period of up to 12 months. It is important that anyone needing to make a UC claim, who is identified as being in a complex or vulnerable situation, discuss this with their Jobcentre Work Coach, who will take a personalised approach to supporting them. The individual can bring a friend, family member or support worker to act as an advocate in any meetings.

The DWP has discretion to alter the payment arrangements for claimants who are deemed to be in a vulnerable situation, for example those suffering from domestic violence and abuse (see DWP guide for Domestic Violence and Abuse Victims for more information) or those who have alcohol or drug dependency. The claimant (or their advocate where appropriate) is encouraged to discuss this with the Jobcentre Plus Work Coach handling their claim, or with the DWP UC Service Centre.

Registered Social landlords and private landlords have the right to request alternative payment arrangements for their tenants, for example those with substantial rent arrears or those considered in a vulnerable situation.

For those claimants who are considered never to be able to manage their claim digitally, the claimant or a representative needs to contact the UC Service Centre or visit a Jobcentre Plus office, who will make alternative arrangements.

Discretionary Housing Payments and Council Tax Reduction discretionary awards are available for UC claimants who have housing costs included in their UC payment. Claims may be considered where a UC claimant is struggling to pay their rent or Council Tax and requires temporary assistance.

6 RISK TO HOUSING TENANCIES

Any residents who are at risk of losing their home due to UC payment problems should be referred to Housing Services at Fylde Council as soon as possible.

Any social housing tenants having problems paying their rent should be signposted to their landlord in the first instance. It is important that they discuss their options with their landlord at the earliest opportunity as there may be ways in which they may be able to help. Alternatively tenants can seek help from Citizens Advice, Shelter, Housing Services at Fylde Council or any other independent housing advice and debt services.

7 COMMUNICATIONS

The Council's UC web page is regularly updated but further activity and promotion of services including digital access points available to residents, information on what a customer needs before they make a claim etc. will be undertaken as full service rollout commences. Additional promotional material will be provided to stakeholders who engage with residents.

Direct communications activity will take place with internal Council staff who may be affected themselves by UC, who would otherwise have claimed tax credits.

The local DWP Partnership Manager is leading on engagement with social landlords and private landlord briefings are also being held.

DWP have delivered a briefing session to the Shared Service managers and the One Stop Shop Manager. Further briefing notes / sessions are intended in June/July for Council frontline services who are likely to be engaging with residents affected. All Council employees will be informed about UC by means of broadcasts and newsletters as full service rollout commences properly in December and additional stakeholder communication will be produced to support residents over the coming months.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	11
BENEFITS UPDATE – COUNCIL TAX DISCRETIONARY AWARDS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The purpose of this report is to provide an overview of the Council Tax Reduction Discretionary Scheme and an analysis of the awards made since the scheme's introduction in April 2013.

SOURCE OF INFORMATION

Procedures and working practices of the Revenues and Benefits Shared Service.

LINK TO INFORMATION

Briefing note attached, - evidence referenced in the report is taken from the core processing system used by the service.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to review details of the scheme, how awards are determined and an analysis of the awards since its introduction in April 2013.

FURTHER INFORMATION

Contact: Louise Jones, Head of Benefits

Tel: 01253 478885 Email: louise.jones@blackpool.gov.uk



INFORMATION NOTE

BENEFITS UPDATE – COUNCIL TAX DISCRETIONARY AWARDS

1 INFORMATION AND BACKGROUND

As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished after 2012/13. In line with all local authorities from April 2013 Fylde Borough Council adopted a local Council Tax Reduction (CTR) Scheme to replace Council Tax Benefit.

Previously the cost of Council Tax Benefit was met in full by the Department for Work and Pensions (DWP). Under the revised arrangements Councils receive funding for their CTR scheme as part of the total funding settlement. For 2013/14 this was a separate element within the funding settlement and was identifiable as an amount of 90% of the cost of the Council Tax Benefit regime. From 2014/15 onwards funding for the CTRs has not been a separate identifiable element of the overall funding settlement. Each local CTR scheme must incorporate the national scheme for pension-age claimants. This ensures that pensioners' support will continue at the previous level (i.e. as they received under the Council Tax Benefit regime).

In order for the scheme to have a neutral financial impact on the Council, the level of support provided meant residents had to pay a minimum of 8.5% of their Council Tax for 2013/14 and 22.7% in subsequent years following a means-tested assessment.

2 DISCRETIONARY RELIEF

The provision of discretionary relief to provide support for claimants in exceptional circumstances, and who are unable to increase their income from other means, is a key element of the operation of the scheme. Section 76 of the Local Government Act 2003 in respect of Council Tax (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of Council Tax as it thinks fit.

In order to mitigate part of the impact of the CTR scheme on the most vulnerable households, the Council has adopted a Discretionary Discount Policy under the above powers. Strict criteria are used to determine if any additional relief is appropriate and the level of any such award. Awards are made only in exceptional circumstances to those unable to increase their income.

The aims of the Discretionary Discount Policy are to:

- Provide a mechanism for the Council to support members of the community to enable them to meet the financial burden of local taxation
- Help residents in receipt of Council Tax Reduction who are unable to increase their income
- Alleviate poverty
- Help those who are trying to help themselves
- Support people who are starting work
- Support the most vulnerable in the local community
- Help customers through difficult personal events

For an award of CTR discretionary discount to be considered, the applicant must be:

- In receipt of CTR; and
- Have a shortfall between the level of CTR and their Council Tax liability; and
- In the opinion of the Council, be in need of further assistance with Council Tax in accordance with the qualifying criteria.

Requests for further reductions in Council Tax liability will be required in writing from the customer, their advocate / appointee or a recognised third party acting on their behalf.

Each case will be considered on its merits however all of the following criteria should be met:

- There must be evidence of hardship or personal circumstance that justifies a further reduction in Council Tax liability.
- The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application.
- The customer does not have access to other assets that could be realised and used to pay the Council Tax.
- All other eligible discounts/reliefs have been awarded to the customer.

3 WORKING AGE CASELOAD

A total of 5,071 customers are currently claiming CTR in Fylde. Of these, 49.6% are pensioners who continue to receive the same level of support as they did under Council Tax Benefit.

Working Age customers make up 50.4% of the caseload and a breakdown of the income categories for these customers is shown below for information.

	Income Support	Job Seekers Allowance (Income Based)	Employment Support Allowance (Income Based)	Working	Universal Credit	War Pensioners	Other *	Total
Total	319	177	1,052	675	226	6	101	2,556
Of these, number in receipt of disability benefits (PIP or DLA)	126	28	709	104	13	4	34	1,018

*Other includes the following incomes: Industrial Injuries Benefit, Statutory Maternity Pay, Maternity Allowance, Job Seekers Allowance (Contributions Based) and Employment Support Allowance (Contributions Based).

4. WHAT HELP IS AVAILABLE TO RESIDENTS ON COUNCIL TAX REDUCTION

A discretionary fund of £10,000 was set aside when the scheme was introduced in April 2013. Since then, awards have been made as follows and the balance of the fund at 31st March 2018 was £6093.50.

Year	Number of Awards	Value
2013-14	6	£344.22
2014-15	9	£1,705.00
2015-16	2	£156.91
2016-17	7	£1,137.37
2017-18	7	£563.00

When an application is received an income and expenditure form is completed in respect of the applicant/customer. This includes information on non-essential expenditure, disability related expenditure, debts etc. to assist in determining whether an award should be made. The customer also has the opportunity to provide additional information they believe is relevant.

Where non-essential expenditure is identified the customer is encouraged to prioritise their Council Tax debt in the first instance and reduce non-essential spend. Where the customer is in receipt of disability income disability related expenditure is identified and available income is reduced accordingly.

Quite often it is a Discretionary Housing Payments (DHP) application that is made in the first instance for assistance with a rent shortfall but an award for Council Tax Reduction would always be considered at the same time. If the customer can be assisted by an award of a DHP rather than a CTR discretionary award then this would be done. By awarding a DHP, with weekly awards considerably higher than Council Tax discretionary payments, we are freeing up more of the customers income to be able to start making payments on their ongoing Council Tax and set up arrangements for arrears. This also has the added advantage that the DHP monies are provided annually by Central Government.

Similarly, if we are aware that customers should be in receipt of other benefits that they are not claiming then they would be encouraged to claim these in the first instance after which they may be able to afford Council Tax repayments.

Finally, if customers have high non-essential expenditure (typically for example Perfect Home or Brighthouse loans, Sky TV subscriptions etc.) they are encouraged to cancel these arrangements. If a customer is in debt they are signposted to the Citizens Advice Bureau or to online debt advice websites for further advice and assistance.

Awards are often for a short duration to assist the customer to rectify other issues e.g. to seek debt advice or claim benefits they should be entitled to.

Owing to the relatively low number of awards since the scheme was introduced, no significant trends have been identified to enable further promotional activity to particular target groups.

However, it is clear from analysis undertaken that one group of customers who regularly apply to the scheme have seen a reduction in their household income when their disability income stops and they are awaiting the outcome of an appeal with the Department for Work and Pensions. Short term assistance in such cases is often provided whilst an appeal is waiting to be heard.

Given that there is no pattern of repeat claims for these customers the scheme in its present form is regarded as a successful short term assistance measure. Other categories of people assisted through the scheme include people with terminal illnesses, full time self-employed and working customers who have needed short term assistance due to illness, financial or other family issues.

It is recognised that customers in receipt of minimum passported benefits e.g. Job Seekers Allowance are the least likely to be able to afford the 22.7% Council Tax amount payable. However, these groups should be able to increase their income through seeking work and therefore have an alternative remedy rather than a discretionary award.

5. HOW IS THE COUNCIL TAX REDUCTION DISCRETIONARY SCHEME PUBLICISED

As the CTR discretionary fund is limited, the scheme is not actively promoted to residents. However, information is available on the Council's website and posters are located in the One Stop Shop offices. All Fylde One Stop Shop and shared service staff are aware of the scheme. Where Council Tax arrears are identified and customers state they are struggling to pay their bill they are signposted to the scheme to make an application.

Overall, the holistic approach of considering CTR discretionary awards at the same time as a Discretionary Housing Payment or recommending an application when a customer contacts to say they are unable to pay for their Council Tax ensures that for the majority of customers' issues with paying their Council Tax will be flagged at some point in these processes and appropriate assistance can be offered.

6. WHAT HELP IS AVAILABLE TO RESIDENTS NOT IN RECEIPT OF COUNCIL TAX REDUCTION

In respect of applications for discretionary discount for customers who are not in receipt of Council Tax Reduction, very few such requests are received. The circumstances of each case are considered individually and during 2017-18 only one award has been made in the sum of £812.49. These awards are met by all preceptors according to their share of the income collected through the Collection Fund and therefore only a relatively small proportion of the cost (around 12%) is met by Fylde Council and the remainder being met by the other precepting authorities.

Other Council Tax discounts are available and are advertised on the Fylde website and on the Council Tax Information sheet which is issued at the time of annual billing or with each new bill sent out. Ways to contact the service to discuss advice or support vulnerable customers require are also advertised on the bills. One Stop Shop staff and shared service practitioners are also aware of what discounts or additional assistance may apply given

someone's individual circumstances.

As well as single person discounts other discounts available are for a wide range of reasons e.g. persons in a care home or empty unfurnished properties and also for residents with a severe mental impairment. The discount for severe mental impairment requires the applicant to be in receipt of a relevant state benefit and be confirmed as severely mentally impaired by a medical practitioner.

7. IMPACT OF GENERAL DATA PROTECTION REGULATION (GDPR) ON CTR DISCRETIONARY AWARDS

Where explicit consent is not requested from the customer the Council needs to have a lawful basis in order to process data. The administration of Council Tax, Council Tax Reduction and Discretionary Housing Payments all meet that requirement and it is consistent with Article 6(1)(e) of the General Data Protection Regulation that it is in the public interest to share this information for the purposes of awarding a Council Tax discretionary award.

If the Council wished to undertake a take-up campaign with a particular target group e.g. persons on Council Tax Reduction entitled to Personal Independence Payments then again there has to be a legal basis to do so. As the marketing campaign would be deemed to be in the public interest then we would be able to contact these customers.

Privacy notices and information sharing agreements have been amended in order to minimise any operational data sharing restrictions as a consequence of GDPR.

The shared service will ensure that the privacy notices make it clear to the customer what their data will be used for and who their information will be shared in order to maximise their discretionary awards.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	12
UPDATE ON LOCAL TAXATION			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

Council Tax and Business Rates are significant income streams for the Council. The taxes collected are distributed in accordance with the rates retention regulations in respect of Business Rates and precepting regulations in respect of Council Tax.

Individuals and businesses have to be billed and the taxes recovered in accordance with the prevailing legislation.

The following note provides information relating to the administration and collection of both of these local taxes including process flowcharts for both Council Tax and Business Rates.

SOURCE OF INFORMATION

Council Tax and Business Rates Legislation and Regulations, The Insolvency Act 1986, Fylde Borough Council Policy, procedures and working practices of the Revenues and Benefits Shared Service.

LINK TO INFORMATION

Briefing Note attached.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

At a previous meeting the Finance and Democracy Committee requested that an overview of the recovery process for Business Rates and Council Tax be presented to a future meeting of the committee.

FURTHER INFORMATION

Contact: Andrew Turpin, Head of Revenues and Exchequer Services, Blackpool and Fylde Shared Service.
 Tel 01253 478850 e-mail: andrew.turpin@blackpool.gov.uk



INFORMATION NOTE

Update on Local Taxation

1. INFORMATION AND BACKGROUND

Council tax and business rates are significant income streams for the Council. In 2018/19 the Council is forecast to collect £26.6 million in Business Rates and £53.5 million in Council Tax. Not all of these amounts are retained by Fylde Council:

- for business rates around 12% is forecast to be retained in 2018/19 with the remainder shared between Central Government, County Council and Fire Authority; and
- for Council Tax, Fylde Council retains approximately 12% with the vast majority (around 74%) going to Lancashire County Council.

In 2017/18 the in-year collection rates improved when compared to the previous year for both Council Tax and Business Rates with the Council Tax collection rate being 96.8% and the Business Rates collection rate being 98.8%. It is anticipated that the ultimate collection rate will be over 99% for both taxes.

2. COUNCIL TAX AND BUSINESS RATES RECOVERY PROCESSES

For both Council Tax and Business Rates the administration, collection, and recovery are governed by legislative frameworks. Recovery flow charts have been produced (as shown at the end of this information note) detailing the stages that are followed from sending the initial bill until a case may be sent to an external enforcement agent.

If a Council Tax or Business Rates payer fails to pay (which may be after several broken payment arrangements), the process following reminders and a final notice is to serve a summons for the individual or business to appear before the magistrates court. At the hearing the Council will request a liability order be granted and the debtor will incur further costs as a consequence.

If granted, the liability order allows the Council to take further actions to recover the debt, which are different for Council Tax and Business Rates under legislation. For example, for Council Tax it is possible to apply for attachments of earnings or benefits, but this is not available under Business Rates legislation. Even at this stage further payment arrangements may be made in order to secure collection of the debt.

One of the options following the issue of a liability order is to refer the case to enforcement agents acting on behalf of the Council under contract. If the case is returned unpaid by the enforcement agents the Council has limited options for further recovery but further contact with the customer is made to try to secure payment.

During the recovery process businesses or individuals can be liquidated or become bankrupt and at that point the Council has little choice but to write off the debt.

It is not uncommon for debts to accrue over a number of years before write off in order to maximise the attempts at collection of some, or all, of the amount.

Writing off the debt in the year that it becomes due is not always possible, or in the best interests of the Council.

Each case has to be dealt with based on its own set of circumstances. A defaulting Council Tax payer or Business Rates payer will have an ongoing liability if they remain liable for the subject property. Writing off the debt when the taxpayer has an ongoing liability could send the wrong signals to the taxpayer and possibly jeopardise future collection from that taxpayer.

On some occasions the Council Tax payer or Business Rates payer changes during the course of the financial year and the Council is not notified immediately. This will delay the billing, collection and recovery process.

In future, as part of the annual report detailing Council Tax and Business Rates write-offs, Members will receive more details concerning the particular set of circumstances that has led to the write off being actioned or requested.

3. BANKRUPTCY AND INSOLVENCY PROCEEDINGS

It would be unusual for the Council to take the lead in insolvency proceedings against a business. This is because the process can be costly, time consuming and would often not result in the Council receiving the outstanding amounts due. This may be due to the debtor having no assets or debts with other organisations that have a higher priority debt, for example a mortgagee. A similar position applies for Council Tax but this is not to say this recovery option will never be considered. The shared service has taken such actions previously but great care is required as the cost of this type of action can be more than the outstanding debt.

4. HIERARCHY OF CREDITORS

The Insolvency Act 1986 determines which types of creditor are paid first during liquidation no matter which organisation initiates and bears the cost of taking such action. Each class of creditor is paid in full before funds can be allocated to the next. For Council Tax and Business Rates debts, the Council is classed as an **unsecured creditor**, which is low down the list in the hierarchy for receiving payment. The list is shown below.

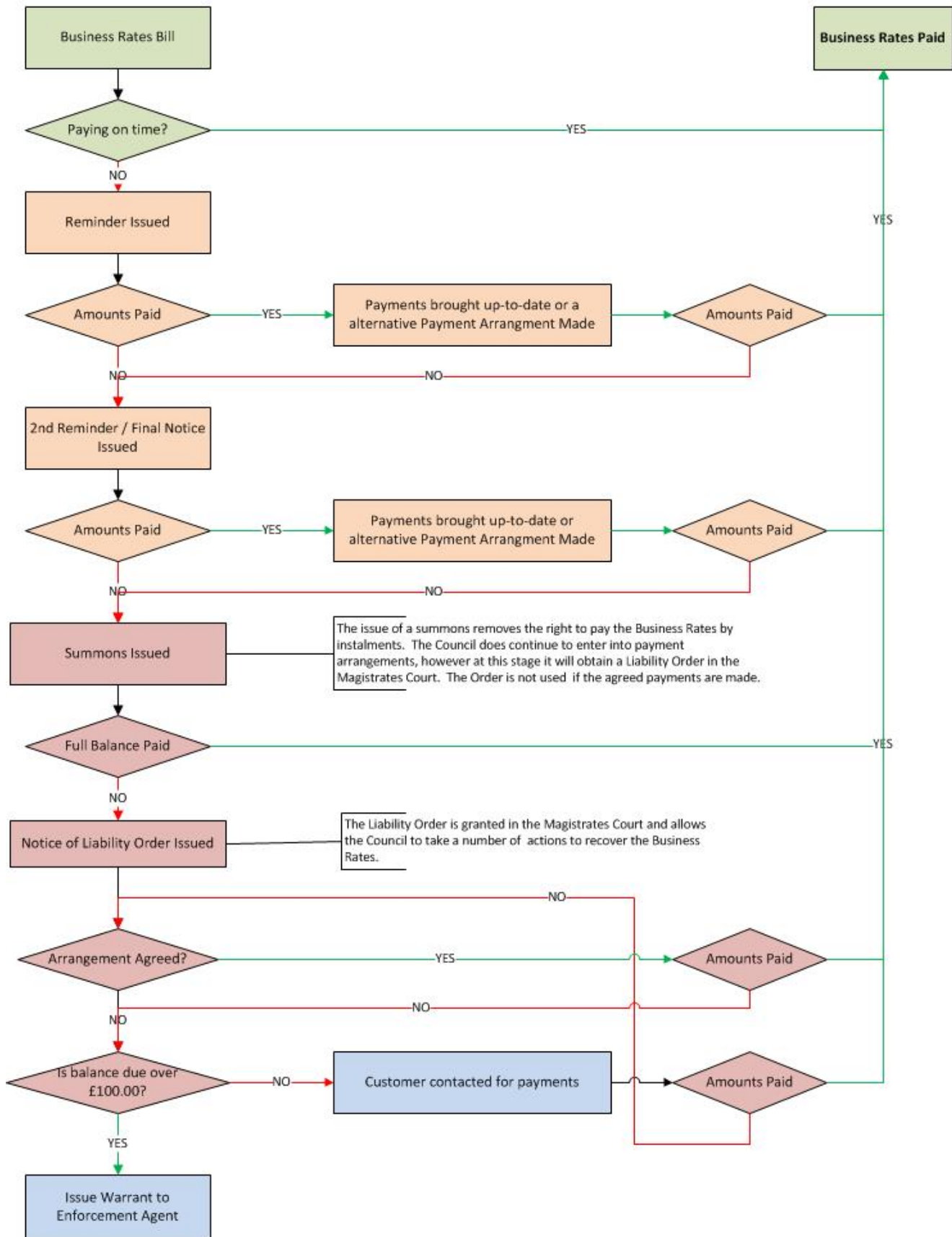
Creditors are ranked as follows:-

- Liquidator's fees and expenses - such as costs for holding meetings, realising assets, distributing funds, and providing reports.
- Secured creditors with a fixed charge
These are often banks and other lenders who hold a title over an asset. When a fixed charge is provided to a lender they hold the right to sell the asset which might include property, machinery, or vehicles.
- Preferential creditors
These are creditors such as employees entitled to arrears of wages.
- Secured creditors with a floating charge
Assets subject to a floating charge often include stock, raw materials, work-in-progress, fixtures and fittings – basically any other asset not subject to a fixed charge. Assets of this type can be traded in the normal course of business.
- **Unsecured creditors**
These include trade creditors, suppliers, customers, contractors, some staff claims, plus Her Majesty's Revenue and Customs and **local authorities in respect of Council Tax and Business Rates**. Before 2002, Her Majesty's Revenue and Customs was ranked as a preferential creditor, but the introduction of the Enterprise Act reduced their status to that of unsecured creditor for all forms of tax.
- Shareholders

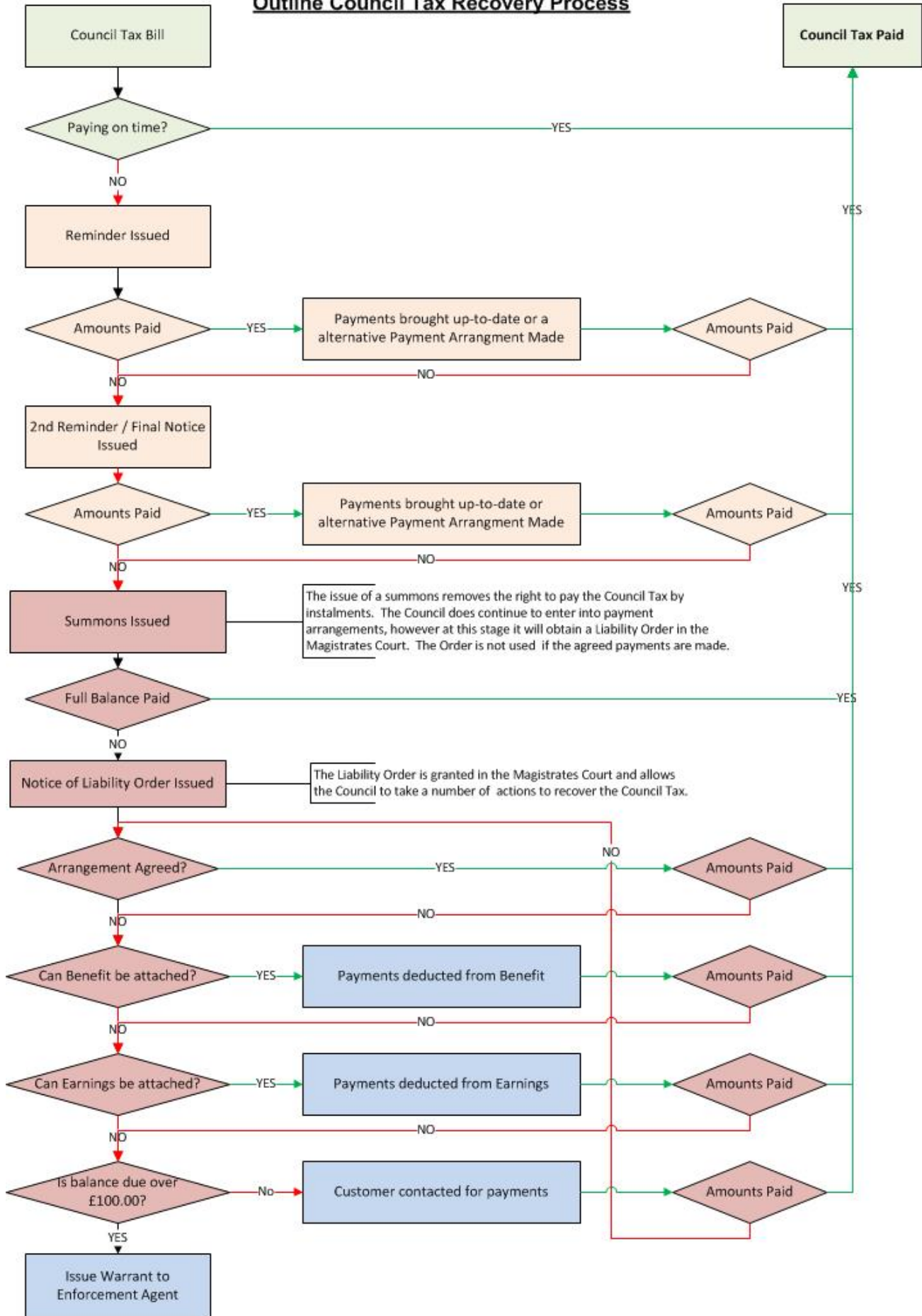
5. PROCESS FLOWCHARTS

The flow charts shown below detail the stages that are followed from sending the initial bill until a case may be sent to an external enforcement agent in respect of Business Rates and Council Tax:

Outline Business Rates Recovery Process



Outline Council Tax Recovery Process



INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JUNE 2018	13
YEAR-END PERFORMANCE 2017/18			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the financial yearend 2017/18. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Finance and Democracy team input data into the InPhase corporate online system from service based performance data

LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance suite for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The performance information is relevant to the committee terms of reference and the responsibility of the committee to monitor performance of the services within its remit.

FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager (01253 658543 or alexs@fylde.gov.uk).

Year-end Commentary by Performance Exception for the Finance and Democracy Committee

***** PERFORMANCE ABOVE TARGET *****

Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.

PM67a: Average days processing changes in circumstances for Housing Benefit is 8.26 days with last year's out turn figure 13.45 days, the target was 15 days.

Increased resource focused on processing times has improved performance along with use of automation. In addition, Shared Service staff have worked closely with DWP to improve communication and links between the teams which can impact significantly on processing times.

PM67b: Average days processing changes in circumstances for Council Tax Reduction is 10.92 days, and last year's out turn was 22.96 days, the target was 15 days.

Increased resource focused on processing times has improved performance along with use of automation. In addition, Shared Service staff have worked closely with DWP to improve communication and links between the teams which can impact significantly on processing times.

***** PERFORMANCE BELOW TARGET *****

Commentary is provided to explain why performance is currently not on target, with details of any corrective action.

PM05: Percentage of sickness absence as a result of long-term sickness is 35.46% and last year's out turn was 38.17%, and the target was 30%.

The management of sickness absence remains very good with a low figure of absence per employee per annum at 6.08 days, however, there has been an increase in long term sickness in the last 12 months which is attributed to a small number of employees some with serious illness. Every case is managed with appropriate support made available. The percentage sickness attributed to long term absence did reduce over the second half of the financial year, given that good performance relies on the ability, and luck, of approximately 250 people not picking up a long term illness the position can change quite quickly. The appropriately challenging target of 30% will remain for 2018/19.






PM66a: Average days for processing New Claims for Housing Benefit was 27.15 days and last year's out turn figure was 20.48 days, target was 21 days.

New claim processing times have been adversely affected by the loss of key experienced staff in this type of work. New staff have now been recruited and processing times for the later months in the year have improved significantly. In addition, the Shared Service has re-engineered the process for dealing with new claims, which is now contributing to improving process times.

PM66b: Average days processing New Claims for Council Tax Reduction was 28.15 days, and last year's out turn was 22.69 days, the target was 23 days.

New claim processing times have been adversely affected by the loss of key experienced staff in this type of work. New staff have now been recruited and processing times for the later months in the year have improved significantly. In addition, the Shared Service has re-engineered the process for dealing with new claims, which is now contributing to improving process times.

PERFORMANCE KEY ICON STATUS

	Over Performance – the indicator is over performing against target
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.
N/A	Not Applicable – no comparable data available. This could be due to the methodology being change or being a new measure created.

APPENDIX 1: Performance Measures yearend performance (1st April 2017 – 31st March 2018)

Finance and Democracy						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2016 MAR 2017	APR 2017 MAR 2018	Year-end Target	Performance Status
PM02: Average number of days sickness per Full Time Employee	Monthly	Smaller is Better	6.32	6.09	6	!
PM05: Percentage of sickness absence as a result of long-term sickness	Quarterly	Smaller is Better	38.17	35.46	30	×
PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)	Quarterly	Bigger is Better	94.11	92.61	95	!
PM66a: Average days for processing New Claims for Housing Benefit	Quarterly	Smaller is Better	20.48	27.15	21	×
PM66b: Average days processing new claims for Council Tax Reduction	Quarterly	Smaller is Better	28.15	28.15	23	×
PM67a: Average days processing changes in circumstances for Housing Benefit	Quarterly	Smaller is Better	13.45	8.26	15	✓
PM67b: Average days processing changes in circumstances for Council Tax Reduction	Quarterly	Smaller is Better	10.92	22.96	15	✓
PM68: Proportion of Council Tax collected	Quarterly	Bigger is Better	96.17	96.8	97.5	i
PM69: Percentage of Business Rates, which should have been received, received	Quarterly	Bigger is Better	97.07	98.83	98	i
PM86: Percentage of FOIs responded to within the statutory deadline of 20 days	Quarterly	Bigger is Better	97.31	98.5	100	i