

Agenda



ENVIRONMENT, HEALTH AND HOUSING COMMITTEE

| | |
|--------------------|---|
| Date: | Tuesday, 6 September 2016 at 6:30 pm |
| Venue: | Town Hall, St Annes, FY8 1LW |
| Committee members: | <p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Maxine Chew, Delma Collins, Gail Goodman JP, Shirley Green, Roger Lloyd, Graeme Neale, Louis Rigby, Heather Speak, Richard Taylor, Thomas Threlfall</p> |

Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.
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 7 June 2016 as a correct record. | 1 |
| 3 | Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24(c). | 1 |
| | DECISION ITEMS: | |
| 4 | The Introduction of a Charge for Food Hygiene Rating Re-Visits | 3 - 7 |
| 5 | Approval for S106 Funded Scheme – Church Road Methodist Church, St Annes | 8 - 21 |
| | INFORMATION ITEMS: | |
| 6 | General Fund Revenue Budget Monitoring Report 2016/17 - Position as at 31st July 2016 | 22 - 27 |
| 7 | Capital Programme Monitoring Report 2016/17 - Position as at 31st July 2016 | 28 - 38 |
| 8 | Citizens Advice Fylde – Annual Report | 39 - 55 |
| 9 | Update on the Homelessness Strategy Action Plan 2013-18 | 56 - 65 |

| | | |
|-----------|---|-----------------|
| 10 | Lancashire Single Homelessness Initiative Evaluation | 66 - 80 |
| 11 | Empty Residential Property Position Statement | 81 - 82 |
| 12 | East Lytham Project Update | 83 - 84 |
| 13 | Outside Bodies | 95 - 111 |

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at

<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|---|---|------------------|---------|
| RESOURCES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 4 |
| THE INTRODUCTION OF A CHARGE FOR FOOD HYGIENE RATING RE-VISITS | | | |

PUBLIC ITEM

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

SUMMARY

This report recommends the introduction of a charge for re-inspections requested by businesses to re-assess their food hygiene rating under the National Food Hygiene Rating Scheme. Although there was no previous mechanism for charging, legal advice received by the Food Standards Agency (FSA) indicates that powers available to local authorities in England under the Localism Act 2011 allows for the recovery such costs.

RECOMMENDATION

The Environment, Health and Housing Committee is requested to consider and approve the introduction of a fee of £120 for re-inspections under the National Food Hygiene Rating Scheme when requested by the Food Business Operator (FBO).

SUMMARY OF PREVIOUS DECISIONS

At a meeting of the Policy Development Scrutiny Committee on the 3rd February 2011, the Committee RESOLVED to:

1. To recommend that the introduction of the National Food Hygiene Scheme be endorsed
2. To recommend that the National Food Hygiene Rating Scheme policy be adopted

This recommendation was adopted by Cabinet on the 16th February 2011 and the National Food Hygiene Rating Scheme was introduced in Fylde Borough in partnership with the Food Standards Agency.

| 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. Fylde Council operates the National Food Hygiene Rating Scheme in partnership with the Food Standards Agency.
2. The scheme is designed to provide consumers with information about the hygiene standards of food premises which is determined from the most recent food hygiene inspection. The rating reflects the level of compliance with legal requirements.
3. Safeguards are incorporated to ensure fairness to businesses. These include an appeals procedure, a 'right to reply' for publication with the hygiene rating and a mechanism for requesting a re-inspection/re-visit for the purpose of rerating.
4. Previously, the Operator could only request one revisit per programmed inspection which could result in the hygiene score going up, going down or staying the same. In line with the Food Law Code of Practice the reinspection / re-visit must take the form of a full inspection, part inspection or audit to enable the rating to be revised, if deemed appropriate.
5. An inspection / re-visit may not take place within 3 months of the programmed inspection and must be carried out within 3 months of the request being made. Therefore the longest period a food business operator would have to wait for the reinspection / re-visit should be 6 months and the Council were thought to have no statutory powers to charge for the re-inspection.
6. Legal advice received by the Food Standards Agency (FSA) indicates that powers available to local authorities in England under the Localism Act 2011 allows for the recovery of costs for re-inspection requested by businesses to re-assess the food hygiene rating.
7. According to the advice, section 1 of the Localism Act 2011 gives the power to charge for the activity, and this power is limited by section 3(3), which requires the council to secure that, taking one financial year with another, the income from charges allowed does not exceed the costs of provision.
8. This indicates that each local authority will need to set their own costs based on the costs of providing the service. To ensure fairness to businesses local authorities will need to calculate and apply a consistent cost that will cover, but not exceed, the cost of delivery.
9. Fylde Council is one of around 40 local authorities nationally to be approached by the Food Standards Agency to participate in a trial on food hygiene rating (FHRS) rescore charging. The trial will run between August and November 2016 after which the Food Standards Agency will collect information from participating authorities on their experience with a view to rolling-out across England at the end of 2016.
10. The introduction of cost recovery will require early adopters to deviate from some of the current processes set out in the Brand Standard:
 - Requested re-inspections must be carried out within three months of receipt of the request and payment;
 - Limits on the number of requests a business can make will no longer apply. Currently a business can make one request per inspection; and
 - Businesses will need to be notified of the charge for the re-inspection in writing at the same time they are advised of their current rating. The FHRS safeguards information has been amended to reflect that some local authorities will be charging for re-visits from August 2016.
11. The Food Standard Agency has provided guidance on the calculation of indicative costs based on the charge applied for requested re-inspections in Wales, currently set at £160.

12. In order to calculate the costs it is necessary to consider the processes involved, who performs them and the time expended for each process when carrying out requested re-visits. The FSA advises that authorities retain the basis/calculation of costs in case they are queried in the future e.g. by a food business operator or their legal representatives.
13. Using the guidance provided by the FSA it is estimated that the average costs of a revisit by the Fylde Council Food Safety Team to be in the region of £120. This charge will cover administration and officer inspection time and will only apply if the business requests the revisit, not if we decide to revisit to check on essential works to make improvements to food safety standards. A breakdown of the calculation is attached at Appendix 1.
14. The FSA intend to collect information from early adopters for the twelve weeks from 15th August – 7th November 2016 (inclusive). This information will be reviewed and used to inform the wider roll-out, anticipated to take place in early 2017. Authorities that are only able to introduce cost recovery near to, or even some time after 7th November 2016, are still encouraged to take part in the trial. Early adopters would not be expected to pause or stop cost recovery at the end of October so any efforts to adopt this approach policy would certainly not be lost.
15. Taking part in the trial would give Fylde the advantage of being ahead of the game, to overcome any initial challenges before the scheme becomes mandatory, while recouping some of the costs towards re-inspections.
16. Until the charging mechanism is introduced it is not possible to accurately assess the level of income that will be generated from the new fees. However income levels will be within the limits of the delegated authority of this Committee to introduce new fees during the financial year (i.e. less than £25,000 in any financial year).

| IMPLICATIONS | |
|---|--|
| Finance | A charge of £120 for re-inspection requested by businesses to re-assess the food hygiene rating will cover the administration and officer costs and generate unbudgeted income for the Food Safety Team. Until the charging mechanism is introduced it is not possible to accurately assess the level of income that will be generated from the new fees. |
| Legal | Section 1 of the Localism Act 2011 gives the power to charge for the activity, and this power is limited by section 3(3), which requires the council to secure that, taking one financial year with another, the income from charges allowed does not exceed the costs of provision. Any challenges to the set charges would have to be made by judicial review. |
| 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 the report |
| Sustainability and Environmental Impact | There are no direct sustainability and environmental impact implications arising from the report |
| Health & Safety and Risk Management | There are no direct health and safety and risk management implications arising from the report |

| LEAD AUTHOR | TEL | DATE | DOC ID |
|------------------|--------------|------------------------------|--------|
| Kathy Winstanley | 01253 658634 | 19 th August 2016 | |

| LIST OF BACKGROUND PAPERS | | |
|--|-------------------------------|--|
| Name of document | Date | Where available for inspection |
| National Food Hygiene Rating Scheme | 3 rd February 2011 | www.fylde.gov.uk |
| Guidance on the Food Hygiene Rating Scheme: the 'Brand Standard' | August 2016 | www.food.gov.uk/enforcement |

Attached documents

Appendix 1 – Cost of Recovery for Re-Inspections

Appendix 1 – Cost of Recovery for re-inspections

| Re-Inspection Process | | Average Cost |
|-----------------------|---|--------------|
| 1. | Time to print/enter on system and calculate date/verify request/contact FBO | 6.70 |
| 2. | Carry out re-visit. Explain & leave receipt | 60.34 |
| 3. | Travel to and from site | 26.82 |
| 4. | Travel mileage | 4.80 |
| 5. | Enter on system | 7.45 |
| 6. | Administration - print letter / sticker | 6.70 |
| 7. | Any other Admin Function or actions resulting | 17.88 |
| 8. | Postage / stationery | 0.85 |
| 9. | Re-visit Cost* | 131.55 |

* The average re-visit cost has been calculated across a small sample of recent re-visits, ranging from £86.10 to £179.97, depending on the complexity of the visit. The average re-visit charge has been rounded down to a standard £120 for the trial period. This will be monitored over subsequent re-visits and adjusted as part of the fees and charges process if required.

DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|---|--|------------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 5 |
| APPROVAL FOR S106 FUNDED SCHEME – CHURCH ROAD METHODIST CHURCH, ST ANNES | | | |

PUBLIC ITEM

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

SUMMARY

This report provides details of an affordable housing scheme at Church Road Methodist Church, St Anne's comprising 10 units: 2x 3 bed houses, 2x 2 bed houses and 6x 1 bed flats. It is recommended that the Committee recommend to Council the inclusion of the scheme in the Councils Capital Programme for 2017/18 with the scheme being fully-funded from the balance of S106 developer contributions for affordable housing designated to be spent in Lytham and St Anne's (held by the Council for this purpose). The Methodist Church will use the funds from the sale of the site to improve community facilities within and outside the main Church building.

RECOMMENDATION

The Committee is requested to consider the proposal and recommend to Council:

1. A fully funded addition to the Capital Programme for 2017/18 in the sum of £550,000 in order to allow Great Places Housing Association to deliver 10 units for affordable rent at Church Road Methodist Church, St Annes to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 - Queen Mary School Development); and
2. To authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.

SUMMARY OF PREVIOUS DECISIONS

Minutes of Cabinet, 26th November 2014

1. To approve the use of S106 monies to facilitate the appointment of the temporary project officer/consultant on the terms outlined in the report;
2. To approve the appointment of a temporary project officer/consultant for a maximum period of 6 months to produce a deliverable S106 funded Affordable Housing Programme for the Borough; and
3. To approve a fully- funded revenue budget increase for the total sum of £25,000 (£16,000 in 2014/15 and £9,000 in 2015/16) to fund the costs of the temporary project officer/consultant for a maximum period of 6 months to be met from the S106 Affordable Housing receipts in respect of the agreements as identified at Appendix 2 of the report.

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

BACKGROUND

1. Members have previously approved the temporary appointment of an external housing consultant, specifically to identify affordable housing development opportunities within Fylde. These opportunities were to be worked up to an advanced stage and specific RSL partners engaged to deliver the projects. These would be available to meet Housing Need within the Borough with a priority being given to schemes within Lytham St Annes.
2. The project sought to enable affordable homes to be delivered which would receive capital contributions using existing S106 fund reserves.
3. S106 funds arise where developers may be required to make 'off-site' affordable housing provision in lieu of provision 'on-site'. This is normally achieved by S106 fund contributions towards the provision of affordable homes in areas of higher need. S106 funds may be used to meet all the Affordable housing required or part of the total required with some being delivered on site. Additionally, in the early stages of a large scale development, S106 funds may be taken in lieu of on site provision, until infrastructure is put in place as the development progresses e.g. schools, roads, shops and transport links.
4. The proposed development opportunity at Church Road Methodist Church, St Annes has been identified and a detailed scheme worked up. The scheme is considered to be achievable with land available; a Housing Association has been identified willing to commit to developing the site and a scheme design worked up ready to be submitted for planning permission subject to funding being confirmed.

5. The project has specifically sought to identify 'Brownfield' development opportunities in order to make best use of available land resources and achieve localised regeneration as well as providing low cost homes for local people.
6. Off-site S106 affordable housing contribution rates of affordable property that should have been provided on site are usually in the region of £50,000 per unit, and this amount is then re-cycled into affordable housing projects at a capital contribution rate of up to £50,000 per unit or 50% of the total scheme costs, however, this is not set in policy and the council can approve a higher percentage subsidy.
7. This capital contribution request is for £55,000 per unit totalling £550,000. Total scheme costs (Table 2) are £1.85m, 54% of which will be funded by Great Places borrowing and the request is for the remaining 46%.
8. The project had a wider remit to improve community facilities available to the public at the Methodist Church to become a 360 day per annum activity venue which include;
 - a. Accessible design for all
 - b. Moveable chairs
 - c. Community kitchen for catering
 - d. Community meeting facilities
 - e. Premises for the Fylde Foodbank and storage area for food
 - f. Multi-use space layouts in the Church Hall and Community Hall
 - g. External landscaping to improve the appearance of the Church and make the area accessible for all
9. Current groups that meet at the Church that will benefit from the improved facilities include; Mums and toddlers, Rainbows, Brownies, Junior Youth Club, Teenagers Hub, School Holiday Clubs, Exercise Group for older persons, Drama Groups, Choir rehearsals and Worship Groups.
10. Appendix 1 contains the Church Road Methodist Church, church and buildings initial layout.
11. The Church Road Methodist Church site is outside of Fylde Borough Councils Regeneration framework area (September 2010) for St Annes which is an eight year programme of physical regeneration of the public realm of the town centre and is therefore not eligible for additional S106 funds to improve the building or landscaping¹.
12. Fylde BC Parks and Landscaping at Fylde BC have agreed that, in order to keep the landscaping at a reasonable cost, they will undertake soft landscaping at cost. All landscaping options will still be explored as a landscaping contractor may prove more cost effective than an 'in-house' bid.
13. On the 13th July 2016 the principal behind the project was approved by the Methodist Church Council in Fylde. The next stage is for the proposal to go to the Methodist Church Circuit Meeting on the 19th September 2016.

SCHEME DETAILS

14. This is a small scheme on land and out-buildings currently adjoined to Church Road Methodist Church and hall. This would provide 6 x 1 bed 2 person flats; 2 x 2 bed 4 person houses and 2 x 3 bed 5 person houses. All of these homes would be available to rent to single households, couples and families with a local connection to the Borough.

¹ <http://www.fylde.gov.uk/business/regeneration-urban-design/>

15. The purchase of this church land would have the spin-off benefit of making a contribution towards the repair and improvement of the church and adjoining church hall for ongoing community benefit. The Church need to raise from the sale of the site in the region of £240,000 to contribute towards improvement works.
16. The proposal would locally regenerate this part of St Annes. The scheme is ideally located close to all local facilities and served by excellent public transport links. The project brings together a number of social and community benefits – affordable housing, multi-use community spaces and landscaping to make the exterior of the building more attractive.
17. The Methodist Church, Great Places and local contractor RP Tyson are working jointly to prepare a scheme to enable affordable housing to be provided where unused Church Buildings currently stand and the funding from the sale of this land be used to refurbish the main church building as a community facilities.
18. Within Fylde there is increasing need for one bedroom accommodation and the proposed property type of 6x 1 bedroom units and two and three bedroom houses is a good mix of property to meet the identified need in the Fylde Area Lettings Plan 16/17. This information is based on households registered on MyHomeChoice Fylde Coast in March 2016. Table 1 is taken from the Area Lettings Plan 2016/17 and details the number of people in each household requiring accommodation.
19. Currently within Fylde there is significant demand for single and two person households. Demand for three and four bedroom accommodation remains high, with accommodation for 5+ bedrooms being less.

Table 1: Number of household members

| No. of Household Members | Q1 | Q2 | Q3 | Q4 |
|---------------------------------|-------------|-------------|-------------|--------------|
| 1 | 564 | 570 | 567 | 615 |
| 2 | 393 | 384 | 403 | 445 |
| 3 | 202 | 183 | 193 | 100 |
| 4 | 101 | 100 | 109 | 115 |
| 5 | 50 | 49 | 53 | 64 |
| 6 | 16 | 14 | 15 | 14 |
| 7 | 6 | 9 | 8 | 9 |
| 8 | 3 | 2 | 3 | 3 |
| 9 | 0 | 0 | 0 | 0 |
| 10+ | 0 | 0 | 0 | 0 |
| Blank | 1 | 2 | 0 | 1 |
| Total | 1336 | 1313 | 1351 | 1,366 |

20. The Analysis of Housing Need in light of the 2012 Sub National Population Projections, an addendum to the Fylde Coast Strategic Housing Market Assessment, November 2014 is included in Appendix 2. This illustrates that Lytham and St Annes is the highest area of housing need within the authority, with a net new household need of 155, and net affordable household need of 160.
21. Local contractors RP Tyson Construction have secured an option to purchase the land with outbuildings from the Methodist Church, and Great Places have signed up to, to deliver the scheme and manage the accommodation. As with the previous schemes, all homes would be available only to applicants with a strictly controlled local connection.

22. It is intended that the scheme would use local labour, local contractors and consultants to contribute to the local economy of Fylde. Great Places operate an Employment and Training programme linked to their development activity called Toolbox. Based on experience across the North West and engaging with their contractor partners, Great Places maximise the employment and training outcomes of construction work, focussing on local people and Great Places tenants. Opportunities include work experience, apprenticeships and support to achieve relevant qualifications. Great Places and Tyson's have a rich history of delivering real improvements to people's lives in this way in St Anne's and across the Fylde Coast.
23. A consultation event will be held in September/October 2016 with the local community and local Councillors. Croft Goode Architects, Great Places Housing Association, Tyson Construction and Fylde BC Housing Team will be in attendance to talk residents through the scheme and gather their views and concerns regarding the scheme.
24. Appendix 3 contains the initial site layout of the affordable housing scheme.
25. Appendix 4 contains an Affordable Housing S106 summary as at 26/07/2016 that identifies there is sufficient monies in the Ref: 03/0157 - Queen Mary School to fund the Church Road Scheme.
26. The S106 Agreement related to Queen Mary School was made on the 10th March 2005 and Part 2 Affordable Housing, Pages 9-10, paragraph 6 comments:
- "No development other than that specific in paragraph 7 shall take place on the site until the Landowner has paid to the Council £1,200,000 (one million two hundred thousand pounds) in addition to the sums payable under paragraphs 2 and 4 as a further contribution towards the provision of affordable housing in Lytham St Annes district."

Table 2 - A COST BREAKDOWN OF THE SCHEME

| Cost Heading | Description | Net Figure (£) |
|--|--|-----------------------|
| Acquisition | Land purchase price | 200,000 |
| Works | Design and Build works contract with Tyson construction | 875,000 |
| On-costs | Fees associated with acquisition, design, project management, construction | 85,482 |
| Interest | Borrowing costs for development period | 24,804 |
| Total Project Costs | | 1,185,286 |
| Fylde S106 Capital contribution | | 550,000 |
| Great Places borrowing | | 635,286 |

THE METHOD AND COST OF FINANCING THE SCHEME

27. The request is for Fylde BC S106 funds to contribute to the 10 unit scheme which equates to a capital contribution rate of £55,000 per unit totalling £550,000.
28. Great Places have arranged borrowing on the site totalling £635,286.

THE FUTURE REVENUE BUDGET IMPACT

29. There are no additional revenue implications to this proposal as the scheme on completion will be owned and managed by Great Places Housing Association. A S106 planning obligation will be in place, as a requirement of any planning permission that may be granted, to ensure the affordable housing will be available in perpetuity, subject to a Mortgagee in Possession exemption clause.

RELEVANT VALUE FOR MONEY ISSUES

30. Fylde BC receive off site S106 contribution rates of £50,000 per unit of affordable housing required on a site. Therefore the capital contribution rate for affordable units delivered using S106 funds is usually up to £50,000 per unit or 50% of the total scheme cost, however, this is not set in policy and the council can approve a higher percentage subsidy.
31. The capital contribution rate requested on this site is for £55,000 per unit, however the overall funding requested based on total scheme costs is 46%. 54% of total scheme costs will be funded by Great Places.

RISK ASSESSMENT

32. Capital contributions will be paid in two stages; 50% when the scheme is on site and 50% on practical completion. The risks associated with letting and managing the properties will be Great Places Housing Association responsibility.
33. An agreement for the payment of a capital contribution will be entered into to protect Fylde BC investment and ensure the properties remain as Affordable Housing in perpetuity, subject to a Mortgagee in Possession exemption clause.

VIABLE ALTERNATIVES

34. The use of the site is restricted to the strategic objectives of The Methodist Church in Great Britain ("The Methodist Church") and they are:
1. Worship – to increase awareness of God's presence and to celebrate God's love;
 2. Learning and Caring – to help people to learn and grow as Christians, through mutual support and care;
 3. Service – supporting community development and action for justice, especially among the most deprived and poor - in Britain and worldwide; and
 4. Evangelism – developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved.

PROCUREMENT PATH (AND ANY DELEGATIONS AS REQUIRED)

35. Not applicable.

OBJECTIVES, OUTPUTS AND OUTCOMES

36. The S106 project specifically sought to:
- a. Identify 'Brownfield' development opportunities in order to make best use of available land resources and achieve localised regeneration as well as providing low cost homes for local people,

- b. develop an Affordable Housing Programme funded from existing and anticipated S106 monies held by the Council
37. This new build housing scheme would provide a mix of 10 one bedroom flats and two and three bedroom family houses.
38. The schemes meets the following Corporate priorities;
- 1. Spending your money in the most efficient way to achieve excellent services (Value for Money)
 - 2. Delivering the services that customers expect of an excellent council (Clean and Green)
 - 3. Working with all partners (Vibrant Economy)
 - 4. To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)

DRAWINGS AND PLANS

39. See Appendix 1 and Appendix 3.

CONCLUSION

40. The scheme has been identified as a result of the S106 project and will provide 10 units of affordable housing on a brownfield site, replacing disused church buildings.
41. The scheme will regenerate this area of St Annes and make a contribution towards the repair and improvement of the church facilities and adjoining church hall for ongoing community benefit.

| IMPLICATIONS | |
|---|--|
| Finance | This report requests that the Committee recommend to Council a fully funded addition to the Capital Programme in the sum of £550,000 - "Affordable Housing Scheme at Church Road Methodist Church " for 2017/18 to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 - Queen Mary School Development: a total capital contribution of £550,000 to deliver 10 units for affordable rent at Church Road Methodist Church, St Annes to Great Places Housing Association) and, on the basis that the scheme is included in the approved capital programme, authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report. |
| Legal | S106 planning obligation when planning is sought that ensures properties remain as affordable housing in perpetuity. Agreement for the capital contribution will be in place. |
| Community Safety | None arising directly from this report |
| Human Rights and Equalities | None arising directly from this report |
| Sustainability and Environmental Impact | None arising directly from this report |
| Health & Safety and Risk Management | None arising directly from this report |

| LEAD AUTHOR | TEL | DATE | DOC ID |
|-----------------|--------------|------------|--------|
| Kirstine Riding | 01253 658569 | 04/08/2016 | |

| LIST OF BACKGROUND PAPERS | | |
|--|----------|---|
| Name of document | Date | Where available for inspection |
| Analysis of Housing Need in light of the 2012 Sub-National Population projections – Fylde Coast SHMA Addendum, November 2014 | Nov 2014 | Fylde Coast Strategic Housing Market Assessment 201, page 143, http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/evidence-base/fylde-coast-strategic-housing-market-assessment/ |

Attached Documents

Appendix 1 - Appendix 1 contains the Church Road Methodist Church, church and buildings initial layout.

Appendix 2 – Analysis of Housing Need in light of the 2012 Sub-National Population projections – Fylde Coast SHMA Addendum, November 2014

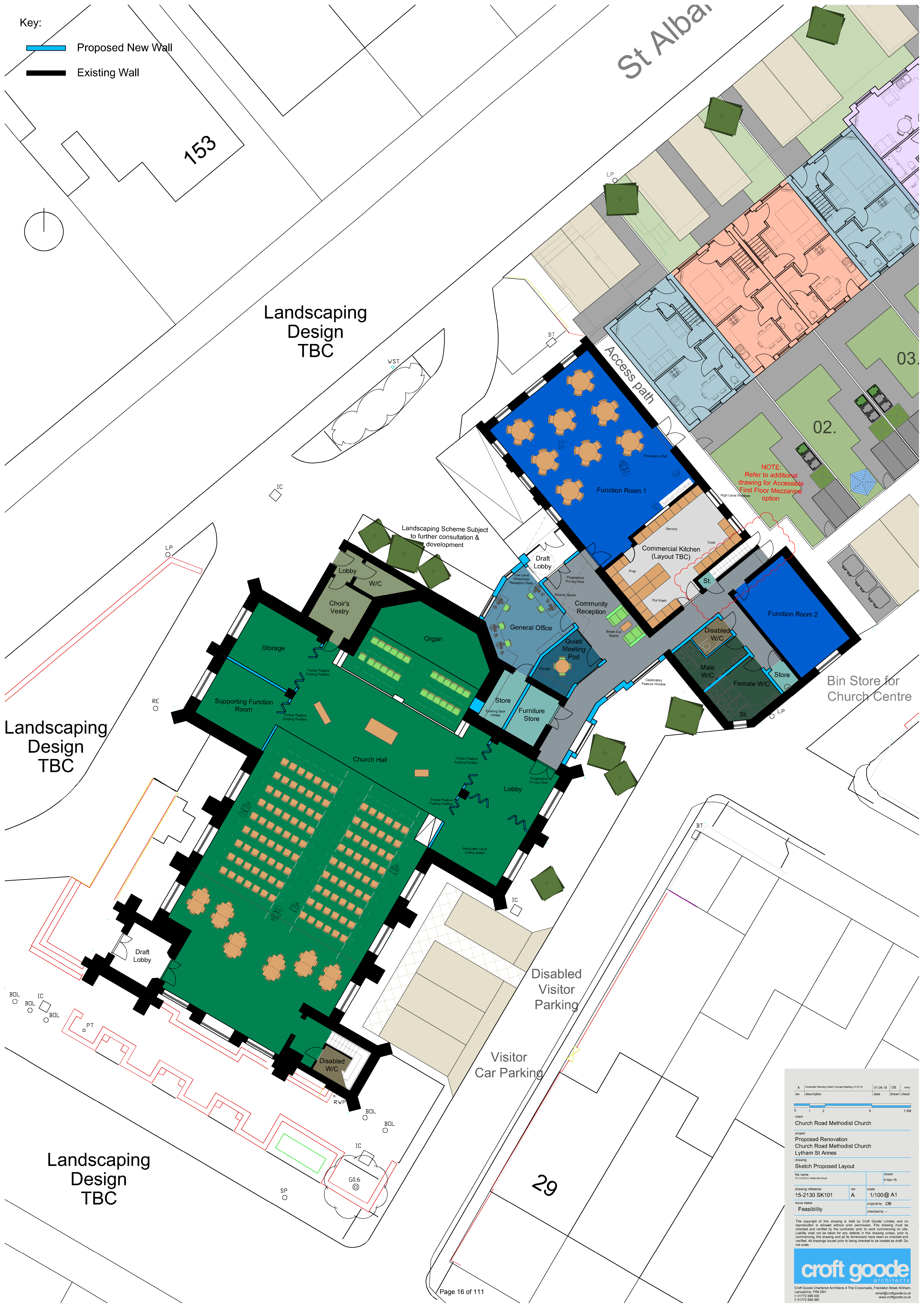
Appendix 3 - Initial site layout of the affordable housing scheme.

Appendix 4 – Affordable Housing S106 latest position 26/07/2016.

Key:

Proposed New Wall

Existing Wall



| rev | description | date | DB | MMG |
|-----|---|----------|-------|-------|
| A | Amended following Client Concept Meeting 31.03.16 | 01.04.16 | drawn | check |

0 1 2 5 7.5M

client
Church Road Methodist Church

project
Proposed Renovation
Church Road Methodist Church
Lytham St Annes

drawing
Sketch Proposed Layout

| | |
|---|-------------------|
| file name 15-2130 SK101 Methodist Church | drawn 4-Apr-16 |
|---|-------------------|

| | | |
|------------------------------------|----------|-------------------|
| drawing reference 15-2130 SK101 | rev A | scale 1/100@A1 |
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|-----------------------------|-------------------|-----------------|
| issue status Feasibility | original by DB | checked by - |
|-----------------------------|-------------------|-----------------|

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Appendix 2 – Analysis of Housing Need in light of the 2012 Sub-National Population Projections – Fylde Coast Strategic Housing Market Assessment Addendum, November 2014

Figure 6.4: Updated Affordable Housing Assessment – Fylde

| Step | | Lytham & St Annes | Kirkham/We sham & Freckleton/ Warton | Rural East | Rural SW | Rural NW | Rural NE | Fylde (total) |
|--|---|-------------------|--------------------------------------|------------|-----------|-----------|----------|---------------|
| Stage 4 – Future Housing Need (Annual) | | | | | | | | |
| 4.1 | New household formation | 403 | 188 | 13 | 24 | 41 | 14 | 683 |
| 4.2 | Newly forming households in need (annualised) (40%) | 161 | 75 | 5 | 10 | 17 | 5 | 273 |
| 4.3 | Existing households falling into need | 33 | 14 | 3 | 1 | 2 | 0 | 53 |
| 4.4 | Total newly arising need (gross p year) | 194 | 89 | 8 | 11 | 19 | 5 | 326 |
| Stage 6 – Annual Net New Need | | | | | | | | |
| 6.1 | Net new need (annual) | 155 | 59 | 3 | 8 | 17 | 5 | 247 |
| Stage 7 – Total Housing Need (Net Annual) | | | | | | | | |
| 3.1 | Shortfall in | 5 | -1 | -1 | -3 | 2 | 0 | 2 |

| | | | | | | | | |
|------------|--|------------|-----------|----------|----------|-----------|----------|------------|
| | affordable housing to meet current 'backlog' housing need (annual) | | | | | | | |
| 6.1 | Net new need (annual) | 155 | 59 | 3 | 8 | 17 | 5 | 247 |
| 7.3 | Net annual affordable housing need | 160 | 59 | 2 | 5 | 19 | 6 | 249 |



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- Proposed New Wall
- Existing Wall

NOTE:
Layout for discussion purposes only.
Existing Church and Community Hall
subject to further detailed building
survey

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Proposed Housing Development updated

04.08.16

DB

15M

rev

description

date

drawn

check

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15M

client

Church Road Methodist Church

project

Proposed Renovation
Church Road Methodist Church
Lytham St Annes

drawing

Proposed Site Plan showing housing layout

file name

15-2130 SK104

drawn

4-Aug-16

drawing reference

15-2130 SK104

rev

1

scale

1/200 @ A1

issue status

Feasibility

original by

DB

checked by

NJA

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Appendix 4 - Affordable Housing S106 Summary at 26/07/16

| | | Total Affordable Housing | | Queen Mary | | Other Sites |
|--|------------|--------------------------------|--|-------------------|--|-------------------|
| S106 Income Received | | -5,436,418.44 | | - 3,000,000.00 | | - 2,436,418.44 |
| Section 106 Expenditure: | | | | | | |
| New Fylde Housing | 182,250.00 | | | | | 182,250.00 |
| Richard Dunbreck Trust Singleton | 300,000.00 | | | 0.00 | | 300,000.00 |
| F2F YMCA | 299,999.57 | | | 299,999.57 | | |
| GPHG - re 451 Clifton Drive North | 250,000.00 | | | 250,000.00 | | |
| NFH (Heyhouses) Pilling Ave development | 416,000.00 | | | 416,000.00 | | |
| Explore first time buyers scheme | 3,000.00 | | | | | 3,000.00 |
| NFH - 50% payment towards purchase of 17 Hunter Road | 21,500.00 | | | | | 21,500.00 |
| NFH _ 2nd payment 50% towards purchase of 17 Hunter Road. | 21,500.00 | | | | | 21,500.00 |
| NFH - St Davids Roads Depot. First contribution of 50% | 307,507.00 | | | | | 307,507.00 |
| NFH - St Davids Road Depot, second contribution of 50% | 307,506.00 | | | 297,000.00 | | 10,506.00 |

| | | | | | | |
|---|------------|----------------------|--|---------------------------|--|---------------------------|
| Great Places- Former Kwik Save Site | 300,000.00 | | | | | 300,000.00 |
| 106 project officer payment | 12,680.72 | | | | | 12,680.72 |
| | 12,319.28 | | | | | 12,319.28 |
| Great Places Housing Association | 75,000.00 | | | 75,000.00 | | |
| | | 2,509,262.57 | | 1,337,999.57 | | 1,171,263.00 |
| | | | | | | |
| S106 Monies Remaining | | -2,927,155.87 | | - 1,662,000.43 | | - 1,265,155.44 |
| | | | | | | |
| Commitments: | | | | | | |
| St.Albans Rd | 105,000 | | | 105,000.00 | | |
| Ypad YMCA | 562,697 | | | 562,697.00 | | |
| Sunnybank Mill | 920,000 | | | | | 920,000.00 |
| | | 1,587,697.00 | | 667,697.00 | | 920,000.00 |
| Monies Available for Future Projects | | -1,339,458.87 | | -994,303.43 | | -345,155.44 |
| | | | | | | |

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|---|---|------------------|---------|
| MANAGEMENT TEAM | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 6 |
| GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 - POSITION AS AT 31 ST JULY 2016 | | | |

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 update of the Council's General Fund (GF) Revenue Budget as at 31st July 2016 and specifically for those areas under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the Council's financial ledger system for the period to July 31st 2016.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2016:

<https://www.fylde.gov.uk/revenue2016/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 –

POSITION AS AT 31ST JULY 2016

Summary

The purpose of this report is to provide an update on the Council's General Fund (GF) Revenue Budget as at 31st July 2016. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31st July 2016.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2016/17 budget at its meeting on 2nd March 2016. Subsequently on 20th June 2016 the Finance and Democracy Committee approved the Council's outturn position for 2015/16. The impact of those approvals, including savings and growth options approved at Council and slippage from 2015/16 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger and therefore this report monitors expenditure and income against the updated approved budgets.

2. Budget Rightsizing Exercise

- 2.1 In 2011/12 The Council's Management Team committed to carrying out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process has continued to be undertaken annually and will be repeated during the second quarter of 2016/17. Any resulting changes to budgets will be reflected in later updates to the Council's Financial Forecast.

3. Budget Areas to Note

There are a number of budget areas to note on this General Fund Budget Monitoring report:

i. Employee Costs

The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2016/17 onwards. Actual savings achieved in relation to direct employee costs to 31st July 2016 are already in excess of this target as a result of a large number of un-filled posts during the period, a number of which have now been recruited to. These savings are therefore unlikely to recur to this extent for the remainder of the year. The employee costs budget will be reviewed as part of the right-sizing exercise on service budgets later in the year and a favourable MTFS adjustment may follow.

ii. Car Parking Income

The income is in excess of the budget for the period due to increased usage/visitor numbers largely as a result of dry, sunny weather conditions during the early part of the year. Additionally the current approved budget assumes the loss of income from the closure in 2016/17 and 2017/18 of the Stanner Bank and St Pauls Avenue car parks as a result of the coast protection works to be carried out at Fairhaven and Church Scar. The works had been expected to commence in 2016/17 but will now not commence

until 2017/18. The budget will be adjusted to reflect this and any other changes in the next update to the Financial Forecast.

iii. Sale of Sand (Sand-winning)

Income from the sale of sand has been higher than the forecast amount and consequently this income budget will be reviewed as part of the budget right-sizing exercise with the intention of increasing the income budget to reflect the current level of income. The increase may be a consequence of greater levels of activity in the construction industry, and the consequential demand for sand as a building material, possibly reflecting an upturn in the house-building market.

iv. Fleet Costs

Expenditure on fleet costs for the year to date indicates a number of variances against various elements of the budget. Much of the adverse variance in material and repair costs reflect the fact that many vehicles are no longer within the manufacturers' warranty period and consequently repair costs fall on the Council. The favourable variance on fuel costs arises from the lower wholesale diesel prices for the first part of the year and improved driver awareness of economical driving techniques. The fleet budgets will be reviewed as part of the right-sizing exercise on service budgets later in the year and any necessary adjustments will be made.

v. Planning Enforcement Costs

The Council has incurred some costs in relation to the Direct Enforcement Action at the unauthorised Traveller Site at Fairfield Road, Hardhorn. The outcome of the appeal relating to the 6 occupied pitches has recently been determined and the Council is considering the decision. This budget will be kept under review during the remainder of the financial year.

vi. Council Tax and Housing Benefits

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, particularly Rent Allowance expenditure. However, as the majority of these are directly reimbursed from central government grant a large variance at year end is not currently anticipated and the variances have therefore been excluded from the variance analysis report. The position will be kept under review throughout the remainder of the year and a MTFS adjustment may follow.

5. Conclusions

External pressures outside the Council's control are impacting on all local authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies. This approach has a downward impact on costs incurred by the Council and may result in an under-spend against budget this year.

Regular budget monitoring reports are an integral part of the Council's financial monitoring framework. These will be available on the Councils website.

Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.

We are still at the early part of 2016/17 and it is therefore not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out in the MTFS to Council in March 2016 still remain. Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

REVENUE MONITORING 2016/17 - Period 4 to July 31st 2016 (Variances in excess of £5k)
Appendix A

| | | |
|------------|--------------|---|
| Key | BLUE | Variance currently showing but expected to be on target at year end |
| | GREEN | Possible Favourable Outturn Variance |
| | AMBER | Possible Adverse Outturn Variance |
| | RED | Projected Adverse Outturn Variance |

| Service Area | Detailed Description | Full Year Budget | Budget as at Period 4 | Actual & Commitments as at Period 4 | Variance as at Period 4 | FAV / ADV | Variance | Alert | Budget Holder | Budget Holder Comments |
|---|--|------------------|-----------------------|-------------------------------------|-------------------------|------------|----------|-------|---------------|--|
| | | £ | £ | £ | £ | | % | | | |
| FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS | | | | | | | | | | |
| All Council services | Employee costs including basic pay, pension, NI, and overtime, plus agency costs | 8,379,723 | 2,801,428 | 2,704,815 | -96,613 | FAVOURABLE | -3.4% | GREEN | Corporate | The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of ‘turnover savings’ (delays in the recruitment to vacant posts) of £200,000 per annum from 2016/17 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date is in excess of this target as a result of delays in recruitment to a number of key posts which either have been recently filled or which will be filled in the coming months. A favourable variance to his extent is not anticipated to be repeated in later periods. This budget will be kept under review during the remainder of the financial year. |
| Legal Services Team | Legal Fees and Court Costs | 7,500 | 2,496 | 15,267 | 12,771 | ADVERSE | 511.7% | AMBER | Ian Curtis | The overspend has resulted from the payment of counsel’s fees for representing the Council in an inquest relating to a fatality at a privately-owned local swimming pool. As the Council is the health and safety enforcement authority, it was appropriate and necessary for the Council to be represented at the inquest. The circumstances of the fatality will now form the basis of a prosecution by the Council. The budget will be kept under review for the remainder of the year. |
| Legal Services Team | Income from Legal Fees | -7,500 | -2,500 | -8,391 | -5,891 | FAVOURABLE | -235.6% | GREEN | | The additional income largely comprises the reimbursement of costs from the diversion of a public footpath at Mill Farm. This work is carried out by the council as planning authority where a footpath is to be diverted to enable a development to take place, but the costs are reimbursed by the developer. A favourable outturn variance is anticipated. |
| DEVELOPMENT MANAGEMENT COMMITTEE | | | | | | | | | | |
| Planning Appeals | Planning Appeal Hearing Costs | 152,060 | 33,204 | 20,845 | -12,359 | FAVOURABLE | -37.2% | BLUE | Mark Evans | A number of planning appeals are expected to be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year. |
| Planning Enforcement | Enforcement Costs | 100,000 | 33,360 | 6,161 | -27,199 | FAVOURABLE | -81.5% | BLUE | Mark Evans | The Council has incurred some costs in relation to the Direct Enforcement Action at the unauthorised Traveller Site at Fairfield Road, Hardhorn. The outcome of the appeal relating to the 6 occupied pitches has recently been determined and the Council is considering the decision. This budget will be kept under review during the remainder of the financial year. |

REVENUE MONITORING 2016/17 - Period 4 to July 31st 2016 (Variances in excess of £5k)
Appendix A (cont'd.)

| | | |
|-----|--------------|---|
| Key | BLUE | Variance currently showing but expected to be on target at year end |
| | GREEN | Possible Favourable Outturn Variance |
| | AMBER | Possible Adverse Outturn Variance |
| | RED | Projected Adverse Outturn Variance |

| Service Area | Detailed Description | Full Year Budget | Budget as at Period 4 | Actual & Commitments as at Period 4 | Variance as at Period 4 | FAV / ADV | Variance | Alert | Budget Holder | Budget Holder Comments |
|---|--------------------------------|------------------|-----------------------|-------------------------------------|-------------------------|------------|----------|-------|------------------------------|---|
| | | £ | £ | £ | £ | | % | | | |
| ENVIRONMENT HEALTH & HOUSING COMMITTEE | | | | | | | | | | |
| Licensing Act 2003 | Premises Licences 2003 Act | -75,000 | -13,500 | -29,579 | -16,079 | FAVOURABLE | -119.1% | BLUE | Chris Hambly | The licensing team have received an unusual amount of new licence applications in the first quarter resulting in the increased income (including licences relating to the Lytham Proms event and at AFC Fylde). This was an exceptional situation and is unlikely to be repeated during the remainder of the year. |
| OPERATIONAL MANAGEMENT COMMITTEE | | | | | | | | | | |
| Car Parking Fees | Car Parking Fees | -524,130 | -207,877 | -240,962 | -33,085 | FAVOURABLE | -15.9% | GREEN | Andrew Dickson / Darren Bell | The income is in excess of the budget for the period due to increased usage/visitor numbers largely as a result of dry, sunny weather conditions during the period. Additionally the current approved budget assumes the closure in 2016/17 and 2017/18 of the Stanner Bank and St Pauls Avenue car parks as a result of the coast protection works to be carried out at Fairhaven and Church Scar. The works had been expected to commence in 2016/17 but will now not commence until 2017/18. The budget will be adjusted to reflect this and any other changes in the next update to the Financial Forecast. |
| Computer Services | Purchase of Computer Equipment | 114,932 | 38,336 | 9,546 | -28,790 | FAVOURABLE | -75.1% | BLUE | Paul O'Donoghue | A number of IT projects have not progressed as planned due to staffing changes and vacancies within the IT team. Following a restructure the IT team now has sufficient resources to deliver the proposed developments and it is anticipated that the planned expenditure will occur later in the financial year to result in an outturn position broadly in line with the budget. |
| Fylde Waste Schemes | Replacement Waste Containers | 40,000 | 10,000 | 36,484 | 26,484 | ADVERSE | 264.8% | AMBER | Kathy Winstanley | There has been a need to replenish stocks of blue, brown and green bins due to increased requests from new build properties, such that the annual budget has almost all been expended in the first quarter of the year. The budget will be kept under review but it is anticipated that an increase will be required later in the year. This expenditure is offset by additional income from the charges levied for new bins as and when they are provided. |
| Trade Waste Service | Bulk Bin Lease Charges | -50,000 | -48,750 | -54,413 | -5,663 | FAVOURABLE | -11.6% | GREEN | | The income is in excess of the budget for the period due to increased customer demand. The budget will be reviewed as part of the right-sizing exercise. |
| Fleet Services | FMS Material Costs | 140,875 | 47,037 | 54,273 | 7,236 | ADVERSE | 15.4% | AMBER | | These budgets should be considered together. Both of the budgets are currently overspent due to high material/repair and welding costs as the fleet ages. These budgets will be reviewed as part of the right-sizing exercise and adjusted as necessary. |
| | Repairs by Commercial Garages | 23,150 | 7,834 | 14,028 | 6,194 | ADVERSE | 79.1% | AMBER | | |
| | Fuel Costs | 313,266 | 104,493 | 87,236 | -17,257 | FAVOURABLE | -16.5% | GREEN | | This favourable variance arises from the lower wholesale diesel prices for the first part of the year and improved driver awareness of economical driving techniques. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary. |

REVENUE MONITORING 2016/17 - Period 4 to July 31st 2016 (Variances in excess of £5k)
Appendix A (cont'd.)

| | | |
|-----|--------------|---|
| Key | BLUE | Variance currently showing but expected to be on target at year end |
| | GREEN | Possible Favourable Outturn Variance |
| | AMBER | Possible Adverse Outturn Variance |
| | RED | Projected Adverse Outturn Variance |

| Service Area | Detailed Description | Full Year Budget | Budget as at Period 4 | Actual & Commitments as at Period 4 | Variance as at Period 4 | FAV / ADV | Variance | Alert | Budget Holder | Budget Holder Comments |
|--|----------------------------|------------------|-----------------------|-------------------------------------|-------------------------|------------|----------|-------|------------------------------|--|
| | | £ | £ | £ | £ | | % | | | |
| TOURISM & LEISURE COMMITTEE | | | | | | | | | | |
| St.Annes Leisure (Strategic) | Game Site Fees | -50,000 | -33,000 | -22,494 | 10,506 | ADVERSE | 31.8% | BLUE | Mark Wilde | Income has been affected by weather conditions that have been unfavourable to games activities (and boating at Fairhaven Lake in particular) largely due to strong winds. An improvement in weather conditions for the remainder of the tourist season may restore income levels by the year-end such that income targets may be achieved. |
| Lytham Leisure (Strategic) | | -59,000 | -40,120 | -33,616 | 6,504 | ADVERSE | 16.2% | BLUE | | |
| Coast and Countryside | Sale of Sand (sandwinning) | -150,000 | -37,485 | -62,188 | -24,703 | FAVOURABLE | -65.9% | GREEN | Andrew Dickson / Darren Bell | The sale of sand has continued on an improving trend which is likely to be related to the increase in activity amongst construction companies following a period of relative inactivity. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary. |

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|---|---|------------------|---------|
| MANAGEMENT TEAM | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 7 |
| CAPITAL PROGRAMME MONITORING REPORT 2016/17 - POSITION AS AT 31 ST JULY 2016 | | | |

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 update of the Council's approved Capital Programme as at 31st July 2016 and specifically for those schemes under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system for the period to July 31st 2016.

LINK TO INFORMATION

Capital Programme Monitoring 2016/17 as at 31st July 2016:

<https://www.fylde.gov.uk/capital2016/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on the Council's approved Capital Programme for those schemes under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

CAPITAL PROGRAMME MONITORING REPORT 2016/17 –

POSITION AS AT 31ST JULY 2016

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2016/17, together with an update on the Council's overall Five Year Capital Programme. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2016/17. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 2nd March 2016. That update showed a balanced capital programme position from 2016/17 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2016. The Programme has also been rolled forward to include the year 2020/21.

2. Notes on Specific Schemes

There are a number of schemes for which further information is provided below:

(i) Accommodation Project

The accommodation project was originally included in the capital programme on the basis that the scheme would be self-financing from capital receipts from the sale of 3 sites (St David's Road Depot, Derby Road, Wesham and the Public Offices). Actual asset sales and receipts are dependent on market conditions and cannot be predicted with certainty. St David's Road depot was sold in 2012/13, and the site at Derby Road, Wesham was sold in 2013/14. The Public Offices site has been re-marketed since 2014/15 and the Accommodation Working Group have reviewed a number of further expressions of interest. Disposals of this nature where external agencies, planning decisions, external legal specialists and property developers are involved often take many months to conclude.

Work on Phases 4 and 5 are on track and are scheduled to be completed within budget during the autumn of 2016.

Delivery of the remaining substantive phases of the scheme (6 and 7) is dependent on realising a capital receipt from the sale of the Public Offices or the identification of an alternative source of funding. It is now proposed to fund phase 8 (Car park & external works) from a combination of the annual car park capital budget and the landscaping element being undertaken by the in-house parks staff. All funding options continue to be considered by the cross-party Accommodation Working Group which monitors and manages this project. Regular update reports on the project will continue to be provided to Members. Virements from phase 7 totalling £354k and from phase 8 totalling £186k have previously been approved by Members to earlier phases of the project to allow the delivery of those earlier phases. The current budgets shown for these later phases (6, 7 and 8) therefore do not reflect the estimated cost of delivery. Updated costings for these phases are currently being prepared.

ii) Coast Protection Scheme

The Strategic Appraisal Report for the Fylde Shoreline Strategy was approved by the Environment Agency's Large Project Review Group (LRPG) in January 2014 and included the replacement of sea defences at Fairhaven and Church Scar. Following this approval further funding was released by DEFRA and Cabinet approved spend for a Coastal Headland Study Project Appraisal Report (PAR) in the sum of £175k with a further £95k awarded in August 2016, fully funded from DEFRA resources. The PAR report was submitted for approval by the

Environment Agency's LRPB on the 6th August 2015. Following a number of queries and points of clarification the Project Appraisal report has been approved.

The next stage is the preliminary detailed, customer led design of the new sea walls and involves gaining the necessary approval for the work to progress, planning permission, Marine Management Organisation licence, environmental impact assessment and appropriate assessment with regards to the potential to disturb overwintering birds during construction. Once these approval are obtained it will unlock funding for both Fairhaven Lake and Church Scar sea defence construction schemes.

The overall cost of the Fairhaven and Church Scar Coast Protection Scheme within the Capital Budget is £16.5m including a contribution from Fylde Council of £400k. The DEFRA funding spans the years 2016/17 to 2018/19. Fylde Council's contribution of £400k towards sea wall development works is fully-funded from the Capital Investment Reserve. Following annual review of the Environment Agency's Medium Term Plan (MTP) the project funding has been reviewed and re-phased as follows 2016/17 1m, 2017/18 13m, 2018/19 5.825m. The total project cost is now 19.825m including a contribution from Fylde Council of 400K. We are awaiting the formal confirmation letter from the environment agency that the MTP has been updated and once received this will be reflected in the revised MTFS. Further updates and any future changes to the scheme will be reported to members and the Capital Programme will be updated accordingly.

(iii) Disabled Facilities Grants (DFGs)

As local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG).

As part of the 2013 Spending Round review the Government established the 'Better Care Fund', with the intention of "providing an opportunity to transform local services so that people are provided with better integrated care and support". Under these new arrangements from 2015/16 onwards the funding for Disabled Facilities Grants (DFGs) transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund will be administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

This Council has previously made a decision to limit DFG expenditure to the level of the funding received for this purpose. In order to monitor the level of demand upon this resource the number of applications on the various categories of waiting lists and the periods of waiting time for DFG's are closely monitored and are reported to Members as appropriate.

The Capital Programme includes annual provision for DFG's at the level of the 2015/16 grant allocation from 2017/18 onwards - £468k. However for this year 2016/17 the allocation has been confirmed and a report was presented to Council 4th July 2016 due to a significant increased DFG allocation via the Better Care Fund totalling £849k. For 2017/18 onwards the figures in the programme are estimates and will only be confirmed in the year they are due. For as long as DFG works remains a statutory obligation the grant is unlikely to be withdrawn by the Government but could be reduced.

Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases.

Any changes in DFG income received by the Council will have a direct impact on the level of works that can be undertaken. There is also a direct revenue implication on DFG fees which would also have to be adjusted.

(iv) Project Slippage

Areas of slippage must be addressed in future years to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(v) Other Capital Receipts

The approved programme for 2016/17 onwards assumes “Right to Buy” receipts of £25k per annum and “General Asset Sales” of £45k per annum. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future monitoring reports, along with the impact this may have on the financing of the programme.

(vi) Capital Investment in St. Annes Pool

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k in 2016/17. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

3 Conclusions

- 3.1 Actual expenditure to 31st July 2016 is £658k against a full year budget of £8.622m. This equates to 7.6% of the latest budget. The expenditure on a number of schemes is phased later during the financial year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2016/17 onward. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2017/18.
- 3.3 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2016 was £2.275m. However all of this is committed to deliver approved schemes in the years 2016/17 to 2019/20 and there is presently no funding available within this reserve for additional future projects. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme in future years, additional contributions to the reserve would be required in order to create such a funding source.

CAPITAL PROGRAMME - 2016/17 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/16

Appendix A

| | APPROVED SCHEMES | Financing Source | Approved Budget 2016/17 £000 | Slippage B/F from 2015/16 £000 | Adjustments from 03/03/16 £000 | Updated Budget 2016/17 £000 | Expenditure to 31/07/16 £000 | Variance £000 | Comments |
|-------------|--|---|------------------------------|--------------------------------|--------------------------------|-----------------------------|------------------------------|---------------|---|
| | <u>FINANCE & DEMOCRACY COMMITTEE</u> | | | | | | | | |
| Z120 / Z121 | Accommodation Project - Phase 3 & 4 - East Wing Inc. Lift & Chaseley Link Bridge | Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve | 482 | 19 | | 501 | 420 | 81 | Phase 3 (east wing) is now completed whilst phases 4 and 5 of the scheme are currently underway and are scheduled to be completed within budget during the autumn of 2016. |
| Z122 | Accommodation Project - Phase 5 - One Stop Shop | | 302 | | | 302 | | 302 | |
| Z123 | Accommodation Project - Phase 6 - Council Chamber | | 296 | | | 296 | | 296 | Delivery of the remaining phases of the scheme (6, 7 and 8) is dependent on realising a capital receipt from the sale of the Public Offices or the identification of an alternative source of funding. All funding options continue to be considered by the cross-party Accommodation Working Group which monitors and manages this project. Regular update reports on the project will continue to be provided to Members. Virements from phase 7 totalling £354k and from phase 8 totalling £186k have previously been approved by Members to earlier phases of the project to allow the delivery of those earlier phases. The current budgets shown for these later phases (6 ,7 and 8) therefore do not reflect the estimated cost of delivery. Updated costings for these phases are currently being prepared. |
| Z124 | Accommodation Project - Phase 7 - Internal Refurb / Services | | 348 | | | 348 | | 348 | |
| Z125 | Accommodation Project - Phase 8 - Car Park & External Works | | 0 | | | 0 | | 0 | |
| | Sub total | | 1,428 | 19 | 0 | 1,447 | 420 | 1,027 | |
| | <u>TOURISM & LEISURE COMMITTEE</u> | | | | | | | | |
| Z102 | Ashton Gardens Depot | Proceeds from the sale of surplus Council Assets | 63 | | | 63 | | 63 | The scheme is currently on hold pending the disposal of the Public offices site (the works will need to be completed prior to that disposal). The scheme was re-phased into 2016/17 as the disposal of that site is now not expected to take place until later in 2016/17. |
| Z076 | St Annes Pool | No external finance - funded by borrowing/general asset disposal receipts | 93 | | | 93 | | 93 | This represents the balance of the maintenance scheme resource which will be retained and drawn upon when required. |
| Z128 | St Annes Pool - External Works | Capital Investment Reserve/ Arts Council Grant | 120 | | | 120 | | 120 | A scheme has been proposed which will be designed in-house subject to the delivery of other priority projects. Once designed there will need to be consultation with stakeholders and then dialogue with the Arts Council over match funding. During 2015/16 this scheme was re-phased into 2016/17. A report will be presented to Committee prior to any spend. |

Appendix A (Cont'd)

| | APPROVED SCHEMES | Financing Source | Approved Budget 2016/17 £000 | Slippage B/F from 2015/16 £000 | Adjustments from 03/03/16 £000 | Updated Budget 2016/17 £000 | Expenditure to 31/07/16 £000 | Variance £000 | Comments |
|------|--|--|------------------------------|--------------------------------|--------------------------------|-----------------------------|------------------------------|---------------|--|
| | <u>TOURISM & LEISURE COMMITTEE (CONT)</u> | | | | | | | | |
| Z112 | Fairhaven Lake & Promenade Gardens - First round | Capital Investment Reserve | 20 | | | 20 | | 20 | This scheme represented the match funding for the development of the Heritage Lottery Development Bid. Given that the first round bid was unsuccessful a report was presented in September 2015 to the Tourism & Leisure Committee outlining how the Fairhaven Masterplan can be delivered in the future and subsequently this scheme was re-phased into 2016/17. A report will be presented to Committee prior to any spend. |
| Z147 | Promenade Gardens Water Play Facility | Capital Investment Reserve | 0 | | | 0 | | 0 | This scheme is profiled to be delivered in 2017/18. |
| Z097 | Promenade Footways | No external finance - funded by borrowing/general asset disposal receipts | 40 | 7 | | 47 | | 47 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report will be presented to Committee in September to propose and seek authorisation of the expenditure works in 2016/17. |
| Z148 | Hope Street Footways | Capital Investment Reserve | 24 | | | 24 | 24 | 0 | A report was presented to The Tourism and Leisure Committee to authorise the expenditure for resurfacing works to Hope Street Park footpaths in 2016/17. This scheme has been completed to budget. |
| Z141 | Lowther Pavilion Roof | Capital Investment Reserve | 115 | 3 | | 118 | | 118 | The scheme is planned to be delivered during the summer of 2016 and is expected to be completed to budget during 2016/17. |
| Z143 | Sand Dunes re-modelling at North Beach Car Park / Summerfields | Capital Investment Reserve | 15 | 2 | | 17 | | 17 | Surveys were completed in October 2015. The design works have also been commissioned. The scheme will require stakeholder engagement and the necessary approvals prior to commencement. A detailed proposal is currently being worked in consultation with Councillors and Residents. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. |
| Z144 | Freckleton Memorial Park | Capital Investment Reserve / S106 Monies / External grants and contributions | 50 | | 122 | 172 | | 172 | Finance & Democracy Committee in June 2016 approved the Council to act as accountable body and approved a fully funded capital budget increase to the 2016/17 capital programme of £122k to be fully funded from various external grants and Section 106 contributions to give a total capital budget of £172k. Letting of the contract was agreed and awarded to Wicksteed playgrounds and the scheme is expected to be completed to budget during 2016/17. |
| Z149 | Warton-with-Westby Parish Council Play Area | Capital Investment Reserve | 50 | | | 50 | | 50 | Officers are awaiting information on the status of the Friends group and the consultation results from the Town Council. Progress meeting are on going and a Report will be presented to Committee prior to any spend. |
| | Sub total | | 590 | 12 | 122 | 724 | 24 | 700 | |

Appendix A (Cont'd)

| | APPROVED SCHEMES | Financing Source | Approved Budget 2016/17 £000 | Slippage B/F from 2015/16 £000 | Adjustments from 03/03/16 £000 | Updated Budget 2016/17 £000 | Expenditure to 31/07/16 £000 | Variance £000 | Comments |
|------|---|---|------------------------------|--------------------------------|--------------------------------|-----------------------------|------------------------------|---------------|---|
| | OPERATIONAL MANAGEMENT COMMITTEE | | | | | | | | |
| Z038 | Replacement Vehicles | Capital Investment Reserve / Borrowing | 346 | 60 | 56 | 462 | | 462 | The budget for this scheme has been adjusted to reflect the slippage and fully funded capital budget increase for weed removal as approved by the Finance and Democracy Committee of 20th June 2016. All vehicle acquisitions are expected to be completed in line with the budget during 2016/17. |
| Z150 | Vehicle Wash-down Facility - Snowdon Rd Depot | Capital Investment Reserve | 25 | | | 25 | | 25 | A report will be presented to Committee to propose and seek authorisation of the expenditure works in 2016/17. |
| Z154 | North Promenade Toilets Refurbishment | Capital Investment Reserve | 84 | | | 84 | | 84 | A report has been presented to Committee to seek authorisation of the expenditure works in 2016/17. |
| Z151 | Bus Shelter Replacement Programme | Capital Investment Reserve | 30 | | | 30 | | 30 | A report will be presented to the Committee to propose and seek authorisation of the expenditure works in 2016/17. |
| Z049 | Car Park Improvements | No external finance - funded by borrowing/general asset disposal receipts | 30 | | | 30 | 29 | 1 | The scheme has been completed to budget in 2016/17. |
| Z116 | Fylde Headlands Preliminary Work | Specific Government Grant (Environment Agency) | 0 | 38 | 95 | 133 | 5 | 128 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016 and the addition to the scheme of £95,000, approved by Council on 4th July 2016, for further preliminary works to be undertaken which has been met by an additional grant from the Environment Agency in the same amount. |
| Z130 | Fairhaven and Church Scar Coast Protection Scheme | Specific Government Grant (Environment Agency) / Capital Investment Reserve | 3,600 | | | 3,600 | | 3,600 | Work is currently ongoing with Blackpool Council with regards to project delivery and a further report will be presented to Committee to update and propose the best options available for Fylde on the delivery of this scheme. |
| Z131 | Repair & Renewal - Flood Defences | Specific Government Grant (Environment Agency) | 0 | 33 | | 33 | 1 | 32 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. Any unused grant will be returned to the Environment Agency. |
| | Sub total | | 4,115 | 131 | 151 | 4,397 | 35 | 4,362 | |

Appendix A (Cont'd)

| | APPROVED SCHEMES | Financing Source | Approved Budget 2016/17 £000 | Slippage B/F from 2015/16 £000 | Adjustments from 03/03/16 £000 | Updated Budget 2016/17 £000 | Expenditure to 30/06/16 £000 | Variance £000 | Comments |
|-------|--|---|------------------------------|--------------------------------|--------------------------------|-----------------------------|------------------------------|---------------|---|
| | ENVIRONMENT, HEALTH & HOUSING COMMITTEE | | | | | | | | |
| Z1010 | Disabled Facilities Grants Programme | Specific Grant (Better Care Fund) / External Contributions / Grant repayments | 468 | 46 | 381 | 895 | 175 | 720 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report was also approved by Council on 4th July 2016 for a £380,621 fully funded capital budget increase due to an increased DFG allocation via the Better Care Fund. A review of how DFGs are delivered has recently been agreed by the EH&H Committee. Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases. |
| Z152 | 93 St Albans Road - Compulsory Purchase Order | S106 Developer Contributions | 0 | 105 | | 105 | 4 | 101 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A detailed scheme is currently being designed and costed and a report will be considered by the EH&H Committee. |
| Z155 | Affordable Housing Scheme Sunnybank Mill, Kirkham | S106 Developer Contributions | 0 | | 460 | 460 | 0 | 460 | A report was approved by Council on 4th July 2016 for a £920,000 fully funded addition to the capital programme, phased over two financial years (£460,000 payable in 2016/17 and £460,000 payable in 2017/18) to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose totalling £865,155.44, and a further £54,844.56 when funds become available, totalling £920,000. The programme is expected to be completed in line with the budget during 2016/17. |
| Z107 | Rapid Deployment CCTV Replacement Projects | Specific Grant (LSP Performance Reward Grant) | 0 | 38 | | 38 | | 38 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The budget for CCTV camera replacement is planned to be spent on the revised CCTV project as approved by Council. Any remaining monies are to be earmarked and allocated to replacement cameras as and when they are required (subject to a community impact assessment and approval by committee) as also previously agreed by Council. |
| Z113 | Cemetery and Crematorium - Infrastructure Works | Capital Investment Reserve | 0 | | | 0 | | 0 | This part of the scheme is for the initial design phase of the of the substantial burial ground extension works programmed for 2017/18. The design work is currently being undertaken. |
| Z153 | Lytham Park Cemetery - Windbreak Canopy | Capital Investment Reserve | 60 | | | 60 | | 60 | A report will be presented to Committee to propose and seek authorisation of the expenditure works in 2016/17. |
| Z134 | New memorial garden - Lytham Park Cemetery | Capital Investment Reserve | 33 | | | 33 | | 33 | A new boundary fence has been installed. A report was presented to the November 2015 meeting of the Environment, Health & Housing Committee approving the location, draw down of funding and the procurement route of the various elements of the scheme. The scheme was re-phased during 2015/16 and is expected to be completed to budget in 2016/17. |
| | Sub total | | 561 | 189 | 841 | 1,591 | 179 | 1,412 | |

Appendix A (Cont'd)

| | APPROVED SCHEMES | Financing Source | Approved Budget 2016/17 £000 | Slippage B/F from 2015/16 £000 | Adjustments from 03/03/16 £000 | Updated Budget 2016/17 £000 | Expenditure to 31/07/16 £000 | Variance £000 | Comments |
|------|--|---|------------------------------|--------------------------------|--------------------------------|-----------------------------|------------------------------|---------------|---|
| | DEVELOPMENT MANAGEMENT COMMITTEE | | | | | | | | |
| Z137 | Woodlands Road Regeneration Scheme - Town Centre Phase 3 | Capital Investment Reserve / S106 Developer Contributions | 0 | 19 | | 19 | | 19 | A report was presented to Development Management Committee in November 2015 approving commencement of the works. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The scheme is expected to be completed to budget in 2016/17. |
| Z138 | St Annes Regeneration Schemes | S106 Developer Contributions | 274 | | | 274 | | 274 | This funding is earmarked for the next phase of St Annes Town Centre including St Andrews Road North/South and The Crescent. A draft plan has been prepared and discussions are underway with property owners in the locality. The first element of the scheme, relating to the new street lighting scheme for The Crescent and St Andrews Road North has been commissioned and will be completed by the end of the calendar year 2016. The timeframe for delivery of the remainder of the scheme is linked to the outcome of the Government Coastal Community Fund bid as a successful outcome would allow for a more expansive regeneration scheme to be achieved. It is currently anticipated that this particular scheme will commence in the spring of 2017 and that a portion of the scheme may be re-phased into the 2017/18 financial year. |
| Z139 | Lytham Regeneration Schemes | S106 Developer Contributions | 130 | | | 130 | | 130 | Design work on the scheme was planned to commence in April 2016 for delivery of the scheme being later in the 2016/17 financial year. However, local community groups have indicated that this funding could also be used to match fund further funding from other bodies. As a result, the scheme content is to be widened to incorporate a public art component and a project group established to work towards a fully integrated scheme. A revised scheme is to be developed over the next few months and it may be necessary to re-phase delivery of the project as a consequence. Any changes to the scheme and delivery timeframe will be reported to Members and the Capital Programme will be updated accordingly |
| Z140 | Staining Regeneration Schemes | S106 Developer Contributions | 0 | 40 | | 40 | | 40 | The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. This project is subject to ongoing discussions with Staining Parish Council. A draft scheme has been prepared based on the outcome of those discussions and the Parish Council has likewise suggested some features be included. The plans are to be amended and a further report to Members will follow. |
| | Sub total | | 404 | 59 | 0 | 463 | 0 | 463 | |
| | | | | | | | | | |
| | Total Expenditure | | 7,098 | 410 | 1,114 | 8,622 | 658 | 7,964 | |

UPDATED 5 YEAR CAPITAL PROGRAMME 2015/16 TO 2019/20 - BY SCHEME

| | Updated Estimate 2016/17 £000 | Estimate 2017/18 £000 | Estimate 2018/19 £000 | Estimate 2019/2020 £000 | Estimate 2020/2021 £000 |
|--|--|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| FINANCE & DEMOCRACY COMMITTEE | | | | | |
| Accommodation Project - Phase 4 - Chaseley Link Bridge | 501 | | | | |
| Accommodation Project - Phase 5 - One Stop Shop | 302 | | | | |
| Accommodation Project - Phase 6 - Council Chamber | 296 | | | | |
| Accommodation Project - Phase 7 - Internal Refurb / Services | 348 | | | | |
| Accommodation Project - Phase 8 - Car Park & External Works | 0 | | | | |
| Sub total | 1,447 | 0 | 0 | 0 | 0 |
| TOURISM & LEISURE COMMITTEE | | | | | |
| Ashton Gardens Depot | 63 | | | | |
| St Annes Pool | 93 | | | | |
| St Annes Pool - External Works | 120 | | | | |
| Fairhaven Lake & Promenade Gardens - First Round | 20 | | | | |
| Promenade Gardens Water Play Facility | 0 | 100 | | | |
| Promenade Footways | 47 | 40 | 40 | 40 | 40 |
| Hope Street Footways | 24 | | | | |
| Lowther Pavilion Roof | 118 | | | | |
| Sand Dunes re-modelling at North Beach Car Park / Summerfields | 17 | | | | |
| Freckleton Memorial Park | 172 | | | | |
| Warton-with-Westby Parish Council Play Area | 50 | | | | |
| Sub total | 724 | 140 | 40 | 40 | 40 |
| OPERATIONAL MANAGEMENT COMMITTEE | | | | | |
| Replacement Vehicles | 462 | 1,487 | 680 | 867 | 458 |
| Vehicle Wash-down Facility - Snowdon Rd Depot | 25 | | | | |
| North Promenade Toilets Refurbishment | 84 | | | | |
| Bus Shelter Replacement Programme | 30 | | | | |
| Car Park Improvements | 30 | 30 | 30 | 30 | 30 |
| Fylde Headlands Preliminary Work | 133 | | | | |
| Fairhaven and Church Scar Coast Protection Scheme | 3,600 | 7,300 | 5,600 | | |
| Repair & Renewal - Flood Defences | 33 | | | | |
| Sub total | 4,397 | 8,817 | 6,310 | 897 | 488 |
| ENVIRONMENT, HEALTH & HOUSING COMMITTEE | | | | | |
| Disabled Facilities Programme | 895 | 468 | 468 | 468 | 468 |
| 93 St Albans Road - Compulsory Purchase Order | 105 | | | | |
| Affordable Housing Scheme Sunnybank Mill, Kirkham | 460 | 460 | | | |
| Rapid Deployment CCTV Replacement Projects | 38 | | | | |
| Cemetery and Crematorium - Infrastructure Works | 0 | 294 | | | |
| Lytham Park Cemetery - Windbreak Canopy | 60 | | | | |
| New memorial garden - Lytham Park Cemetery | 33 | | | | |
| Sub total | 1,591 | 1,222 | 468 | 468 | 468 |
| DEVELOPMENT MANAGEMENT COMMITTEE | | | | | |
| Woodlands Road Regeneration Scheme - Town Centre Phase 3 | 19 | | | | |
| St Annes Regeneration Schemes | 274 | | | | |
| Lytham Regeneration Schemes | 130 | | | | |
| Staining Regeneration Schemes | 40 | | | | |
| Sub total | 463 | 0 | 0 | 0 | 0 |
| Total Expenditure | 8,622 | 10,179 | 6,818 | 1,405 | 996 |

UPDATED 5 YEAR CAPITAL PROGRAMME 2016/17 TO 2020/21 - FINANCING

| | Updated Estimate 2016/17 £000 | Estimate 2017/18 £000 | Estimate 2018/19 £000 | Estimate 2019/2020 £000 | Estimate 2020/2021 £000 |
|---|--|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| FINANCING: | | | | | |
| Capital Receipts - General Asset Sales | 45 | 45 | 45 | 45 | 45 |
| Capital Receipts - Right to Buy Receipts | 25 | 25 | 25 | 25 | 25 |
| Capital Receipts - (Accommodation Project) | 1,006 | | | | |
| Capital Receipts - Vehicle Sales | | | | | |
| Leasing | | | | | |
| Better Care Fund / Disabled Facilities Grant | 895 | 468 | 468 | 468 | 468 |
| Section 106 Monies - St Annes | 274 | | | | |
| Section 106 Monies - Lytham | 130 | | | | |
| Section 106 Monies - Staining | 40 | | | | |
| Section 106 Monies - Freckleton Memorial Garden | 15 | | | | |
| Section 106 Monies - 93 St Albans Road CPO | 105 | | | | |
| Section 106 Monies - Affordable Housing, Sunnybank Mill | 460 | 460 | | | |
| Capital Grant - Repayments | | | | | |
| Capital Investment Reserve | 1,324 | 493 | 78 | 182 | |
| Accommodation Project Reserve | 504 | | | | |
| Other External Finance (see analysis below) | 3,601 | 7,300 | 5,600 | | |
| Direct Revenue Finance | 56 | | | | |
| Prudential Borrowing | 142 | 1,388 | 602 | 685 | 458 |
| Total Financing | 8,622 | 10,179 | 6,818 | 1,405 | 996 |

| | | | | | |
|--|---|---|---|---|---|
| Total surplus (-) / shortfall in year | 0 | 0 | 0 | 0 | 0 |
|--|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Cumulative surplus (-) / shortfall | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|

See note below for external funding available to finance the above schemes:

Other External Finance: Analysis

| | | | | | |
|--|-------|-------|-------|---|---|
| LSP Performance Reward Grant | 38 | | | | |
| Environment Agency - Fylde Coastal Preliminaries | 3,295 | 7,300 | 5,600 | | |
| Environment Agency - Flood Defence | 71 | | | | |
| Arts Council - St Annes Pool | 90 | | | | |
| Freckleton Parish Council | 20 | | | | |
| British Aerospace | 10 | | | | |
| Friends of Freckleton Memorial Garden | 9 | | | | |
| Lancashire County Council | 6 | | | | |
| Lancashire Environment Fund | 30 | | | | |
| Veolia | 32 | | | | |
| New Fylde Housing - DFG Contribution | | | | | |
| | 3,601 | 7,300 | 5,600 | 0 | 0 |

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|---------------------------------------|---|------------------|---------|
| RESOURCES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 8 |
| CITIZENS ADVICE FYLDE – ANNUAL REPORT | | | |

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council has a Service Level Agreement (SLA) with Citizens Advice Fylde to provide an advisory service. As part of the agreement an annual update is provided to summarise the performance, challenges and services provided throughout the year. The update also includes statistical information on the types of enquiries received and the demographic usage of the service.

SOURCE OF INFORMATION

Mrs Kim Cook, Chief Executive Officer, Citizens Advice Fylde.

LINK TO INFORMATION

[Citizens Advice Fylde - Annual Report](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Under the terms of reference this committee is to receive reports from partners who receive community grants from the council and to interface with partners involved in the work of the Committee.

FURTHER INFORMATION

Contact Tracy Morrison, tracy.morrison@fylde.gov.uk or 01253 658521.



Fylde

Report to Environment, Health and Housing Committee July 2016

This report concentrates on our work during the year April 2015/March 2016 and is followed by an update on developments since that time along with a final section on our plans for the future.

Citizens Advice Fylde has been serving the Fylde community since 1968 at present we operate from our main office in Kirkham between 9am and 4pm Mon-Fri. We take a mixture of appointments, drop-ins and telephone enquiries through our new Adviceline system. Our Outreach in St Georges Road St Annes is open on a Tuesday for appointments. We are the only Hate Crime Reporting Centre in Fylde and our new Moneyplan project will begin in August.



Fylde

On the 15th of January 2016 Citizens Advice Fylde had a follow up Strategic Planning day where we reviewed our previous plans for the year and set new objectives.

Our Vision Statement reads:

To be recognized as the prime source of help and advice serving the Fylde community.

Our Mission Statement reads:

To empower people in the Fylde to work through their problems and to challenge injustice.

Rebranding

During the past year Citizens Advice nationally has decided on a rebranding initiative. Our logo has slightly changed (above) and we have moved from the name Fylde Citizens Advice Bureau to Citizens Advice Fylde. Both our titles are likely to remain in use for a while so that people can get used to the new name.

Staffing

At present our core staff are: Mrs K Cook, Chief Executive Officer - 27 hrs pw and Mrs L Pope, Operations Manager - 37 hrs pw, along with Mrs N Reeves, Session Supervisor/ Advisor (Outreach)/Volunteer Development - 28 hrs pw

As at the end of March 2016 we have 25 Advice volunteers, including 5 Adviceline Assessors, 15 Full Advisors and 9 volunteers in various stages of training. In addition we have other volunteers performing admin duties, computer maintenance and general IT requirements and Housekeeping.

We are concentrating on the recruitment of staff as much as possible to more fully cover Adviceline and subsequently to allow our full advisors to spend more time on outreach work. We are intending to use a portion of our reserves to fund a temporary one day a week post (Volunteer Development) in order to boost staffing numbers as quickly as possible. We will also continue to arrange a number of training courses for our paid staff and volunteers using Citizens Advice Training modules and training courses provided through external sources such as Shelter and Lancashire County Council. We will also continue to develop in-house courses and work with other CABs to provide training specific to our needs. Our Advisors are kept up to date on all subject areas through our Advisernet website constantly maintained and updated by Citizens Advice nationally. We also receive information bulletins provided by Citizens Advice nationally, the Department for Work and Pensions, the Council for Voluntary Services and many other sources.

Citizens Advice Fylde is one of a number of offices switching from 3 yearly Quality of Advice audits to a Continuous Audit process which is being rolled out by Citizens Advice. A sample of cases are audited each month. We feel this is much better in order to monitor our performance as we develop our telephone Adviceline and generally expand our services. We will continue to be visited 3 yearly for Management/Finance compliance in order to maintain our AQS (Advice Quality Standard) Mark of 'General Help with Casework'.

Each Citizens Advice Office is separately registered with the Financial Conduct Authority. Our Financial Registration Number is 617610.

Our Advice Service at Citizens Advice Fylde

Adviceline 0300 330 1166

www.fyldecab.org.uk

twitter @FyldeCAB

facebook Citizens Advice Fylde

Since September 2007 we have been open five days a week, 35 hours per week. Our core opening times are Mon- Fri 9am – 4pm.

We have up to eight appointment slots available each day. When capacity allows our drop-in clients can be seen immediately or, if not, a suitable appointment made for them. We can also provide telephone or email advice when requested.

Our Telephone Adviceline Service has been up and running since the beginning of November and operates between 10am and 4pm each day. We run this service in a 'hub' with other local CAB Offices (Wyre, South Ribble, Leyland and Chorley) and our clients will reach an Adviceline Assessor when they call Adviceline. If they are a Fylde Client and a Fylde Assessor is free they will be directed to us but if no-one is free in Fylde then one of our partners will answer. They will be initially be assisted using the Citizens Advice Public Website; If the client requires more in-depth help then an appointment will be made for them at their local Office.

We have a successful outreach running in St Annes, using the Age UK building in St Georges Rd; from March 2009 this became a weekly service on a Tuesday. Appointments for the Outreach are made through the Kirkham main office. As staffing allows we aim to expand this service.

In August we will be beginning our new MoneyPlan project. Our team will be joined by a trained Financial Adviser from a local firm that has contacted Citizens Advice volunteering their services free of charge. Our new Adviser is currently undergoing induction and some training and will begin on the 3rd of August. He will be able to offer a free first interview, giving generic financial advice to our clients according to their specific situation. Appointments will be booked through us and the Adviser will use a room in our premises. Should the client require further help we will provide a list of financial advisers in the area and at that point they are advised that they are likely to be charged by whomever they choose to contact.

This is not to be confused with the MAS debt project that is run in conjunction with Citizens Advice Blackpool. Under that project we continue to house a worker on a Wednesday morning on a fortnightly basis who will see clients with complicated debt issues.

Although the 2014/15 Debt Management Pilot Projects have now finished, those CAB Offices that took part in the pilot can still refer clients to Stepchange Debt Charity (formerly CCCS) for a Debt Management Plan that is free to the client.

Earlier this year we began to roll out ASK training to our staff. This is a Citizens Advice Initiative training volunteers to ask specific questions to clients presenting with certain issues in order to ascertain whether domestic abuse may a factor in their problem. If a problem is detected we have a specified path to follow in order to get the correct help for the client.

We do our best to ensure that any projects we run contain an element of home visiting. Due to the demographics of our Fylde clients we feel that this is an important service to develop and hopefully we will be able to sustain this in the future. Laptops are used by our project workers for home visits as we have a mobile internet dongle and a RAS (Remote Access Software) token which allows remote access to the Citizens Advice VPN systems, thus allowing project work to be written up off-site as long as the environment is secure.

Partnership working

We continue to explore ways of increasing our levels of service to the whole of the Fylde. We continually update our website www.fyldecab.org.uk enabling the public to find us easily and to access general Citizens Advice information through a link to www.Citizensadvice.org.uk. Links are also provided from here to other useful websites. As well as the services we offer and projects that are running we also give details of any local or national social policy campaigns are running and that we are supporting. Citizens Advice Fylde has a Facebook page and is on Twitter. Our new Adviceline service is a collaboration between us and West Lancashire, Wyre, Chorley and Leyland Offices

We are a referral agent for Fylde Foodbank who share the lower floor of our building and operate from the Kirkham premises on a Monday and a Friday.

We attend the Fylde Homelessness Action group and provide statistics on Debt, Housing and Welfare Benefits to Fylde Borough Council on a quarterly basis. We work closely with Fylde Housing department, particularly with the housing and homelessness officers.

We also continue to develop a good community network throughout Fylde which will benefit clients through increased service awareness and referral procedures.

We are a member and take an active role in Blackpool, Wyre and Fylde Community Network (previously Fylde Together).

We are a partner in the Advice Network which is bringing together the former Advicelink partners and those that were working under the Transition Fund projects in Fylde and Wyre. A website is being developed for where to go for Advice throughout the Fylde with links to all our individual organisations.

Citizens Advice Fylde remains a Hate Crime Reporting Centre for the Fylde; working closely with Lancashire Police.

We continue to attend the Public and Patient Engagement Group for Fylde which is attended by representatives from the NHS, local CCG and other healthcare professionals.

The profile of Research and Campaigns (previously Social Policy) work within the Bureau has been raised by the publication of a number of recent press reports and by the appearance on TV and radio by our chief executive Gillian Guy. Penny Collins, our volunteer Social Policy co-ordinator continues to be involved on with reporting trends and issues to Citizens Advice nationally identified through our advice work and statistics. One of our Trustees, Mr K Irvine, is now assisting with this work. We take part in initiatives both locally and nationally. We continue to receive updates from Lancashire Police and Trading standards on a regular basis; keeping us updated on consumer issues, scams and frauds which may affect our clients.

We produce a regular newsletter that goes to all members of our Management Committee, all Fylde Borough Councilors and to our partner agencies.

Customer Satisfaction

During Spring 2016 we have decided to join a National Citizens Advice Initiative called the Customer Experience Survey. We are asking our clients if they are happy to be contacted by Citizens Advice directly to give feedback on the service they have received. The first reports from this will be out in September. We will monitor this closely and if clients are not responding we will think again, possibly redesigning our previous in house survey.

Funding

All projects are dependent on core funding remaining in place for the duration of the project, ensuring there is a stable infrastructure.

Funding Bids

At present our office is preparing bids to the Alan Lane and the Henry Smith Foundations for a project targeting those suffering from Domestic abuse and assisting them with all the wrap around issues involved in their situation.

This would have to be matched funding.

We are also applying to the Big Lottery, Reaching Communities fund for a project to provide funding for Casework in debt, welfare benefits and housing.

As we have previously reported Citizens Advice Fylde is one of nine CABs which work collaboratively as a consortium 'Advice Lancashire'. Currently, with partners Selnet and WEA, we have put three expressions of interest into the European Social Fund(ESF). The streams are: 50+, NEET (Children and Young people) and Vulnerable Adults. All three have been forwarded to the next stage. We were told at the initial ESF meeting that Fylde and Ribble Valley would have no chance of any funding from these funds if they applied individually as we do not have sufficient need identified in our areas. If any of the bids are successful we are unsure how the funding received will be allocated but it is unlikely that Fylde will receive a significant sum as it will be allocated on perceived client need.

The Office is using a portion of its reserves to fund a two day a week supervision post in order to allow more Management time to be focused on funding applications.

All Enquiries dealt with during 2015/2016

Enquiries requiring some debt advice make up 19% of all enquiries raised and for Benefits it is 41% of enquiries. Employment is 9%, Housing 8% and Relationships and Family 5%. All of will usually require the client to visit more than once and will be time consuming issues.

Full Enquiries

| <i>Year</i> | 2015-16 | | | | |
|---|------------|------------|------------|------------|------------|
| <i>Quarter</i> | Q1 | Q2 | Q3 | Q4 | |
| <i>Month</i> | | | | | |
| <i>Enquiry Type</i> | | | | | |
| Benefits | 79 | 84 | 67 | 70 | 300 |
| Consumer except, Financial Utilities | 9 | 6 | 3 | 8 | 26 |
| Debt | 30 | 32 | 38 | 36 | 136 |
| Education | 1 | 0 | 0 | 1 | 2 |
| Employment | 10 | 19 | 12 | 23 | 64 |
| Financial Services & Products | 1 | 1 | 1 | 1 | 4 |
| Health and Community Care | 2 | 1 | 2 | 4 | 9 |
| Housing | 24 | 14 | 9 | 15 | 62 |
| Immigration & Nationality | 3 | 0 | 1 | 2 | 6 |
| Legal | 9 | 3 | 8 | 9 | 29 |
| Other | 2 | 2 | 1 | 0 | 5 |
| Relationships & Family | 10 | 15 | 6 | 7 | 38 |
| Taxes | 5 | 5 | 2 | 3 | 15 |
| Travel, Transport & Holidays | 1 | 1 | 0 | 0 | 2 |
| Utilities | 3 | 8 | 8 | 9 | 28 |
| Column Total | 189 | 191 | 158 | 188 | 726 |

Gateway Enquiries/Initial first interview by Citizens Advice Fylde

In 2015/16 72% of all gateways were done over the phone with 23% being through Adviceline. Adviceline only began in November 2015.

| | <i>Year</i> | 2015-16 | | | | |
|---|---------------------------|----------------|------------|------------|------------|-------------|
| | | <i>Quarter</i> | Q1 | Q2 | Q3 | Q4 |
| | | <i>Month</i> | | | | |
| <i>Gateway Next Step</i> | <i>Signposted Details</i> | | | | | |
| Advice via Bureau Work Queue | | 9 | 7 | 21 | 60 | 97 |
| Assisted Information | | 253 | 219 | 173 | 180 | 825 |
| Discrete Advice | | 1 | 1 | 3 | 5 | 10 |
| Generalist Appointment | | 123 | 132 | 100 | 84 | 439 |
| Other Bureau Appointment | | 0 | 0 | 3 | 10 | 13 |
| Referral to external agency - non-CAB | | 5 | 1 | 7 | 7 | 20 |
| Referred to another CAB | | 1 | 3 | 8 | 6 | 18 |
| Request another CAB to callback client | | 0 | 0 | 23 | 18 | 41 |
| Signposted to another CAB | | 1 | 2 | 9 | 15 | 27 |
| Signposted to CitA Consumer Service | | 1 | 0 | 6 | 7 | 14 |
| Signposted to external agency - non-CAB | | 25 | 28 | 25 | 25 | 103 |
| Specialist Appointment | | 11 | 6 | 15 | 15 | 47 |
| Transfer call to external partner - non-CAB | | 2 | 0 | 0 | 1 | 3 |
| Column Total | | 432 | 399 | 393 | 433 | 1657 |

NOTE

For clients that call in to our reception and require a leaflet, telephone number, signposting to another organization or the brief use of our public computer a Day Sheet record (a simple count) is kept on our Client recording system. We began using this tool along with the introduction of Adviceline in November. We recorded **119** Clients on Day Sheets.

Each **Full Enquiry** or **Gateway Enquiry** is likely to generate several Advice Information Issues. The **Advice Issue Codes (AIC)s** are:

| | 2015-16 | | | | |
|---------------------------------|------------|------------|------------|------------|-------------|
| | Q1 | Q2 | Q3 | Q4 | |
| AIC Part 1 | | | | | |
| Benefits & tax credits | 288 | 275 | 237 | 246 | 1046 |
| Consumer goods & services | 35 | 39 | 43 | 61 | 178 |
| Debt | 106 | 106 | 154 | 183 | 549 |
| Discrimination | 5 | 5 | 4 | 7 | 21 |
| Education | 7 | 3 | 0 | 2 | 12 |
| Employment | 58 | 65 | 62 | 109 | 294 |
| Financial services & capability | 16 | 10 | 14 | 10 | 50 |
| Health & community care | 21 | 21 | 18 | 27 | 87 |
| Housing | 82 | 70 | 65 | 69 | 286 |
| Immigration & asylum | 2 | 1 | 5 | 10 | 18 |
| Legal | 31 | 35 | 33 | 52 | 151 |
| Other | 14 | 15 | 18 | 29 | 76 |
| Relationships & family | 45 | 56 | 62 | 47 | 210 |
| Tax | 19 | 12 | 12 | 13 | 56 |
| Travel & transport | 10 | 18 | 4 | 7 | 39 |
| Utilities & communications | 19 | 27 | 24 | 18 | 88 |
| Column Total | 758 | 758 | 755 | 890 | 3161 |

Ward information for ALL enquiries in 2015/16

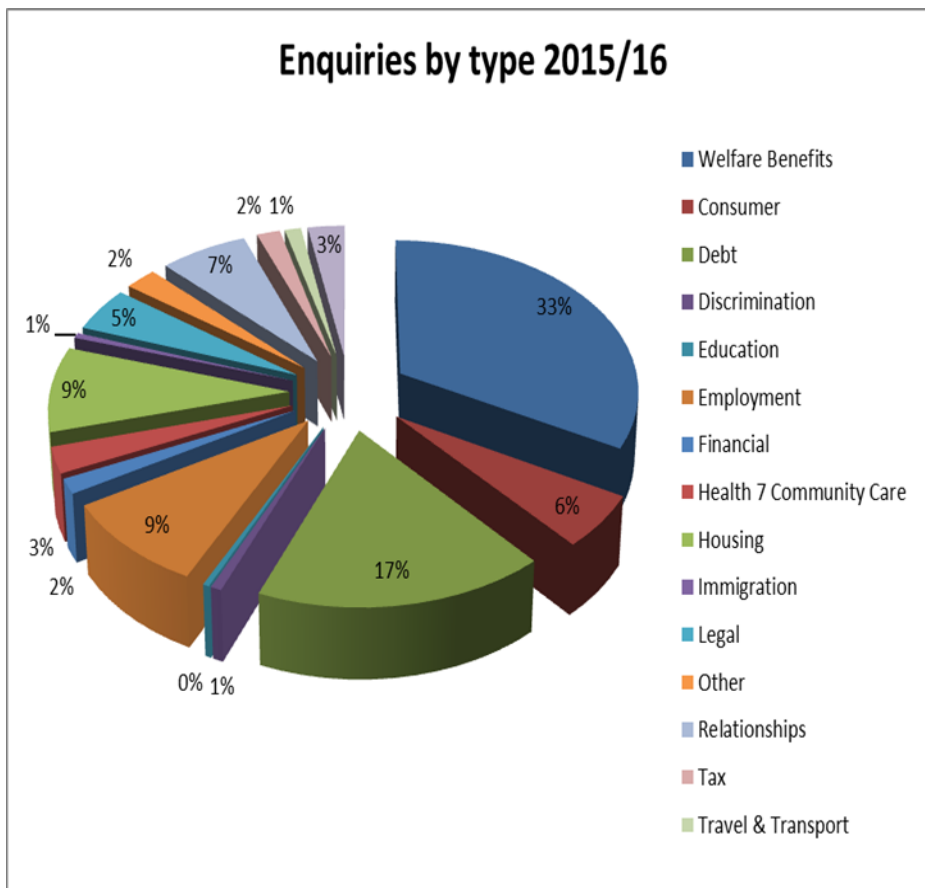
| | | | |
|-------|------------------------------|------|---|
| Fylde | Ansdell | 41 | * |
| | Ashton | 46 | * |
| | Central | 60 | * |
| | Clifton | 33 | * |
| | Elswick and Little Eccleston | 14 | |
| | Fairhaven | 48 | * |
| | Freckleton East | 76 | |
| | Freckleton West | 45 | |
| | Heyhouses | 43 | * |
| | Kilnhouse | 36 | * |
| | Kirkham North | 105 | |
| | Kirkham South | 110 | |
| | Medlar-with-Wesham | 122 | |
| | Newton and Treales | 41 | |
| | Park | 51 | * |
| | Ribby-with-Wrea | 28 | |
| | Singleton and Greenhalgh | 16 | |
| | St Johns | 57 | * |
| | St Leonards | 46 | * |
| | Staining and Weeton | 17 | |
| | Warton and Westby | 109 | |
| | | 1139 | |

41% of clients contacting us came from wards in Lytham and St Annes.

NOTE

In Addition to the gateways conducted by Citizens Advice Fylde **215** Fylde residents were assisted through Adviceline by our partners between November 2015 and March 2016.

All enquiries using AIC information



Our Social Policy Work

Social Policy work is a dual aim of Citizens Advice. We believe that raising awareness of both national and local issues and identifying trends is key to a 'prevention rather than cure' approach benefitting clients and society as a whole.

Citizens Advice Fylde reports any social policy issues identified to Citizens Advice Nationally for use. The Chief Officer of Citizens Advice Nationally is Gillian Guy and you will often see comments from her on behalf of Citizens Advice on a social issues in national papers, on the news and in Parliament.

Latest parliamentary briefings

Our briefings provide information for debates and give Parliamentarians regular updates on our policy work.

Welfare Reform and Work Bill 2015/16

[Briefing for the House of Lords Second Reading 17 November 2015](#) [Briefing for the House of Commons Second Reading 20 July 2015](#)

Childcare Bill 2015

[Briefing for the House of Lords Second Reading 16 June 2015](#)

Debts and Gains March 2016

Every year we do a 'debts and gains' snapshot for one month - March to give us an indication of the level of debt and benefit gain we are assisting with. In March this year the figures were as follows:

| | |
|-------------------------------|--------------------|
| Total debts seen | £755,983.05 |
| Total debt re-scheduled | £0.00 |
| Total debt written off | £0.00 |
| | |
| Total benefit gains | £91,145.20 |
| Total grants received | £500.00 |
| Total wages/pay | £0.00 |
| Total Lump sum payments | £35,025.41 |
| Total value of other services | £12,000.00 |
| Total gains | £138,670.61 |

Citizens Advice Fylde
Local Case Studies from the past year
(names changed)

Sylvia

Sylvia is a 66 years old lady with learning difficulties. She had been cared for all her life by her parents who made sure she would always have somewhere to live and was provided for. Thus she did not qualify for any financial assistance and so was not identified by any agency.

On the death of her mother she was unable to cope with everyday tasks, whilst she could wash and dress herself, she could not prepare or cook a meal, so was eating in cafes and restaurants and had no understanding of managing her money and so accrued substantial debt.

Our adviser worked with Sylvia for approximately 2 years, helping her apply for attendance allowance, help her deal with the debts including having some of the debt written off on grounds of capacity. The bureau also arranged for a Social worker to take responsibility for Sylvia's ongoing care and support. Sylvia is now getting all the assistance she needs to continue living independently.

Janet

Janet is a married woman with 2 dependent children (one with learning difficulties) who sought relationship advice. Discussion revealed for over 30 years her husband has controlled her by threatening to harm or kill her and the children. Janet did not recognise the verbal, mental and emotional cruelty as domestic violence. Janet and her children were living in one small bedroom of the marital home as they were not allowed to go into the other parts of the house, other than to use the kitchen and bathroom.

Support enabled the Janet to see that domestic abuse wasn't limited to physical abuse, enabled the Janet to make decisions based on her independent financial capability by applying for appropriate benefits and assisted Janet with housing application and secure a housing association property.

Recent follow up telephone call demonstrated improvement in the Janet's confidence. She was able to see her ex-husband's attempts to continue to control her through the children and was able to deflect that behaviour. She was now in her own home and felt safe and able to provide for her children and her mental and emotional wellbeing was greatly improved.

Janet stated "I feel so free, I would never have left without your help, you changed my life"

Update since 1st April 2016

Our Adviceline telephone service is operating successfully and we will be developing it further over the next few months to incorporate Service Scheduling which is the electronic booking of appointments which will make it both easier for volunteers and quicker for clients. Our Moneyplan project began on the 3rd of August and will continue on the first Wednesday of each month.

Statistics for Q1 2016/17

We have dealt with 203 full enquiries and 319 gateway enquiries. Of these enquiries, 33% have involved a benefit issue, 16% a debt issue, 11% a relationship/family issue with housing and employment both being 7%.

Of the gateway enquiries 278 out of the 319 have come through Adviceline.

Recruitment

At present recruitment is a priority for us in order to fully staff Adviceline and to support those wishing to transfer from Adviceline to full Advice. To support this a portion of our reserves is now being used to fund a one day a week Volunteer Development post. Once we have built up an increased team of fully trained Advisers we will seek to increase outreach provision. We have had an initial chat with FBC about the use of one of their new rooms as a possible outreach and we have explored one or two other options also.

As at the end of July we have 30 volunteers:

- 15 Full Advisers
- 6 Gateway/Telephone Assessors
- 2 IT/Reception assistants
- 7 Assessors in training

Training

Citizens Advice has recently completed the redevelopment of its new Advice training program which has been streamlined and can be done either in paper form or online using Google Drive. The training modules themselves remain on the Training Pages of our Cablink Website. The external courses have also been modernised. Our temporary Volunteer Development coordinator has put a great deal of time into both recruitment and the implementation of the new program.

Also, we are continuing to 'roll out' the ask training to volunteers along with developing other in house courses to assist our volunteers in their work. A recent, in house, course was a refresher course on Safeguarding for both vulnerable adults and children.

Funding bids

In order to maintain and develop Citizens Advice Fylde we have been putting together a number of funding bids. Approximately 10 hours a week has been allocated to this task since the end of last year and our Operations Manager has also spent a considerable amount of time developing a 'Case for Support' which can be used to support any future bids that we submit.

So far Bids have been submitted to:

The Alan Lane Foundation/Henry Smith and Tudor Trust
For the specialist training and provision of a Domestic Violence caseworker for Fylde.

The Alan Lane Foundation has awarded us £7,700 which is being held by us whilst we wait to see if the other bids to provide matched funding are successful in order for the full project to run. If they are not then we will redesign the project and contact The Alan Lane Foundation to ask if the money could be used to fund a more limited project.

The Big Lottery reaching Communities Fund
For a debt, benefit and housing caseworker along with training provision.

Comic Relief Core Strength
For a volunteer coordinator post

Martin Lewis Fund
For the development of a Digital Appointment APP

United Utilities
For the provision of a Home visiting service.

Along with these bids submitted by Citizens Advice Fylde we have also been exploring pan Lancashire bids as a member of the Advice Lancashire consortium. Advice Lancashire is a partner in a bid to ESF led by SELNET. The bid is for two streams of the Building Better Opportunities funding: Age of opportunity and Invest in youth. We have recently heard that this bid has been successful and as a partner Citizens Advice Fylde should receive approximately £12,000 spread over three years. The details are yet to be confirmed and there is some concern as this is European funding and BREXIT may play a part.

Our Future

We have been asked by Fylde Borough Council to consider our future requirements and how we can continue to work closely with them. We have put together the following information:

Citizens Advice Fylde Outline Budget Projection to meet Business Plan Objectives for Core Service to 2020

Assumptions

- 1- Fylde Borough Council (FBC) will grant a 3 year Service Level Agreement (SLA) to meet these costs to 31/3/2020.
- 2- FBC will extend our current lease on existing parameters for 3 years to 31/3/2020 with a 5% rent increase to £11,750 pa.
- 3- Citizens Advice Fylde will use Reserves to fund additional management capacity to assist in recruitment and training of an enlarged volunteer team in 16/17 and 17/18. Thereafter, the management team will return to a sustainable minimum. After 18/19 Reserves will have been reduced to the lowest necessary for 'winding up' obligations.
- 4- General Inflation figures for salaries and 'bought-in' services are:
 17/18 +3%
 18/19 +2%
 19/20 +2%
- 5- Accommodation costs for the expansion of outreach will be 'gratis'.
- 6- Budget projection and indication of Grant Request:

| SLA Core Service | 16/17 | 17/18 | 18/19 | 19/20 |
|----------------------------|--------------|--------------|--------------|--------------|
| Outline Budget Expenditure | 103,777 | 106,890 | 95,258 * | 97,163 |
| Sub-letting | 2,000 | 2100 | 2,100 | 2,100 |
| Donations | 500 | 515 | 525 | 535 |
| Net Budget | 101,277 | 104, 275 | 92,633 | 94,528 |
| Allocation from Reserves | 14,495 | 14,890 | 1,460 | 1,532 |
| FBC Grant Request | £86,782 | £89,385 | £91,173 | £92,996 |

*Staffing reduced by 0.4 FTE

Citizens Advice Fylde - Extra possible services to assist Fylde Borough Council and Fylde Residents could include:

The provision of public use computers in Kirkham for job searching, benefit form completion, Housing applications, viewing plans etc – this may be a priority should Kirkham Library close. We are investigation possible funding sources to facilitate this.

Use of the conference room and/or downstairs meeting area at Moor street to display plans etc or for ad hoc meetings.

Holding Council information and/or tourist information in Kirkham.

Conclusion

Citizens Advice Fylde aims to continue to develop and grow in order to meet the needs of all of Fylde's residents. We will strive to source new funding and partnership working in order to meet that aim.

Our website is www.fyldecab.org.uk and we are also on facebook and twitter. If anyone would like to contact me for a chat about what we do and volunteering opportunities they would be very welcome to do so. I can be contacted on 01772 673014.

Kim Cook

Chief Executive Officer 2016

Supported by:



[Advice Quality Standard](#)

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|--|---|------------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 9 |
| UPDATE ON THE HOMELESSNESS STRATEGY ACTION PLAN 2013-18 | | | |

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Homelessness Act 2002 requires Housing Authorities to publish a new Homelessness Strategy within a period of five years from the day on which the last Homelessness Strategy was published; The current Fylde BC Homelessness Strategy runs from the 31st July 2013-18. The previous Strategy ran from the 31st July 2008-2013.

In April 2013 Government announced a new Gold Standard that local authorities should work towards when undertaking their local homelessness services. Ten challenges were set and theses form the basis of the current Homelessness Strategy and these include;

- A corporate commitment to prevent homelessness which has buy in across all local authority services
- offering a comprehensive prevention service, with advice and support for single people as well as families in need
- working with local agencies to provide employment, education and training opportunities
- develop a suitable private sector offer for all client groups
- not place any young person aged 16 or 17 in Bed and Breakfast accommodation
- adopting a local No Second Night Out scheme to help prevent new rough sleepers from becoming entrenched into a street lifestyle

The current Homelessness Strategy has three priority areas that have been taken forward in the action plan, monitored by the Fylde Homelessness Forum.

1. Maximise existing partnerships to effectively use current resources
2. Prevent homelessness
3. Increase the supply of settled accommodation including access into the private rented sector and implement a pilot policy to discharge the homeless duty into the private rented sector.

In September 2015 and June 2016 workshops were held with the Homelessness Forum to refresh the action plan and pull out areas where there was least progress. This will inform the work of the Homelessness Forum moving forward through 2016/17. During 2015/16 work on the Fylde Homelessness Forum has been limited due to staffing resource issues within the Housing Department to run the Forum.

SOURCE OF INFORMATION

Monitoring of the Homelessness Strategy Action Plan is via the Fylde Homeless. Minute and update are available on Fylde BC website page Fylde Homeless Forum.

<http://www.fylde.gov.uk/resident/housing/homelessness-housing-advice/fylde-homelessness-forum/>

LINK TO INFORMATION

<http://www.fylde.gov.uk/resident/housing/homelessness-housing-advice/fylde-homelessness-forum/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

An annual strategy action plan update is presented to Members each September during the life of the strategy.

FURTHER INFORMATION

Contact: Kirstine Riding - kirstine.riding@fylde.gov.uk

The 10 Local Authority Gold Standard challenges

1. Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. Offer a Housing Options prevention service, including written advice, to all clients
4. Adopt a *No Second Night Out* model or an effective local alternative
5. Have housing pathways agreed or in development with each key partner and client group that includes appropriate accommodation and support
6. Develop a suitable private rented sector offer for all client groups, including advice and support to both clients and landlords
7. Actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme
8. Have a homelessness strategy which sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs
9. Not place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. Not place any families in Bed and Breakfast accommodation unless in an emergency and then for no longer than 6 weeks

Review of the Homelessness Strategy Action Plan 2013-18

In September 2015 and June 2016 reviews were completed of the Fylde Homelessness Strategy Action Plan to focus the work of the group over the final two years of the Action Plan from 2016 to 2018.

Priority 1: Maximise existing partnerships to effectively use current resources.

It was agreed the group would work towards;

1. Better relationships with mental health services
2. Representative to attend the Landlord's Forum
3. Link in with Voluntary sector

Priority 2: Prevent homelessness

1. Increase in youth homelessness with the proposed withdrawal of Housing Benefit for 18-21 year olds from April 2017 and the work of the Forum
2. Consider work being completed by LCC 16-17 year olds Protocol and its effectiveness in Fylde
3. Future of Tenancy Training following the end of the Lancashire Single Homelessness Funding
4. Consistent advice and information available to customers
5. Expand debt services in the Borough
6. Develop a Hospital Discharge Protocol
7. Supported People funding withdrawal and the impact on accommodation based services and tenancy floating support
8. Information and awareness raising of support available for customers on remand

Priority 3: Increasing the supply of settled accommodation including the private rented sector

1. Update on MyHomeChoice Fylde Coast and promotion of the scheme
2. Contact with Jobs, Friends, Houses in Blackpool

Priority one – maximise existing partnerships to effectively use current resources (both internally and externally)

| Local authority challenge | What will we do? | Progress update and actions agreed at the Fylde Homeless Forum 7 TH June 2016. |
|---------------------------|--|---|
| 1 | Report a strategy action plan update annually to Policy Development Scrutiny Committee | <ul style="list-style-type: none"> • Strategy approved by Cabinet 27th November 2013. • Action Plan update presented to Policy Development Scrutiny 4th Sept 2014, 8th September 2015 and 6th September 2016. |
| 1 & 2 | Work towards improving public health and reducing health inequalities | <p>This was discussed at the first Homeless Forum. It was agreed by the forum that this was a wide ranging subject. However it was decided to invite a NHS representative to attend the Forum. Presentations given by:</p> <ul style="list-style-type: none"> • Tom Birtwistle from the Council Private Sector Team would complete a presentation on housing standards in the Borough • Fylde CAB update on the affordable warmth project • DWP presentation and on-going updates given at meetings. • Barnardos Supported Accommodation • Streetlife, Blackpool • Calico Tenancy Floating Support • Mental Health Services, Richmond Fellowship • Young People Service |
| 1 | Review Housing Advice and Homelessness Charter. | <p>Homelessness Charter completed and available on Fylde BC Website.</p> <p>Fylde Homeless Forum dedicated website</p> <p>http://www.fylde.gov.uk/resident/housing/homelessness-housing-advice/fylde-homelessness-forum/</p> |
| 1 and 2 | Re-launch the HAG as the Fylde Homelessness | This was discussed at the Homelessness Strategy Workshop in July 2013. There was no objection and a new revised Homeless Forum was held on the 11 th March |

| | | |
|---------|---|--|
| | Forum (FHF) | 2014. Terms of reference for the group, membership and frequency of meetings was confirmed. |
| 1 and 2 | Widen the membership of FHF | A number of organisations made contact for the first forum meeting which included Fylde CAB, F2FYMCA, LCC (Children's Social Care), Homestart, Young people's Service, Lancashire Probation, Working Together with Families, Progress Housing, Inspire, DISC, Richmond Fellowship, Children's Centre Managers, Woodlands Community Mental health, Fylde Coast Women's Aid. Other organisations are invited but as of Sept 16 have not sent a representative: Community engagement manager for Fylde & Wyre Commissioning Group, Age UK. |
| 1 and 2 | Develop a passport approach that considers clients holistic needs as they transfer from services. | <p>This project was discussed at the first homeless forum. Colleagues discussed known schemes in West Lancashire, Accrington and Rossendale. To move this project forward Linda Chelton from Hyndburn Homes presented to the group.</p> <p>Under the Lancashire Single Homeless Forum DISC won the contract to provide tenancy training with Fylde. This service is aimed at young people who had not previously held a tenancy and applicants whose tenancy had failed. The service is funded till 31st August 2016. The course covers sourcing accommodation, managing a tenancy, affordability and landlord negotiation.</p> |
| 2 | Explore the development of an Information sharing protocol | <p>At the first forum it was agreed a more robust information sharing protocol should be developed which looks at different tiers of information that can be shared rather than a password encrypted for sensitive information. The protocol will need to be developed alongside the passport approach. It was decided to look at the WTWF approach.</p> <p>Sept 16 all organisations that deal with Lancashire County Council have already signed up to an information sharing protocol therefore not necessary to have a separate protocol in place.</p> |
| 8 | Collect and monitor key statistical information | The first forum meeting discussed what information would be made available at future meetings. Fylde BC can provide information from internal systems and |

| | | |
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| | from relevant stakeholders | information is available for the floating support service via Lancashire Supporting People. Information will also be collected from Fylde CAB and F2f YMCA. Stats are available on the website. |
| 1 | Review the Homelessness Service Partnership agreement between New Fylde Housing and Face to Face YMCA | New agreement completed to March 2017. This includes a private sector offer via the paper Rent Bond Scheme and Invest to Save funding from Fylde BC to secure rent in advance and/or rent bond payments. |
| 2 | Homelessness Forum to examine support, education and training needs to meet challenge two | Being dealt with under the Lancashire Single Homelessness Project Tenancy Training. |
| | Explore the issues and identify the gaps in relation to mental health services in Fylde | The first forum meeting identified a need to map lower level mental health services. This has now been completed. A discussion is needed to identify the issues faced by agencies in the Borough. |

Priority Two Preventing Homelessness

| | | |
|---|---|---|
| 3 | Introduce written advice for all clients | Communities and Local Government have provided a standard letter for local authorities to use. This was introduced in Fylde during August 2013 and is used where practicable. |
| 3 | Review information available to customers | The Housing website has been updated. A review of information leaflets needs to be completed. |
| 3 | Implement a system to record meaningful customer feedback that captures experience as move between and through services | The Housing Team has identified that an on line customer feedback form would be the easiest way to collect customer feedback. A feedback form for homelessness and housing advice has been developed and needs to be implemented via the Councils survey software. |
| 3 | General promotion of My Home Choice (MHC) | A joint marketing campaign began in March and continued into April and May. Further promotion work waiting for a review of MHC Housing Providers Meeting and a new partnership agreement to be signed. |
| 4 | Review the offer available to rough sleepers | NSNO policy implemented Dec 2013 and is on-going. The Council website has been updated to include details on how to report a rough sleeper and contact details for National Street Link. The service provides up to 5 nights emergency accommodation up to a maximum of £100 for every new rough sleeper. |
| 5 | Complete and implement the Lancashire Probation Protocol | This is to be completed on a Lancashire wide basis via the Lancashire Reducing reoffending board. Work has been co-ordinated by the Head Of Lancashire Supporting People. The protocol is in final draft and should be available shortly for distribution. |
| 5 | Review and implement a hospital discharge protocol | A desktop review of the process is to be completed. This will need to be discussed and implemented with staff at North Lancashire PCT. |
| 6 | Continue to operate Invest to Save | Invest to save continues to be operated by Fylde BC to assist households into the private rented sector. Runs alongside the Paper Rent Bond Scheme operated by F2F YMCA. |

| | | |
|---|---|--|
| 8 | Support the Council's Corporate Plan to deal with welfare reform and implementation of universal credit | FBC arranged welfare reform training to key stakeholders Universal credit was rolled out November 2014. The forum will be used to update agencies in the Borough regarding implementation. DWP attends the forum to give an update. |
|---|---|--|

| | | |
|---|---|--|
| 8 | Expand debt advice services in the borough | The forum will explore the options available to deliver additional debt advice services. CAB continue to bid for funding for debt advice services. Resources may be required to expand service provision. |
| 8 | Implement the projects identified via the Lancashire Single Homeless Initiative | Two projects in Fylde 1. Shared housing for single people 2. Tenancy training Project now complete and evaluation being taken to Fylde BC Committee in Sept 2016. |
| 8 | Review the information packs provided for applicants in temporary accommodation | Completed. |
| 8 | Implement the actions identified by the CLG 16&17 year old Lancashire wide prevention project | Mediation training for professionals complete. Fylde BC is able to offer mediation to 16&17 year olds. A service level agreement has been signed with F2FYMCA to complete schools work in Fylde and Wyre during 13/14 and 14/15. Other projects to be explored by the forum. |
| 9 | Review 16/17 year old protocol with Social Services | Feedback to be obtained from the forum regarding the operation of the protocol. A review was completed on a County wide basis and led by the County Council. The announcement of budget cuts by Lancashire County Council and the impact on Supported People Funding has delayed the protocol. |
| | Explore the development of a food bank within the Borough | This has been completed via the CAB and faith community in Rural Fylde. The foodbank should began to be operational in the summer of 2014. The Foodbank continues to grow from strength to strength with centres open in Kirkham and St Annes. |

Priority Three: Increasing the supply of settled accommodation including access into the private rented sector

| Local authority challenge | What will we do? | Progress? |
|----------------------------------|---|--|
| 6 | Continue to operate the rent bond guarantee scheme up to 2018 and beyond subject to available resources | The rent bond continues to operate and funding is drawn down from Fylde BC Invest to Save and Vickers Relief Fund to set tenancies up. |
| 6 | Implement the private rented sector offer policy | Cabinet authority to pilot implementing the policy to discharge the homelessness duty into the private rented sector obtained 27 th November 2013. The policy requires landlords to offer a 12 month tenancy for homeless households, however due to prevention work by the Local Authority and F2F YMCA households are accessing tenancies prior to becoming homeless. |
| | Explore the development of a service similar to Snug Bug | To be discussed at future forum meeting. Unlikely to progress due to constraints around Supported People funding uncertainties. |
| | Explore the development of service similar to Keyring Network | To be discussed at a future forum meeting |

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|--|---|------------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 10 |
| LANCASHIRE SINGLE HOMELESSNESS INITIATIVE EVALUATION | | | |

PUBLIC ITEM

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

SUMMARY OF INFORMATION

In 2012 DCLG awarded a total sum of £504,000 across all Lancashire authorities in respect of the Lancashire Single Homeless Project. Chorley BC acted as the Lead Authority for the project. Local authorities were arranged in Clusters to take responsibility for delivery of the programme – East, Central and North. Fylde council is part of the North Cluster of authorities which also includes Lancaster and Wyre Councils. The North Cluster had a total initially of £102,517 to take forward the projects under the Lancashire Single Homelessness Initiative.

Under the requirements of the funding Lancashire Authorities were to pilot approaches to support single homeless households across Lancashire for a period of 12 months. The three initiatives are:

Project 1 - Shared housing for under 35 year olds

Project 2 - Accommodation finding service including an enhanced rent bond scheme for under 35 year olds in Lancaster and Wyre

Project 3 - Pre-tenancy training to single people who are seeking accommodation or are at risk of losing their existing accommodation

The project has now ended and an evaluation report is attached with this information item reporting on conclusions and lessons learnt from the projects.

SOURCE OF INFORMATION

Lancashire single homelessness initiative project evaluation

LINK TO INFORMATION

[Lancashire single homelessness initiative project evaluation](#)

Policy Development Scrutiny Committee 12/03/2015

<https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/389/Committee/36/Default.aspx>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

An individual Cabinet Member Decision was made on the 22 October 2014 to approve a fully funded budget increase for the total sum of £88,450 (£40,225 in 14/15 and £48,225 in 15/16) comprising:

- £18,000 (£5,000 in 2014/15 and £13,000 in 2015/16) for the administration of the north cluster of Lancashire authorities in respect of the Lancashire Single Homelessness project, £10,500 of which will be retained by Fylde Council for fulfilling the project lead function;
- £70,450 (£35,225 in 2014/15 and £35,225 in 2015/16) for the delivery of the specified pilot projects across all three authorities comprising the north cluster of Lancashire authorities in respect of the Lancashire Single Homelessness Project.
- To reiterate the request for the Lancashire Single Homelessness Initiative to go to Policy Development Scrutiny Committee on the 19th February 2015 in order to scrutinise the predicted outcomes and value for money of the projects.

On the 12th March 2015 the Lancashire Single Homelessness Initiative project was taken to Policy Development Scrutiny Committee and it was noted an additional report would be provided to a future meeting of the Environment, Health and Housing Committee to consider the final outcomes and future opportunities arising from the project.

The project has now ended and an evaluation report is attached with this information item reporting on conclusions and lessons learnt from the projects.

FURTHER INFORMATION

Contact: Kirstine Riding - kirstine.riding@fylde.gov.uk

Lancashire Single Homelessness Initiative

Project Evaluation



1. Background

In 2012 DCLG awarded a total sum of £504,000 across all Lancashire authorities in respect of the Lancashire Single Homeless Project. Chorley BC acted as the Lead Authority for the project. Local authorities were arranged in Clusters to take responsibility for delivery of the programme – East, Central and North. Fylde council is part of the North Cluster of authorities which also includes Lancaster and Wyre Councils. The North Cluster had a total of £102,517 to take forward the projects under the Lancashire Single Homelessness Initiative.

From the total funding available each cluster was allocated an additional sum of £18,000 to cover the administration element, specifically relating to the project management and the procurement functions. Fylde Borough Council agreed to act as the lead authority for the North Cluster providing administration and project management support at a cost of £10,500 and Wyre Council procurement support at a cost of £3,000. Leaving £4,500 to be used to support the projects.

Under the requirements of the funding Lancashire Authorities were to pilot approaches to support single homeless households across Lancashire for a period of 12 months. The three initiatives are:

Project 1 - Shared housing for under 35 year olds

Pilot project to provide shared housing for single people under the age of 35. The Contractor finds suitable properties working with private landlords, completes referrals with clients put forward by the local authority, matches tenants and landlords and responds to all tenancy issues reported to them by the landlord. The contractual relationship is between the Tenant and the Landlord. The Contractors role is to support the tenancy.

Welfare Reform changes to Housing Benefit entitlement for under 35's means that they are only entitled to the shared room rate therefore the ability to pilot this approach was welcomed. Within Fylde single households under 35 in receipt of housing benefit are entitled to £61.50 per week under the shared room rate. The average rent for a one bedroom property is £85 per week/£368 per month and for a 2 bedroom property is £115 per week or £500 per month within the private rented sector.

Project 2 - Accommodation finding service including an enhanced rent bond scheme for under 35 year olds in Lancaster and Wyre

Accommodation finding service tailored to helping young people under 35 identify and broker accommodation. Service is targeted at customers who are single and not owed any statutory duty by the local authority under homeless legislation. This service is only available in Lancaster and Wyre. In Fylde, F2F already provide an accommodation finding service and paper rent bond scheme on behalf of Fylde BC.

Most young people under the age of 35 will have their housing benefit assessed on the LHA rate for one bedroom in a shared house. The levels are below

Project 3 - Pre-tenancy training to single people who are seeking accommodation or are at risk of losing their existing accommodation

The pre-tenancy training was aimed at single people who are looking to secure accommodation, and have an identified need to improve their understanding of housing related issues and also improve their prospects of being provided with accommodation, or retaining their existing tenancy or license. There was no age limit to who could attend the courses, however the majority of students were under 35.

Courses are split into three modules, run over a three week period in St Annes, Fleetwood and Morecambe giving applicants the flexibility to drop in and out of courses as is convenient. The requirement is that students complete all three sessions and show an understanding of the course and topics covered before a certificate is issued confirming they have completed the pre-tenancy training. To assess understanding a 30 question quiz is undertaken where clients must demonstrate a firm understanding of the issues discussed during the course.

Module 1 – Housing options and finding suitable accommodation

Module 2 – Tenancy readiness and independent living skills

Module 3 – Managing your tenancy effectively

2. Contract arrangements

The projects were initially tendered in July 2014 and the North Cluster drew down £70,450 of the total allocated amount leaving a remainder of £32,067 to support successful projects into a 6 month extension to the initial 12 months. Contractors were appointed as follows;

Project 1 - Accommodation finding service for under 35 year olds and Project 2 – Shared Housing for under 35 year olds were awarded to AAAW Ltd/Safelets. The total contract value for both projects was £59,450 for 12 months.

Project 3 – Pre-tenancy training was awarded to DISC with a contract value of £11,000 for 12 months.

Table 1 details the tendering arrangements for all three projects.

Table 1 - Year 1 Funding arrangements

| | |
|---|---|
| Total project funding | £70,450.00 Year 1 Accommodation finding £44,600.00 (AAAW Ltd) Shared housing £14,850.00 (AAAW Ltd) Tenancy Training £11,000 (DISC) (Remaining £32,067 for possible extension) |
| Administration and funding Fylde BC Project Lead (£10,500) Wyre BC procurement (£3,000) Miscellaneous (£4,500) | £18,000.00 |
| | £88,450.00 |

In January 2015 it was announced AAW Ltd had ceased trading which resulted in the shared housing and accommodation finding projects run by the 'Safelets' arm of the business no longer had paid staff to deliver the projects. The financial impact for the North Cluster of authorities was limited to 3 rent bonds of £150 (2 in Wyre and 1 in Lancaster) that AAW Ltd had promised to clients and the Landlord, then not signed them up. The Contractor had delivered against agreed outputs and received payment for Quarter 1 (Sept to Dec 2014). The Pre-tenancy training was delivered by DISC and was not affected by AAW Ltd ceasing trading.

In February 2015, the North cluster of authorities made a decision to re-tender the accommodation finding and shared housing projects with flexibility for contractors to bid for separate lots for each authority rather than across all three authorities. It was agreed to draw down the remainder of the funding from Chorley BC £32,067 and tender the projects for a period of 12 months. Lancaster City Council also had an amount of £1,000 from a 'Personalised Solutions Budget' that all authorities were given initially from the fund which was not drawn down which they are happy to add to the total funding amount. It was agreed to re-negotiate the Tenancy Training contract for a further 12 months to ensure the programme was up and running to support the re-tendered accommodation finding and shared housing contracts.

Project 1 – Shared Housing for under 35 year olds - 01/07/2016 to 30/06/2016

The project was re-tendered in June 2015 for 12 months and YMCA Fylde Coast were awarded the project across Lancashire, Wyre and Fylde. The price was £14,910.24.

Project 2 – Accommodation finding service including an enhanced rent bond scheme for under 35 year olds in Lancaster and Wyre – 01/07/2016 to 30/06/2016

The project was re-tendered in June 2015 for 12 months and Calico were awarded the project across Lancaster and Wyre. The Contract price was £49,250.00.

Project 3 - Pre-tenancy training Year 2

The contract was re-negotiated in September 2015 for the second year of the contract. DISC were unable to provide the second year at £11,000. It was agreed at the project steering group meeting in August 2015 that the course to be condensed into two weeks as many applicants are completing sessions 1 and 2 but failing to complete session 3. In addition many applicants are working or have child care responsibilities and an e-learning version of the course needed to be developed. Disc were to develop an e-learning module and physical courses condensed to two courses very three weeks.

The Contract value for Year 2 for 17 sessions of 2 over 3 weeks is a cost per Local Authority is £4,670.00 which totals £14,010.00. This equates to an additional £1,003.33 per Local Authority on top of the £11,000 available for year 2 within the Lancashire Single Homeless Initiative pot. It has agreed each local authority will fund this additional amount separately.

However, DISC did not deliver on the agreed additional e-learning module, but condensed the three week course to two sessions, over three weeks, therefore it was agreed the contracted sum for year two would remain at £11,000.

Table 2 - Project expenditure January 2015

| | Amount Paid | Committed | Remainder |
|---|-------------|-----------|------------|
| Accommodation Finding 01/09/14 to 30/11/14 | £11,150.00 | £0 | £33,450.00 |
| Shared Housing | £3,712.50 | £0 | £11,137.50 |

| | | | |
|----------------------|--|--|-----|
| 01/09/14 to 30/11/14 | | | |
| Pre-tenancy training | 01/09/14 to 30/11/14 01/12/14 to 28/02/15 £5,500 | 01/03/15 to 31/05/15 01/06/15 to 31/08/15 £5,500 | TBC |
| Rent bond x3 | £450.00 | £0 | £0 |

Table 3 details funding available from sources to support the new 12 month re-tendering of the accommodation finding and shared housing initiative. The Tenancy ready training project was also to be re-negotiated to run alongside the re-contracted accommodation finding and shared housing initiative.

Table 3 – Funding available for renegotiated contracts from July 2015

| Funding available | |
|----------------------------------|--|
| Accommodation finding | 33,450.00 – 450 (rent bonds paid) £33,000 |
| Shared housing | 11,137.50 |
| Year 2 plus Lancaster City £1k | 33,067.00 |
| Remainder Administration funding | 4,500.00 |
| TOTAL | £81,704.50 |

Table 4 – Year 2 Funding arrangements

| Funding available | |
|--|-------------------|
| AAAW Ltd possible liability | £6,500.00 |
| DISC Re-negotiated contract 12 months 01/09/2015 to 31/08 2016 | £11,000.00 |
| Accommodation Finding | £49,250.00 |
| Shared Housing | £14,910.24 |
| TOTAL | £81,660.24 |

NB. Under the Homeless Partnership Agreement F2F YMCA receive £29,561 to run the Rent Bond Scheme on behalf of Fylde BC which includes an accommodation finding service.

3. Project Outcomes

3.1 Year 1 – 01/09/2014 to 31/01/2016 managed by AAWW Ltd Projects 1 and 2 - Shared housing for under 35 year olds and Accommodation Finding Service for under 35 year olds

AAAW Ltd/Safe Lets ran the shared housing and accommodation finding service projects from 1st September 2014 to 31st January 2015 across all three authorities. The shared housing service was available across all three authorities, whereas the accommodation finding service was only available in Lancaster and Wyre. In Fylde, F2F already provide an accommodation finding service and paper rent bond scheme on behalf of Fylde BC.

Table 5 provides information on referrals and accommodation sourced. In Wyre and Lancaster referrals were made into both the accommodation finding service and shared housing simultaneously.

In Wyre the project had greater success finding independent accommodation for 4 occupants and 3 occupants sharing accommodation in Houses of Multiple Occupancy (HMO's). In Lancaster 1 person had sourced independent accommodation and 3 occupants had entered shared accommodation. In Fylde referrals are only made into the shared housing initiative. 5 referrals have been made and no shared accommodation had been set up, however 4 households were able to source Accommodation working with F2F YMCA or independently.

Table 5 - Summary of referrals and accommodation sourced across the accommodation finding service and shared housing initiative 01/09/2014 to 30/01/2015

| | Lancaster | Wyre | Fylde |
|--|-----------|------|-------|
| Referrals | 28 | 45 | 5 |
| No contact for referral | 3 | 8 | 1 |
| No contact after referral interview completed and/or viewings made | 2 | 3 | 0 |
| House shares/HMO | 3 | 3 | 0 |
| House share found but unable to sign as no AAAW Ltd | 0 | 2 | 0 |
| Accommodation found | 1 | 4 | 0 |
| On hold/high risk/not eligible | 2 | 5 | 0 |
| Accommodation being sourced | 11 | 14 | 3 |
| Sourced own accommodation | 6 | 6 | 1 |

Table 6a - Key outputs shared housing
Progress report 1st September 2014 to 31st January 2015 across all three authorities

| | |
|---|---|
| Establish at least one house share in each authority with a minimum of 3 house shares delivered | Lancaster - 1 house share delivered with two residents. 1 other house share delivered but only one of the applicants signed up. Wyre – 3 occupants have signed up and moved into the properties. A further 2 were to be signed up on Saturday 31 st February but were not signed up as company ceased trading. Fylde – no house shared |
| Deliver tenancies to no less than 10 individuals | 6 Tenancies delivered from 01/09/14 to 31/03/15. |

Table 6b - Key outputs accommodation finding service
Progress report 1st September 2014 to 31st January 2015

| | |
|---|---|
| 100 new tenant referrals accepted and advice provided | 78 referrals made across all three authorities to AAAW Ltd for both services. 12 no contact to complete referrals and 5 no contact after referral interview completed. Totalling 61 people successfully referred to the service. In Fylde F2F YMCA have worked with 26 under 35 year olds. |
| 50 New private rented properties accessed for | 5 tenancies (4 in private rented sector and 1 in |

| | |
|--|--|
| single people under 35 that result in a tenancy start as a direct result of intervention | social rented sector) have been enabled through the accommodation finding service, 4 in Wyre and 1 in Lancaster. In Fylde F2F YMCA have worked with and accessed private tenancies for 3 single under 35 year olds. |
|--|--|

3.2 Year 2 – 1st July 2015 to 30th June 2016

Project 1 - Shared Housing for under 35 year olds

In Year 2 the Shared Housing and Accommodation Finding Service were delivered by separate Contractors. Fylde Coast YMCA were awarded the Shared Housing for under 35 year olds. The second year of the shared housing project was not successful despite a good rate of referrals and the majority of clients being contactable. The majority of clients self-sourced independent accommodation using either the accommodation finding service or F2F YMCA in Fylde, however one shared house was set up in Lancaster.

Table 7a – Key outputs shared housing

| Contacts | Fylde | Lancaster | Wyre |
|--|-------|-----------|------|
| Referrals made | 11 | 34 | 9 |
| Clients unable to contact | 0 | 12 | 4 |
| Clients/3rd party contacted | 11 | 34 | 9 |
| Assessments undertaken | 5 | 25 | 3 |
| Assessments completed/clients accepted for sharing | 0 | 2 | 0 |
| | | | |
| Outcomes re Contacted clients | | | |
| Shared Assured Shorthold Tenancies | 0 | 2 | 0 |
| Self-Sourced Assured Shorthold Tenancy | 2 | 4 | 0 |
| Supported Accommodation | 0 | 4 | 1 |
| Social Housing | 0 | 2 | 0 |
| Barnardos | 1 | 0 | 0 |
| Family | 0 | 4 | 0 |
| Assured Shorthold Tenancies via Accommodation Finding Service/Calico | 0 | 4 | 2 |
| No outcome/assessment incomplete/lack of engagement | 8 | 14 | 6 |

Case Study 1

Project 1 - Shared Housing for under 35 year olds

A 32 year old male was referred into the Scheme by the Local Authority. He had been 'sofa surfing'/sleeping in a garage since August 2015. He was a little wary of sharing due to past experiences but was happy to explore the option. During the assessment process he identified another 21 year old male (whom he knew) who he would be interested in sharing with.

The second client was also subsequently referred into the Scheme by the Local Authority. He was living in overcrowded accommodation in the family home and had been struggling to secure his own property. He knew the first client and was happy to look at sharing with him. Subsequent meetings

with both of them followed which resulted in them completing the assessment process. A 2 bed property was identified with a local landlord, but they chose not to accept as they felt it was too small. Further research identified another property with another local landlord. They wished to accept this property and the tenancy was secured with the help of funding from the Vicars Relief charity. The tenancy has now been in force for nearly 3 months in June 2016, and clients advise all is well and there are no issues.

3.3 Year 2 – 1st July 2015 to 30th June 2016

Project 2 - Accommodation finding service for under 35 year olds

In Year 2 the accommodation finding service was delivered by Calico. Calico were also able to deliver shared accommodation as part of the accommodation finding service. Referral rates and clients contactable were good with Lancaster reported 20% success rate in tenancies being sourced and Wyre 30%. The accommodation finding service dealt with 91 referrals in Lancaster and 71 referrals in Wyre. In Fylde F2F already run an accommodation finding service and there are no age restrictions to the clients they deal with. During the same period they took 296 applicants into the rent bond scheme, of which 85 were under 35 year olds and of those under 35 years olds 10 applicants were assisted to source accommodation.

Table 7b – Key outputs accommodation finding service

| Number of referrals | Tenancies established | Success Rate |
|---------------------|--|--------------|
| Lancaster 91 | 19 established tenancies - 18 Private rented sector (2 shared) and 1 Social Housing. | 20% |
| Wyre 71 | 22 established tenancies – 18 Private rented sector in Wyre, 3 in Blackpool. 1 Social Housing. | 30% |
| | | |

Case Study 2

Project 2 - Accommodation finding service for under 35 year olds

Initial assessment was completed on two young men under the age of 25 years old wishing to be supported by the service to obtain shared accommodation on the 12/08/15. One of the customers was a care leaver on Income support and his friend was doing part time work, claiming Universal credit and in education. Both of the potential tenants had been referred into and completed the Disc Tenancy Ready Training as it was their first tenancy.

They were supported to find a suitable 2 bed property; the property was then assessed by the local council's housing standard team as being safe and acceptable for us to proceed to sign up. The customers signed up for the property and the support worker completed all the necessary paperwork with the tenants ensuring they understood their rights and responsibilities. The tenants were assisted to make a claim for benefits, set up utility and rent payment plans, budgeting and to acquire furniture. Visits continued with the tenants providing ongoing support for a short period of time assisting them with any issues relating to their tenancy. These tenants have maintained their accommodation to date requiring very little ongoing support.

3.4 Conclusions shared housing and accommodation finding service for under 35 year olds

- Fylde is the authority where shared housing has had the least effect. In year 2 despite F2F YMCA having a strong network of Landlords to source properties, interest from Landlords and households who did not know each other was limited mainly because they were able to let their two/three bedroom properties easily without having to look at house shares.
- Initially there were issues with the quality of referrals into both services with applicants not being contactable. A joint referral form was brought in where every applicant looking for assistance was referred into both services in addition to the pre-tenancy training.
- Referrals have been good with and contact in the main has been made within 24 hours of referral and applicants are assessed as eligible for support within 3 to 4 working days. Applicants can start to look for accommodation straight away.
- In Lancaster referrals into both services was strong and there was interest from Landlords. Year 2 of the project coincided with Lancaster University increasing the expected standards for student accommodation and some previous student let's were no longer suitable and therefore became available for the shared housing and accommodation finding services.
- Variety of ways are used to source accommodation including Lettings Agencies, local landlords advertising in papers, Zoopla, MacDonalds and Right Move.
- All properties let under the scheme had to be assessed by Private Sector teams within each of the authorities which ensured the properties complied with relevant legislation. No properties were considered unfit, however if that had been the case the tenancy could not have been set up. To be considered suitable properties would need to have Gas Safety Certificates, Energy Performance Certificate, Electrical testing and a fire assessment completed in the last 6 months.
- In Lancaster and Wyre both services have worked well. A single point of contact referrals resulted in all enquiries for single households were referred direct into the shared housing, accommodation finding and tenancy training projects. The project puts the onus on the individual to work with the accommodation finding service to actively look for affordable accommodation.
- Drop in's were held weekly at Wyre and Lancaster authorities which worked well and clients could either book an appointment or turn up at the session and wait. This arrangement is already in place in Fylde at F2F YMCA on a daily basis from 9.30am to 12.30pm.
- An emerging issue early on was the need for funding for households to access accommodation with the Rent Bond and Rent in Advance. The project gave top up amounts for Rent Bonds or Rent in Advance alongside grants from the Vickers Relief Fund (VRF), where over 90% of the funding was sourced. The VRF is a homeless prevention fund that awards small but essential grants to help alleviate housing difficulties for vulnerable people. Grants are awarded up to a maximum of £350.

- Pre-tenancy advice, housing options and where to look for accommodation including affordability advice was given in addition to arranging for clients to attend the tenancy training courses and the benefits of attendance to source accommodation. Clients were supported with Housing Benefit applications and claiming the housing element under Universal Credit.
- Calico ran the accommodation finding service in Year 2. They also ran the LCC Supporting People Tenancy Floating Support programme therefore clients also received support to access substance mis-use support, Foodbanks, furniture and the Care and Urgent Needs scheme. More vulnerable clients who accessed support under the Accommodation Finding Service were then transferred into the Tenancy Floating Support programme for intensive floating support. The support that was in place made it a more straightforward process with private landlords to get the tenancy offered and set up.
- Floating support provided for a limited period assisted in ensuring the tenancies were set up correctly. All tenancies that were set up were contacted after a 3 month period to establish if everything was going well.
- The project was also able to review tenancy agreements that clients were being offered being able to give advice to Landlords and Clients as to what would be considered a reasonable tenancy agreement. In one property the tenancy agreement was so constrained it was setting the Tenant up to fail and with careful negotiation the Landlord changed the agreement. In one situation the Landlord was advised to change the tenancy agreement to a license agreement as they were living on the premises.

3.5 Project 3 - Pre-tenancy training

Year 1 – 1st September 2014 to 31st August 2016

Year 2 – 1 September 2015 to 31st August 2016

DISC were awarded the pre-tenancy training project for 2 years. Table 8 details the outputs from the project from the 1st October 2014 to the 11th August 2016.

Fylde had the greatest success with the project with 52% of referrals starting the course and 41% completing the course. 22 households sourced accommodation and of those 16 tenancies have been sustained for in excess of 6 months. The proximity of the housing advice service at Fylde BC and F2F YMCA to where the tenancy training sessions were being held allowed for clients to work with the agencies while attending the tenancy training.

In Lancaster 32% of referrals started the course and of those 24% completed the course. 8 households sourced accommodation and of those 5 tenancies have been sustained in excess of six months. The tenancy training take up was slow during the first year, but once the venue had been changed to Oak Tree House in Lancaster, attendance and completion rates improved as support services and training sessions were in closer proximity.

In Wyre 25% of referrals started the course and of those 16% completed the course. 8 households sourced accommodation and of those 4 tenancies have been sustained in excess of six months. The courses were held in Fleetwood and clients not attending the course were high. A conclusion for this could be the ease of access into private sector tenancies in Fleetwood without the need to complete the course.

Case Study 3

Project 3 - Pre-tenancy training

A couple were referred to the Tenancy Ready training after accessing the Rent Bond Guarantee Scheme in Fylde in July 2015. As part of the scheme, applicants are required to complete the training before being accepted on to the bond scheme. At the time of referral, the Tenancy Ready training consisted of three sessions.

At the time of being referred to the training, the couple were living with a relative and neither of them had lived independently before. The couple were 18 and 17 and expecting their first child together, and so needed to find independent accommodation.

It was agreed that the clients Leaving Care worker would attend the first session with the couple, as they were very nervous in new situations. Despite being very quiet at the beginning of the first session, the couple soon relaxed and began to participate in the discussions about housing history and barriers that they had experienced.

The couple attended the subsequent two sessions by themselves and participated well. At the end of each of the three sessions, participants were required to answer 10 quiz questions. The couple answered all thirty questions correctly, and gave feedback that they had enjoyed the course and had learned important information about signing for a tenancy, their responsibilities as a tenant and budgeting. At the point of completion, they were given a handbook that covered everything in the course, so that it could be used for reference once they had moved into independent accommodation.

The couple completed the tenancy Ready course on 29th July 2015 and then began working with Face2Face to identify a suitable property. A privately rented property was sourced and secured via the bond guarantee scheme and the couple moved in on 14th September 2015. The couple are still living at the property and have managed their tenancy well for the 11 months since moving in.

Table 8 – Key outputs Pre- tenancy ready training

Performance Report 01/10/14 - 11/08/16

| | Fylde | % of Referrals | Lancaster | % of Referrals | Wyre | % of Referrals | Total | % of Referrals |
|--|--------------|-----------------------|------------------|-----------------------|-------------|-----------------------|--------------|-----------------------|
| Referrals | | | | | | | | |
| Total Students Referred | 148 | N/A | 189 | N/A | 88 | N/A | 425 | N/A |
| Starts | | | | | | | | |
| Course Started | 78 | 52.7% | 62 | 32.8% | 22 | 25.0% | 162 | 38.1% |
| Not started | 70 | 47.3% | 127 | 67.2% | 66 | 75.0% | 263 | 61.9% |
| Completion | | | | | | | | |
| Course complete | 61 | 78.2% | 46 | 74.2% | 14 | 63.6% | 121 | 74.7% |
| Partially complete (engaging) | 4 | 5.1% | 6 | 9.7% | 0 | 0.0% | 10 | 6.2% |
| | Fylde | % of Referrals | Lancaster | % of Referrals | Wyre | % of Referrals | Total | % of Referrals |
| Students Housed (post completion) | | | | | | | | |
| Housed | 22 | 36.1% | 8 | 17.4% | 8 | 57.1% | 38 | 31.4% |
| Not Housed | 39 | 63.9% | 33 | 71.7% | 6 | 42.9% | 78 | 64.5% |
| Housing Sustained | | | | | | | | |
| Tenancies Sustained +6 months | 16 | 72.7% | 5 | 62.5% | 4 | 50.0% | 25 | 65.8% |
| Tenancies Sustained -6 months | 0 | 0.0% | 2 | 25.0% | 0 | 0.0% | 2 | 5.3% |
| Unable to contact | 4 | 18.2% | 1 | 12.5% | 4 | 50.0% | 9 | 23.7% |
| | Fylde | % of Referrals | Lancaster | % of Referrals | Wyre | % of Referrals | Total | % of Referrals |
| Completion Satisfaction | | | | | | | | |
| Session responses | 176 | N/A | 138 | N/A | 29 | N/A | 343 | |
| Average satisfaction | 90.0% | N/A | 84.0% | N/A | 89.0% | N/A | | 87.0% |
| Sessions Delivered | | | | | | | | |
| Total sessions delivered | 66 | N/A | 37 | N/A | 28 | N/A | 131 | N/A |

3.6 Conclusions pre-tenancy training

- The tenancy training project works best in Fylde due to the proximity of both F2F YMCA and Fylde BC Housing Offices and clients were working with F2F to access the rent bond scheme or rent in advance via the local authorities Invest to Save fund.
- The project was least successful in Wyre despite being held in Fleetwood where the majority of private tenancies are available. A conclusion could be as a result of the ease of accessing private rented accommodation without the need to attend the courses.
- In Lancaster the course was more successful in year 2 as the venue was moved to Oaktree House a supported housing project for homeless people over 25 therefore the housing advice and support were available in one place.
- During year 1 there was a high drop off of clients attending course 3, but completing fully courses 1 and 2. A decision was made to condense the courses into two week sessions over 3 weeks and completion rates increased.
- In Year 2 it was agreed an e-learning course needed to be developed to pick up clients who are working or in training.
- The production of a tenancy training certificate has been useful in demonstrating to Landlords that their potential tenants are fully aware of managing a tenancy and affordability.
- An incentive scheme was introduced which was a £15 voucher that could be claimed when the course was completed and applicants had signed a tenancy agreement. Applicants welcomed the voucher but as an incentive to get students to complete the course its use is limited. The offer of support to source a tenancy and assistance with a rent bond and/or rent in advance are more worthwhile.
- Courses needed to be flexible and run regularly to enable clients to jump on and off as needed. Courses needed to be in locations which gave easy access to Housing Advice services.
- Single referrals via the local authority into all three services resulted in clients having access to a full range of support, including an opportunity to understand more about a scheme and the benefits available.

4 Learning for the Lancashire Single Homelessness Initiative

- 1 Support to access accommodation either via a paper or financial rent bond and rent in advance are necessary to assist clients into accommodation. An agreement can be in place to ensure the funds are returned by the Landlord once the tenancy has ended.
- 2 Vickers relief fund is a source of grant funding not widely used. In Fylde Face 2 Face are now regularly access it for assistance alongside Fylde BC Invest to Save applications to assist households facing homelessness with rent in advance payments. Within Fylde there is a paper rent bond scheme managed by Face 2 Face under the Homeless Partnership Agreement between YMCA and Fylde BC.
- 3 Single referrals via the local authority into all services available gives clients access to a full range of support, including an opportunity to understand more about a scheme and the benefits from engagement.
- 4 Shared housing worked when ran alongside the accommodation finding service. The pilot was able to compare the progress of the accommodation finding service and shared housing initiative if they were delivered by separate or the same Contractors. Although AAW Ltd only ran the project for 4 months in that time they delivered 6 shared tenancies. In Year 2 F2F YMCA struggled to get Landlord interest in the scheme as an alone project, yet Landlords that were engaging with the accommodation finding service in Wyre and Lancaster were willing to consider Shared Housing as an alternative to single tenancies.
- 5 The tenancy training project has been an essential element to bind the shared housing and accommodation finding services together. In Fylde the tenancy training has had the most success as households attending were also working with F2F YMCA to access the rent bond scheme therefore the incentive was in place to complete the course.
- 6 Drop in sessions where appointments can either be booked or clients can wait to be seen gives flexibility for under 35 year olds to access accommodation finding service.
- 7 Contact within 24 hours and assessment within 3-4 days ensured clients remained engaged with the service in order to source accommodation.
- 8 Proximity of housing advice services and pre tenancy training sessions ensure continuity and commitment to complete the training and work with services to source accommodation.
- 9 Access to floating support to set up the tenancy and check status after 3 months, gives the Landlord some security to set up the tenancy.
- 10 Using the accommodation finding service to source accommodation for vulnerable clients and the joint working with Private Sector Housing Standards for HSSRS assessments, gave access to properties that may have not been visited previously or regularly.
- 11 In areas where the abundance of private sector accommodation has resulted in applicants not completing the tenancy training it may be worthwhile offering two separate courses, pre-tenancy prior to a tenancy being sourced and tenancy ready available when a tenancy has been set up or there are emerging issues with how the tenancy is being conducted.
- 12 It is essential an e-learning course is developed for the tenancy training project to make it more accessible to households who work and/or are in training or have child caring responsibilities.

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|--|--|------------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 11 |
| EMPTY RESIDENTIAL PROPERTY POSITION STATEMENT | | | |

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Previous reports have been presented to members about the numbers of, particularly, long term empty residential properties. The most recent report was in September 2015 to the Environment, Health and Housing Committee. In recent years a number of changes have been made to the council tax scheme in relation to empty residential property and members have asked for regular updates to monitor the effect of those changes. This is the latest report to advise members of the effects of the changes.

SOURCE OF INFORMATION

Director of Development

LINK TO INFORMATION

Attached

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is being given to members because of a request to do so from previous Policy Development Scrutiny Committees and Environment Health and Housing Committee on the 5th September 2015.

FURTHER INFORMATION

Contact: Kirstine Riding - kirstine.riding@fylde.gov.uk

EMPTY RESIDENTIAL PROPERTY POSITION STATEMENT

4TH SEPTEMBER 2016

This is the background information to accompany the information item presented to members of the Environment, Health and Housing Committee at its meeting on the 4th September 2016.

Members have received previous reports to the former policy development scrutiny committees and Environment, Health and Housing Committee in September 2015 to update the position on the numbers of long term (greater than 6 months) empty residential properties in the borough. The term 'long term empty' has referred to properties that have been empty for 6 months or more. It now includes, for council tax purposes, a second type of empty property that has been empty for 2 year or more. This information has taken account of policy changes that have been introduced for long term empty properties.

The most recent change to council tax for long term empty property was introduced in April 2014. This change introduced a council tax premium to be levied on properties that had remained empty for 2 years or more. The premium is an additional 50% of the council tax charge such that 150% of the council tax for the property becomes payable. The additional premium complements other council tax measures that require 100% of the council tax to be paid for months 6-24 of being empty.

The number of long term empty properties is presented in the following table;

| Date | Long term empty | 2 years+ empty |
|----------|-----------------|----------------|
| April 13 | 701 | n/a |
| April 14 | 563 | 181 |
| April 15 | 531 | 137 |
| July 15 | 544 | 132 |
| Oct 15 | 612 | 75 |
| Dec 15 | 583 | 90 |
| May 16 | 576 | 68 |
| June 16 | 552 | 59 |
| July 16 | 538 | 63 |

The table shows a significant and continuing reduction in the numbers of 2 years+ empty from April 2014 when the policy was introduced totalling a total reduction of 122. Since April 2014 the reduction in the overall number of long term empty property has been more modest with an increase from July to Oct 2015, from since numbers have fallen to figures similar to April 2014.

At the meeting of the former Policy Development Scrutiny Committee of November 2013 members resolved that additional actions to deal with empty properties could only be taken within existing resources and actions the housing service can take are limited to complaints received from members of the public. In the financial year 2014-15 there were no such complaints and in 2015-16 only one complaint has been received.

The complaint was in relation to an empty property with broken windows and a target for children in the area and a boarding notice was served by Environment Protection. The property has since been sold and the property completely renovated and it is now occupied and in good condition. The Housing Team have received 2 other complaints about empty properties but following investigations these were both occupied.

Kirstine Riding, Housing Services Manager 27th July 2016

INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|----------------------------------|---|------------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | 12 |
| EAST LYTHAM PROJECT UPDATE | | | |

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Environment Agency (EA) has issued a newsletter to outline progress on the East Lytham project and the improvement works it is proposing. The attached newsletter describes what the scheme is about and the key dates/milestones for the work to be undertaken. Also attached is the feedback the EA received following a recent consultation event.

The Committee has previously appointed Cllr Lloyd to attend meetings of the East Lytham working group if they are held. There has however been no meetings of the group called by the Environment Agency for some time. From time to time the EA issue newsletters to inform stakeholders of any developments with the project. The latest one is attached.

The attached information also includes a schedule of maintenance and associated map which members may find useful.

SOURCE OF INFORMATION

The Environment Agency

LINK TO INFORMATION

<https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/902/Committee/19/Default.aspx>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Members have previously wished to see improvements to the drainage of land East of Lytham.

FURTHER INFORMATION

Contact: Paul Walker - paul.walker@fylde.gov.uk



Reducing flood risk in East Lytham

Project Update

July 2016

What is the scheme about?

In February this year we gained approval to undertake improvement works to the Liggard Brook scheme which was originally completed in the late 1990's. This scheme was designed to reduce the risk of flooding to Lytham by diverting excess flood flows to the Main Drain which would then be pumped out to the Ribble Estuary by a new pumping station at Dock Bridge on Preston Road.

This scheme looks to make further improvements to the system which will include the extension of Dock Bridge outfall, replacement pumps at the pumping station, repairs to the Liggard Brook overflow weir and dredging to the tidal and inland river channels. We will also investigate the use of specialist dredging equipment to support our future maintenance of the river channels in this area once works are completed.

Design and construction of the works

During July 2016 we will be tendering the design and construction of the works to our framework suppliers. This process will take around 3 to 4 months to complete with a contractor in place by the end of the summer. We had hoped to start this process sooner however due to timeframes on confirming available funding, this has slipped by 2 months. We do not believe this delay will have an impact on the planned construction timetable however.

Our current time table dependant on available funding is:

- July to October - tender award work to contractor
- October to November - Design works
- December to summer 2017 - Obtain permissions to undertake works
- December to March 2017 - Replace pumps at Dock Bridge
- Summer 2017 - Complete outfall extension works
- Late summer 2017 - Complete dredging works

Working closer with you

In March we held an open day for local businesses in the area to review our plans and comment on our proposals. The day was very informative and gave us a number of new items to consider for this scheme as well as future maintenance in and around the Lytham catchment.

We have summarised the feedback you gave us and include this as part of this newsletter. This includes a number of recommendations which we will follow up on this summer and will report back to you on.

Other planned works

Routine work: One of the key concerns raised at the open day in March was the condition of Wrea Brook. We have therefore added the full length of Wrea Brook to our routine maintenance programme, concentrating on controlling in-channel vegetation where we can access the channel. Similar routine maintenance is due to be carried out on the watercourses shown on the attached plan between July and September. Our full programme can be viewed on the Gov.uk website here <https://www.gov.uk/government/publications/river-and-coastal-maintenance-programme>

Non routine work: A desilt of Birks Watercourse upstream of where it joins Main Drain is also programmed for September.

Environmental Permitting Regulations

The regulations have changed for permission for carrying out "flood risk activities" on a Main River. There are 3 levels of permitting. For the full guidance see <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits> .

In summary the 3 types are;

1. Exclusions - No permit required for low risk activities. Vegetation control included in and out of the channel.
2. Exemptions - No permit required provided you register the activity with the Environment Agency and can meet the description and conditions required outlined in the following two documents.

See FRA23 on this document for information on desilting; https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/513793/LIT_10444.pdf

And the dredging guide; https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/513881/LIT_10431.pdf

3. Bespoke permit - For things not covered by the exemptions a full permit will be required, much like the old Flood Defence Consent, and written permission from the Environment Agency before works go ahead.

For more information or a discussion over any planned works please contact Robert Ide, Environment Agency, Lancashire Asset Performance Team.

Email: robert.ide@environment-agency.gov.uk

Tel: 02030251409

East Lytham Flood Risk Scheme - Landowner Consultation Opens Day

Record of what was said

1st March 2016

What did you think of the scheme proposals?

- Interesting, but will they work?
- Proposals seem good, hopefully they will help our rural community. Time will tell whether this works but this still does need to be reviewed.
- Concern over how the gold club land drains into the Main Drain – any improvements proposed are welcomed.
- Pumping station proposals may work but the pumps need to run more frequently so Main Drain further back at Moss Side + Ballam farmers can see their field drains.
- Good in isolation but further attention is needed upstream as well.
- Very positive about the alternations to Main Drain.
- Maybe better to leave the area between the road and the pumped outfall open?
- Looks as though this will solve the issue, although other land owners must be made to ensure their drains are clear across the area.
- Feels inadequate considering the ongoing housing developments over the next 10 years – Queensway development of 1150 for example.
- No confidence in scheme.

Is there anything you would do differently?

- Better use of machinery and labour to provide more frequent dredging.
- Have more staff available during busy periods to talk to people – everyone was busy when I turned up.
- No mention of maintenance on the Wrea Brook – this has flooded 4 times since Christmas and this water eventually ends up in the Main Drain.
- Dig out all tributaries to get rid of silt accumulated to a reasonable depth – not just a bit of top weeds.
- Costs need to be met by all local authorities and affected residents – not just the farmers who are having water dumped on their land.
- Farm land needs to be recognised as a business premise as it doesn't feel like it is at the moment.
- The Wrea Brook is in desperate need of maintenance. At present it is overflowing in several places. The water then ends up in Main Drain after flooding hundreds of acres of farmland.
- A clear span bridge is the best solution at Dock Bridge with lock gates to block the tide.
- Salty silt can help some crops grow better if thinly spread. The EA should investigate what else it can do with the dredgings before going straight to disposal.
- The survey results the EA have taken have not been given to us – how can we do our own maintenance without these?
- Regular maintenance of the drains to prevent reduction in water flow.
- Prevent existing pumps from overheating (??) with an automatic cleaning system, increase the depth in the lagoon and build a bridge over the road with proper sluice gates.
- Desilt Main Drain from start to finish.
- Clean the drains and rivers out annually.

Further feedback

- Some concern about the Graving Dock culvert levels – EA should check these before carrying out any dredging to the Liggard Brook. Are the culvert levels higher on the river side?
- Penstocks – use these to flush under the road – hold water further back and pump out, then let go and flush to keep everything moving.
- Need to ensure all natural blockages in the channels are cleared.
- Please provide invert levels for the culverts at Dock Bridge and Wrea Brook.
- Would like to see the EA undertake maintenance to the Wrea Brook as this hasn't been seen in years.
- Would like to understand land/channel ownership across the catchment as well as who is responsible for doing what maintenance.
- Do new build houses when gaining planning permission have to pay a financial contribution to land drainage of the area? Its not just about storing the water on the new estate.
- The tidal flaps on the Wrea Brook are rusted open. These need to be removed/replaced.
- Maintenance is needed across the Wrea Brook.
- Moss Side drain maintenance is required.
- 50 yards inland of the penstocks at Dock Road is very important and you need to consider how to make it easier to carry out regular maintenance here.
- The Wrea Brook is discharging more often than not into the Main Drain – shouldn't this actually be the Ribble? Needs Maintaining urgently.
- We will be monitoring our land conditions once the work is complete.
- I'm willing to become an IDB and take control of the maintenance here - but the assets would need to be improved first.
- Its not fair to ask the farming community to contribute towards this if the assets aren't working properly.
- Residential property developments are exacerbating the situation.
- Developers should be financially responsible for ensuring water from their developments is dealt with – this should be a condition of planning.
- All problems result from the lack of basic dyke maintenance – i.e. annual desilting.
- Excellent idea to hold open meetings.
- Would like to see a colour codes map showing maintenance responsibilities across all parties moving forward

Recommendations:

| No | Recommendation | Timescale |
|----|--|---------------------|
| 1 | EA need to produce a map and supporting materials about maintenance to the Liggard Brook, Main Drain and Wrea Brook. To include maps of who is responsible for which assets. To include the process for landowners to undertake their own maintenance and clear lines of communications. | ASAP |
| 2 | EA to produce and provide results from their channel surveys to landowners so they can take their own action if required. | ASAP |
| 3 | EA should investigate the need for maintenance on the Wrea Brook – undertake should funding be available. | This financial year |
| 4 | EA to pass feedback on to the Fylde Borough Council and Lancashire County Council as both have a role in land drainage as well as should take note on development | Ongoing |

| | | |
|----|--|--|
| | feedbacks. | |
| 5 | EA to investigate what river dredging is required on the Main Drain and Wrea Brook – both of which are currently outside the scheme funding scope. | To complete when contractor is appointed |
| 6 | EA to tender and appoint a contractor to undertake works – contractor will propose options for silt removal | Late summer 2016 |
| 7 | EA to outline the legislation it works to and where its responsibilities lay – such as not being able to provide a land drainage function. | ASAP |
| 8 | EA to survey Graving Dock culvert levels | Autumn 2016 – contractor to review |
| 9 | EA to continue to attend the East Lytham Working Group Meetings – this is proposed for next summer when a contractor has been appointed. | Late summer 2016 |
| 10 | EA to hold further community and business wide sessions to ensure everyone has an opportunity to feedback and comments on work. | Autumn 2016 |
| 11 | EA project team to work with EA IDB expert and NFU to continue to look at options for the creation of an IDB in the area. | Ongoing |

LYTHAM FREQUENT MAINTENANCE CHANNEL PROGRAM 2016 / 2017

(C) = In chanel maintenance

TC = Top cut (mow access areas / strips)
FM = Flail Mow (channel sides)
WC = Weed Control (remove bedweed)
DS = De-Silt
HM = Hand Maintenance
DC = Debris / Blockage Clearance
BT = Bush & Tree Clearance
WS = Weed spraying

| MAINTENANCE OPTIONS | | | | | | | | | | | | BT = Bush & Tree Clearance WS = Weed spraying | | | | | | | | | | | |
|---------------------|-------------|--------------------------|------------|------------------------|-----------------------|----------------------|----------------------|---|---|----------------------|----------|--|-----|------|-----------------|-----------------|-----------------|---------|----------|----------|-----------------|----------|-------|
| | | | | | Baseline maintenance | Baseline maintenance | Baseline maintenance | Baseline maintenance | Baseline maintenance | Baseline maintenance | | | | | | | | | | | | | |
| SYSTEM NAME | SYSTEM CODE | WATERCOURSE NAME | Asset Type | Mainatained Length (m) | Grass Control | Weed Control | Dredging | Maintenance Check / Debris & Blockage removal | Maintenance Check / Bush & Tree clearance | Spraying | RANKING | April | May | June | July | August | September | October | November | December | January | February | March |
| Lytham System | FR/09/S027 | BAMBERS LANE WATERCOURSE | Channel | 1358.44 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | (C) FM, WC & HM | | | | | | | | |
| Lytham System | FR/09/S027 | BRANCH DRAIN | Channel | 3248.03 | M2/M4 - Grass Control | W1 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |
| Lytham System | FR/09/S027 | BIRKS WATERCOURSE | Channel | 1013.91 | M4- Grass Control | W2 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |
| Lytham System | FR/09/S027 | JAMES LANE WATERCOURSE | Channel | 452.06 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | (C) FM, WC & HM | | | | | | | | |
| Lytham System | FR/09/S027 | KITTY LANE WATERCOURSE | Channel | 1286.91 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | (C) HM | | | | | | | | |
| Lytham System | FR/09/S027 | LIGGARD BROOK | Channel | 3682.46 | M4- Grass Control | W2 - Weed Control | | | | | Priority | | | | (C) FM, WC & HM | | | | | | | | |
| Lytham System | FR/09/S027 | MAIN DRAIN | Channel | 420.35 | | | | | | | Priority | | | | | | | | | | | | |
| Lytham System | FR/09/S027 | MAIN DRAIN | Channel | 5026.02 | M4- Grass Control | W2 - Weed Control | | | | | Priority | | | | | (C) FM, WC & HM | | | | | (C) FM, WC & HM | | |
| Lytham System | FR/09/S027 | MAIN DRAIN | Channel | 1448.45 | M4- Grass Control | W2 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |
| Lytham System | FR/09/S027 | MARTON MOSS | Channel | 512.87 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | (C) FM, WC & HM | | | | | | | | |
| Lytham System | FR/09/S027 | MOSS SLUICE | Channel | 3413.95 | M4- Grass Control | W2 - Weed Control | | | | | Priority | | | | (C) TC, FM & WC | | | | | | | | |
| Lytham System | FR/09/S027 | MYTHOP MAIN DRAIN | Channel | 1310.33 | | W3 - Weed Control | | | | | Priority | | | | | | | | | (C)WH | | | |
| Lytham System | FR/09/S027 | PEGS LANE WATERCOURSE | Channel | 496.10 | M4- Grass Control | W2 - Weed Control | | | | | Priority | | | | | (C) FM, WC & HM | | | | | | | |
| Lytham System | FR/09/S027 | POOL STREAM | Channel | 951.72 | | | | Channel walkthrough (channel maintenance check) | | | Priority | | | | | | | | | | | (C) DC | |
| Lytham System | FR/09/S027 | WILDING LANE | Channel | 686.37 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |

| SYSTEM NAME | SYSTEM CODE | WATERCOURSE NAME | Asset Type | Mainatained Length (m) | Grass Control | Weed Control | Dredging | Maintenance Check / Debris & Blockage removal | Maintenance Check / Bush & Tree clearance | Spraying | RANKING | April | May | June | July | August | September | October | November | December | January | February | March |
|---------------|-------------|------------------|------------|------------------------|-------------------|-------------------|----------|---|---|----------|----------|-------|-----|------|------|--------|-----------------|---------|----------|----------|---------|----------|-------|
| Lytham System | FR/09/S027 | WREA BROOK | Channel | 1403.28 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |
| Lytham System | FR/09/S027 | WREA BROOK | Channel | 3219.40 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |
| Lytham System | FR/09/S027 | WREA BROOK | Channel | 1857.70 | M4- Grass Control | W1 - Weed Control | | | | | Priority | | | | | | (C) FM, WC & HM | | | | | | |

LYTHAM FREQUENT MAINTENANCE RAISED DEFENCE PROGRAM 2016 / 2017

MAINTENANCE OPTIONS

(D) = Raised defence maintenance

SC = Safety Cut (crest & berm if required)
FM = Full Mow (entire embankment & berm if required)
HM = Hand Maintenance
VC = Vermin Control
WR = Wrack Removal
BT - Bush & Tree Clearance

| SYSTEM NAME | SYSTEM CODE | Sub Reach Code / SITE PACK CODING | AIMS ID | WATERCOURS E NAME | Asset Type | Asset Length | Grass control | Grass control | Embankment maintenance check / Vermin control | Embankment maintenance check / Bush & Tree Clearance | Embankment maintenance check / Wrack removal | Overall priority | April | May | June | July | August | September | October | November | December | January | February | March |
|---------------|-------------|-----------------------------------|---------|-------------------|------------|--------------|---|--|---|--|--|------------------|---------------|-----|------|----------|----------|-----------|----------|----------|----------|---------|----------|-------|
| Lytham System | FR/09/S027 | S-90075 | 69405 | COASTAL DEFENCE | embankment | 197.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | S-90075 | 69721 | COASTAL DEFENCE | embankment | 494.3 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | S-90075 | 69439 | COASTAL DEFENCE | embankment | 464 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | S-90075 | 69440 | COASTAL DEFENCE | embankment | 623.4 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | S-90075 | 140914 | COASTAL DEFENCE | embankment | 374.5 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | S-90075 | 140915 | COASTAL DEFENCE | embankment | 107.5 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | S-90081 | 145602 | COASTAL DEFENCE | embankment | 89.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG11 | 141823 | LIGGARD BROOK | embankment | 178.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG11 | 141824 | LIGGARD BROOK | embankment | 83.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG11 | 166967 | LIGGARD BROOK | embankment | 344.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG11 | 140227 | LIGGARD BROOK | embankment | 109.8 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG11 | 140228 | LIGGARD BROOK | wall | 106.5 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG11 | 165606 | LIGGARD BROOK | embankment | 99.7 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | Wrack Clearance (embankment maintenance check) | Priority | (D) - WR & SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-LIGG21 | 92337 | LIGGARD BROOK | embankment | 143.6 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-MADR21 | 66599 | MAIN DRAIN | embankment | 304.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-MADR21 | 92105 | MAIN DRAIN | embankment | 481.7 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-MADR21 | 45573 | MAIN DRAIN | embankment | 114.7 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|------------|----------|--------|-----------------------|------------|-------|---|--|----------------|--|--|----------|----------|--|--|----------|----------|--|----------|----------|--|--|----------|--|
| Lytham System | FR/09/S027 | A-MADR21 | 66591 | MAIN DRAIN | embankment | 602.3 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-MADR21 | 67023 | MAIN DRAIN | embankment | 335.2 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09S027 | A-PELA11 | 68662 | PEGS LANE WATERCOURSE | embankment | 475.4 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA11 | 118814 | WREA BROOK | embankment | 180.1 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA11 | 118813 | WREA BROOK | embankment | 118.9 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA11 | 118815 | WREA BROOK | wall | 86.3 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 110526 | WREA BROOK | embankment | 173.3 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 110553 | WREA BROOK | embankment | 154.1 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 79804 | WREA BROOK | embankment | 194.2 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 67091 | WREA BROOK | embankment | 400.8 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 67131 | WREA BROOK | embankment | 54.2 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 64680 | WREA BROOK | embankment | 150.6 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 64235 | WREA BROOK | embankment | 158.5 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |
| Lytham System | FR/09/S027 | A-WREA21 | 66249 | WREA BROOK | embankment | 157.8 | ME - grass control (Safety Cut - embankment crest & berm were required) | ME3 - grass control (Mow entire embankment & berm if required) | Vermin Control | | | Priority | (D) - SC | | | (D) - FM | (D) - VC | | (D) - FM | (D) - VC | | | (D) - VC | |

LYTHAM OPERATIONAL INSPECTION DEBRIS SCREENS, TIDE DUTY & PUMPING STATION PROGRAM 2016 / 2017

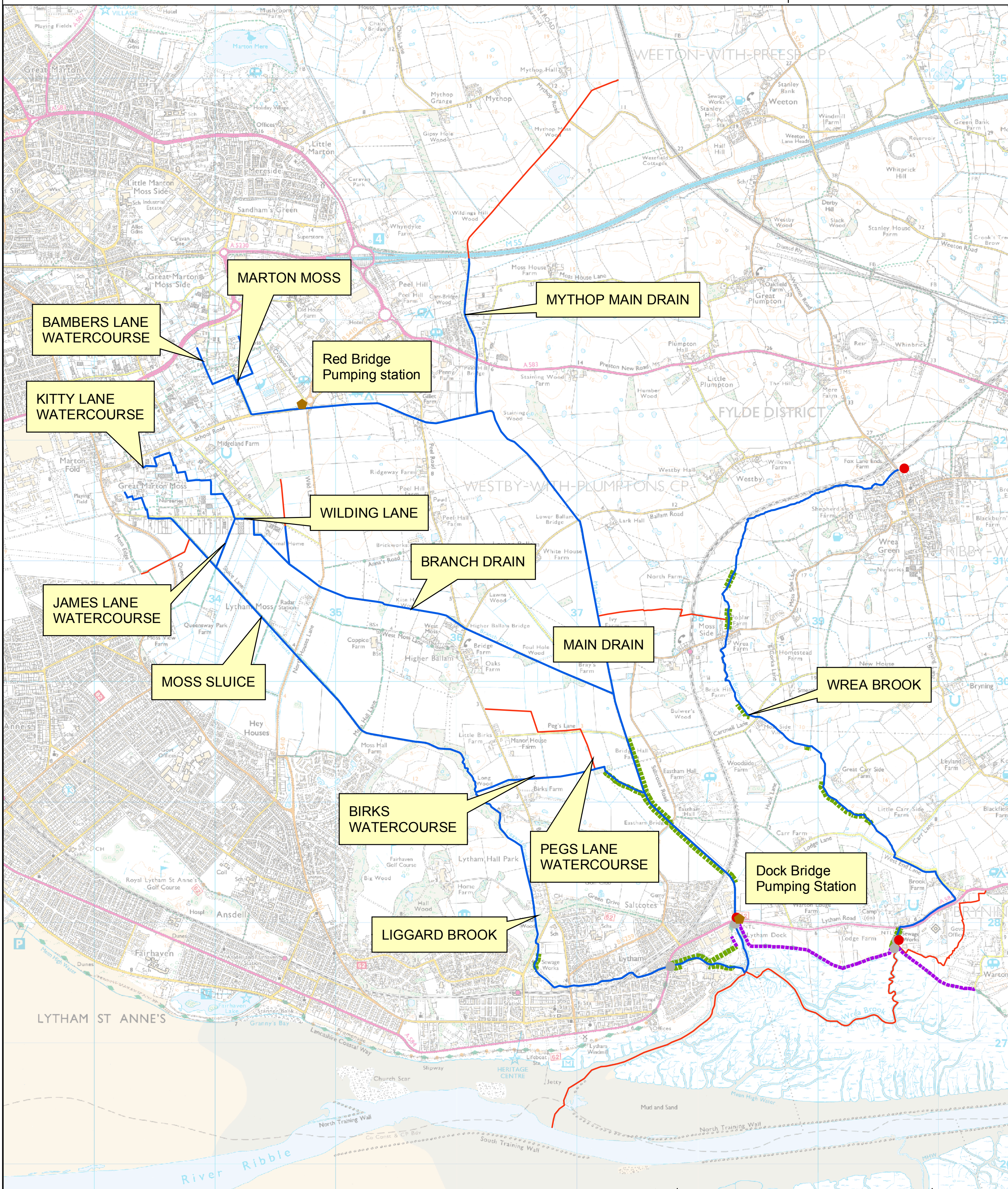
(S) = Screen inspection / maintenance / repair
(P) = Pumping station Inspections
(F) = Tide Duty
C - Check and clear screen of weed and debris
M = Mow site for access
R = Repair damage for operational use and PSRA
I = Inspect pumping station

| SYSTEM NUMBER | SYSTEM NAME | AIMS ID | ASSET NAME | GRID RUN NAME | WATERCOURSE NAME | SITE LOCATION | NGR | ASSET SUB TYPE | MAINTENANCE DESCRIPTION | MAINTENANCE OPTIONS 1 | MAINTENANCE OPTIONS 2 | MAINTENANCE OPTIONS 3 | Overall priority | Frequency per year | April | May | June | July | August | September | October | November | December | January | February | March | |
|---|---------------|---------|------------------|------------------------------|--------------------------|---------------------|---|----------------|--|--|-----------------------|-----------------------|--------------------|--------------------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|---------|----------|--------|-------|
| Debris Screens - Programmed fortnightly inspections April to September inclusive, then programmed weekly inspections October to March inclusive - additional inspections are carried out during periods of rainfall for incident response | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FR/09/S027 | Lytham System | 301844 | Dock Bridge Grid | Freckleton to Red Bridge | Main Drain | Dock Bridge, Lytham | SD3832928041 | screen | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (S)CR | (S)CR | (S)C | (S)CM | (S)C | (S)C | (S)CM | (S)C | (S)C | (S)CR | (S)CMR | (S)CR | |
| FR/09/S027 | Lytham System | | 319399 | Lamaleach Big Grid | Freckleton to Red Bridge | Pool Stream | Warton Aerodrome (Poolstream - Caravan Park Private Screen) | SD4234228247 | screen | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (S)CR | (S)CR | (S)C | (S)CM | (S)C | (S)C | (S)CM | (S)C | (S)C | (S)CR | (S)CMR | (S)CR |
| FR/09/S027 | Lytham System | | 320756 | Lamaleach Runway Grid | Freckleton to Red Bridge | Pool Stream | Aerodrome culvert inlet (Poolstream - Runway Screen) | SD4234228248 | screen | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (S)CR | (S)CR | (S)C | (S)CM | (S)C | (S)C | (S)CM | (S)C | (S)C | (S)CR | (S)CMR | (S)CR |
| FR/09/S027 | Lytham System | | 320615 | Boardmans Track Grid, Warton | Freckleton to Red Bridge | Warton Brook | Bryning with Warton (Warton Brook - Mr Boardmans Screen) | SD3967327854 | screen | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (S)CR | (S)CR | (S)C | (S)CM | (S)C | (S)C | (S)CM | (S)C | (S)C | (S)CR | (S)CMR | (S)CR |
| FR/09/S027 | Lytham System | | 317804 | Wrea Brook Grid | Freckleton to Red Bridge | WREA BROOK | Wrea Brook, upstream of Station Road, Wrea Green (Wrea Brook - Station Road Screen) | SD3971731766 | screen | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (S)CR | (S)CR | (S)C | (S)CM | (S)C | (S)C | (S)CM | (S)C | (S)C | (S)CR | (S)CMR | (S)CR |

| SYSTEM NUMBER | SYSTEM NAME | AIMS ID | ASSET NAME | GRID RUN NAME | WATERCOURSE NAME | SITE LOCATION | NGR | ASSET SUB TYPE | MAINTENANCE DESCRIPTION | MAINTENANCE OPTIONS 1 | MAINTENANCE OPTIONS 2 | MAINTENANCE OPTIONS 3 | Overall priority | Frequency per year | April | May | June | July | August | September | October | November | December | January | February | March | |
|--|---------------|---------|---|--|--------------------------|----------------------------|----------------------------|-----------------|--|--|-----------------------|-----------------------|--------------------|--------------------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|---------|----------|--------|-------|
| Pumping Stations - Programmed weekly inspections, except for Crossens Main Station which is checked twice a week - additional inspections are carried out during periods of rainfall for incident response | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FR/09/S027 | Lytham System | 302593 | Red Bridge Pumping station Debris Screen (secondary screen) | Freckleton to Red Bridge | Bambers Lane Watercourse | Red Bridge Pumping Station | SD3472132301 | pumping station | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (P)IR | (P)IR | (P)I | (P)IM | (P)I | (P)I | (P)IM | (P)I | (P)I | (P)IR | (P)IMR | (P)IR | |
| FR/09/S027 | Lytham System | | 292146 | Red Bridge Pumping station Debris Screen | Freckleton to Red Bridge | Bambers Lane Watercourse | Red Bridge Pumping Station | SD3470832291 | pumping station | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (P)IR | (P)IR | (P)I | (P)IM | (P)I | (P)I | (P)IM | (P)I | (P)I | (P)IR | (P)IMR | (P)IR |
| FR/09/S027 | Lytham System | | 301844 | Dock Bridge Grid | Freckleton to Red Bridge | Main Drain | Dock Bridge, Lytham | SD3832928041 | pumping station | Clear Debris Screen, Mow Site & Maintain Structure | Clear Screen | Mow Grass | Maintain Structure | Priority A | 36 | (P)IR | (P)IR | (P)I | (P)IM | (P)I | (P)I | (P)IM | (P)I | (P)I | (P)IR | (P)IMR | (P)IR |

| SYSTEM NUMBER | SYSTEM NAME | AIMS ID | ASSET NAME | WATERCOURSE NAME | SITE LOCATION | NGR | ASSET SUB TYPE | MAINTENANCE DESCRIPTION | | | | Overall priority | Frequency per year | April | May | June | July | August | September | October | November | December | January | February | March |
|---|---------------|---------|-----------------------|----------------------|---------------|--------------|----------------|--|--|--|--|------------------|--------------------|--|--|------|------|--------|-----------|---------|----------|----------|---------|----------|-------|
| Tide Doors - Programmed inspection and blockage on every daytime tide above 9.8meters on the Liverpool tide table - additional inspections are carried out when a lower tide than 9.8meters is increased due to surge (low pressure and high winds) | | | | | | | | | | | | | | | | | | | | | | | | | |
| FR/09/S027 | Lytham System | 267776 | Liggard Brook Outfall | LIGGARD BROOK | | SD3778027630 | outfall | Prior to high tide, ensure water tight seal of doors/flaps, remove any debris preventing seal. | | | | Priority A | | Wednesday 6th April to Monday 11th April inclusive | | | | | | | | | | | |
| FR/09/S027 | Lytham System | | 305987 | Main Drain Outfall | MAIN DRAIN | | SD3832027980 | outfall | Prior to high tide, ensure water tight seal of doors/flaps, remove any debris preventing seal. | | | | Priority A | | Wednesday 6th April to Monday 11th April inclusive | | | | | | | | | | |
| FR/09/S027 | Lytham System | | 222272 | Wrea Brook Outfall | WREA BROOK | | SD3964027790 | outfall | Prior to high tide, ensure water tight seal of doors/flaps, remove any debris preventing seal. | | | | Priority A | | Wednesday 6th April to Monday 11th April inclusive | | | | | | | | | | |
| FR/09/S027 | Lytham System | | 318462 | Warton Brook Outfall | WARTON BROOK | | SD3965027850 | outfall | Prior to high tide, ensure water tight seal of doors/flaps, remove any debris preventing seal. | | | | Priority A | | Wednesday 6th April to Monday 11th April inclusive | | | | | | | | | | |

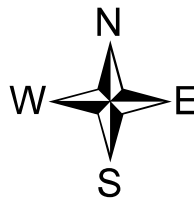
LYTHAM FREQUENT MAINTENANCE MAP 2016/2017



Legend

-  Priority Pumping Station
-  Priority Debris Screen
-  Priority Tidal Outfall
-  Priority Channel
-  Priority Coastal Embankment
-  Priority Fluvial Embankment
-  Low Priority Channel

0 0.4 0.8 1.2 1.6
Kilometers



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INFORMATION ITEM



| REPORT OF | MEETING | DATE | ITEM NO |
|-----------------------|---|------------------|---------|
| RESOURCES DIRECTORATE | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 6 SEPTEMBER 2016 | |
| OUTSIDE BODIES | | | |

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 11 April 2016, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates.

Included as an appendix to this report are: returned completed reporting forms and a list of outstanding reports/ details of those bodies which have not met.

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

LINK TO INFORMATION

[Outside Bodies Reports and Summary](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is provided to maintain an understanding of the work of the outside bodies, and remain abreast of any issues that may have an impact on the residents of the borough or the council.

FURTHER INFORMATION

Contact Tracy Morrison, tel: 658521

Details

| | |
|--|--|
| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Gail Goodman - Elected Rep. |
| Email | cllr.ggoodman@fylde.gov.uk |
| Period this report covers (date): | June to August 2016 |
| Name of Outside Body: | Fylde, Lancaster & Wyre Children's Partnership Brd |
| How often does the organisation meet? And how often have you attended? | Quarterly. Once- on 15 June 2016 (only meeting to date) |
| Key issues arising for Fylde Borough Council | <ul style="list-style-type: none"> -Young Addaction Presentation by Simon Rothwell with update on new service model commissioned for 7 years across Lancashire. Serves 11 to 25 year olds with family focus involving a multi agency approach with community engagement. -Safeguarding - update from DS James Edmonds. Further funding is secured for North Lancs, with long term funding currently being secured for Fylde and Wyre. -LSCB Update from Laura Nuttall re continuum of need launched on 11/12/13 July 2016. -Serious Case Reviews - usually 3 per year for locality with 8 ongoing - common themes are neglect and parenting. Annual report to go before Cabinet on 8 July 2016. -Action Plan - Draft - 2016-17 circulated for comments (see below for extra info). -Wellbeing, Prevention and Early Help update from Fred Attwater on current staff and property consultation which closes on 14.8.16. Reorganisation will take place in Feb/Mar 2017. -NEET - 3 month average figure sent to Dept of Ed -Increase in 5 - 13 years old work and likely to be a shortfall in provision. -Update on Phase 2 Troubled Families Programme. -Supporting People financing consultation update given by Mark Broadhurst with 100% cuts for adults and higher for children - a task and finish group proposed. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | Holly Whittaker and Kathy Winstanley |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | <p>Following on from the Draft Action Plan and information on Holiday Clubs, Cllr. Goodman mentioned the initiative set up by Derbyshire County Council to combat 'Holiday Hunger', where those children on FSM's are denied a lunch time meal during the long summer break.</p> <p>It was decided to take this further at Fylde, and the above officers will arrange a further meeting in the Town Hall to further discuss the issue.</p> |

Details

| | |
|--|--|
| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Gail Goodman - Elected Rep. |
| Email | cllr.ggoodman@fylde.gov.uk |
| Period this report covers (date): | One meeting 25 July 2016 |
| Name of Outside Body: | Fylde, Lancs & Wyre Children's Partnership Board |
| How often does the organisation meet? And how often have you attended? | This is an extra meeting held by Fylde officers, Kathy Winstanley, Holly Whittaker, and Cllr Goodman, Cllr Nulty (Trustee of Fylde Food Bank) and Ian Brookes, (Sports Office)r, to continue the discussion upon 'Holiday Hunger' at the last Full Board Meeting on 15 June 2016 |
| Key issues arising for Fylde Borough Council | <ul style="list-style-type: none"> -General discussion on schools which open for Holiday clubs and those outside bodies affiliated with organising sports sessions and activities. -A list of FSM figures across the Fylde Schools was submitted to demonstrate the highest need. -Importance of determining those in real need, and requires excellent communication with schools. -Cllr Nulty gave information on Foodbank and how help could be given from this source. -Fairshare East Midlands distribute food free of charge in Derbyshire to approved venues. -Consideration given to holiday activity clubs and involvement of YMCA , possibly other bodies, and accurate marketing and advertising. -Safeguarding issues -Looking at good practice from Derbyshire and how the model works in Blackpool, also. -Derbyshire have shared the guide for perusal on 'the co-ordination and delivery of school holiday provision for vulnerable children and young people'. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | as mentioned above |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | Further meetings planned as more information is gained, with intention of starting 'small' and building on questions of funding and finance. |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Gail Goodman - Elected Rep. |
| Email | cllr.ggoodman@fylde.gov.uk |
| Period this report covers (date): | Quarter - May to August 2016 |
| Name of Outside Body: | CVS |
| How often does the organisation meet? And how often have you attended? | Usually quarterly. However, some concerns have resulted in 3 meetings being called in one month - 1. 16 June 2016 Finance 2. 22 June 2016 Full Board Meeting (Extraordinary meeting) 3. 20 July 2016 Full Board Meeting |
| Key issues arising for Fylde Borough Council | Much of the following is confidential and names of staff have been omitted. 1. -Finances for 16/17 are difficult with no guaranteed funding or slippage. -May be redundancies after a consultation period. -Any further roles will be offered on reduced hours and salaries. -An attempt to continue as an Organisation as a smaller concern. 2. Updated version of finances with further confidential minutes regarding staffing, salaries and the possible future of CVS. -Blackpool Council are to be advised.. 3. - Quarterly reports/finances/redundancy consultation/forward planning/policies and procedures in place. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | Confidentiality-during consultation |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | Final minutes, in full, awaited for 20 July 2016. A very difficult situation at present, with the consultation underway re possible redundancies. |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Delma Collins-Observer |
| Email | delmacollins@hotmail.co.uk |
| Period this report covers (date): | 28/7/2016 |
| Name of Outside Body: | Fylde & Wyre Health and Wellbeing Partnership |
| How often does the organisation meet? And how often have you attended? | Every 2 mionths I have attended all |
| Key issues arising for Fylde Borough Council | Decisions will be made for the benefit of the population Collaboration with communities/organisations/sectors to ensure prevention programme spans/public/private and vcfs sectors.Funding has been given to the Healthy New Town project more to be disgusted of new practices to link with existing practices |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | none |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/repr esentatives on this body? | Yes |
| Any further comments? | No further comment |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Ben Aitken |
| Email | |
| Period this report covers (date): | June /July |
| Name of Outside Body: | Fylde Peninsular Water Management |
| How often does the organisation meet? And how often have you attended? | Every two months |
| Key issues arising for Fylde Borough Council | Water quality/bathing waters, beaches, improvements to coastal defences. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Vivienne M Willder---- Board Member |
| Email | cllr.vwillder@fylde.gov.uk |
| Period this report covers (date): | June 2016 only |
| Name of Outside Body: | Lancashire Health and Wellbeing Board |
| How often does the organisation meet? And how often have you attended? | I've only been to one as I came onto this half way through the year. Another Board will be in September which I will be able to report to my colleagues more fully. And 4 times a year unless urgent business needs a full Board |
| Key issues arising for Fylde Borough Council | On the minus side --Supported Living grant very much reduced for many residents in Independent Living (sheltered housing). On the plus side-- grant monies for more Occupational Therapists (OT) to access residents that need Disability Aids ie---walk in showers--ramps--stair lifts through FBC AND "our "partners. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | Full Council--and E/H/H Committee Officers |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | There is a FYLDE AND WYRE HEALTH AND WELLBEING BOARD that I think could be amalgamated. As the LANCASHIRE BOARD is really having input from the rest of Lancashire so therefore Fylde etc is never really discussed. As we have a representative on this local Board --need to join together? |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Roger Lloydobserver |
| Email | Cllr.rlloyd@fylde.gov.uk |
| Period this report covers (date): | 28.04.16 |
| Name of Outside Body: | Springfield site stakeholder group |
| How often does the organisation meet? And how often have you attended? | Meets every 6 months I have attended all the meetings |
| Key issues arising for Fylde Borough Council | <p>The meeting was characterised by two presentations</p> <p>1..AP 1000 is a new breed of pressurised water reactors designed and sold by Westinghouse electric. The first one is being built in China and should be operational in a couple of years</p> <p>2..there was a presentation of Westinghouses proposed new generation of small modular reactors...This is still at the development stage and would hopefully put the uk at the forefront of nuclear development again . Approximately 400 would be planned for the uk meeting some 10 % of the country's energy supply. Westinghouse are looking for development funding from the government</p> <p>Most of the other issues raised at the meeting were concerned with safety,and coordinated responses from on and off the springfields site..in a major incident up to 30 agencies could be involved</p> |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Roger Lloyd |
| Email | Cllr.rlloyd@fylde.gov.uk |
| Period this report covers (date): | April/May 2016 |
| Name of Outside Body: | Tasking&Co-ordinating meeting |
| How often does the organisation meet? And how often have you attended? | Once a month,I have missed one |
| Key issues arising for Fylde Borough Council | <p>Good news to start with...The Fylde is the second safest place for all crime in the county.</p> <p>Crime on the whole has remained low,however there has been a spike in the figures attributed to burglaries and theft.The police do have suspects for these crimes in Kirkham,Warton,Freckleton,and Lytham St Annes.</p> <p>Slightly worrying is the increase in substance abuse such as smoking,cannabis and alcohol in the young,and in particular "spice" a legal high cannabis substitute .</p> <p>There will be later this year information supplied to officers and councillors on crime and terrorism prevention.</p> <p>A government computer programme designed to integrate police force responses,so they are all singing from the same hymn sheet has had to be delayed because of technical problems..</p> <p>There were 52 incidents of Fly tipping over this period..</p> <p>The Inspector Susan Horn also indicated how useful social media was in solving a number of crimes.</p> |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | The police cannot act on social media evidence alone they need individuals to report suspected activity to the police. |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Roger Lloyd |
| Email | Cllr.rlloyd@fylde.gov.uk |
| Period this report covers (date): | May/ june |
| Name of Outside Body: | Tasking& Co-ordinating meeting |
| How often does the organisation meet? And how often have you attended? | Once a month Been to them all except 1 |
| Key issues arising for Fylde Borough Council | Crime still remains low although house thefts have been on the increase probably because of the warm weather ...open doors and windows.... Fly tipping has been on the increase,however the police have matters in hand The police presence for Lytham Club day will be minimal because of the cut backs.. The use of Lytham Hall was applauded for festivities on Club Day as I do myself...The Venue has brought family fun back to the town |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Roger LloydObserver |
| Email | Cllr.rlloyd@fylde.gov.uk |
| Period this report covers (date): | July and August 2016 |
| Name of Outside Body: | Tasking &Co-Ordinating |
| How often does the organisation meet? And how often have you attended? | Usually once a month July meeting was cancelled.... |
| Key issues arising for Fylde Borough Council | <p>Brian Ward from FBC announced the FBC sponsored "Lock it or Lose it" campaign soon to be distributed to all households in FBC.</p> <p>Residents of Staining have been approached to help with traffic calming measures</p> <p>Fylde FC first game attracted some 2000 fans, there were some parking issues outside the ground...</p> <p>The empty Fairways building off Healey road has been repeatedly vandalised ...there may well be issues of "making the building safe " for Fylde Borough Council</p> <p>Body cams are nearly ready to be used in the Fylde by police officers.</p> <p>If you are aware of domestic abuse there is a "national Domestic Abuse Help Line" which can be accessed on FBC website.</p> <p>The pilot scheme that sees the police and the social services attending potential crime scenes together is proving successful in cutting crime rates.</p> <p>The Gypsies "Riding Out" day went without any real problems...</p> <p>On the whole crime still remains low in FBC,despite the fact that the police are struggling with lack of funds and numbers.</p> <p>Sleep soundly tonight folks...</p> |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Councillor Angela Jacques - Trustee |
| Email | cllr.ajacques@fylde.gov.uk |
| Period this report covers (date): | February 9 th to August 18 th |
| Name of Outside Body: | Ormerod Trust |
| How often does the organisation meet? And how often have you attended? | Usually every 2 months however there have been 2 addition meetings in order to select a new CEO. Meetings were held in April, May and July. |
| Key issues arising for Fylde Borough Council | No issues that concern Fylde Borough Council. The main issues relate to funding and Lancashire County Council. Some service users are housed in housing serviced by Progress Housing but no problems at the time of reporting. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Ben Aitken |
| Email | |
| Period this report covers (date): | April-June |
| Name of Outside Body: | PCC panel |
| How often does the organisation meet? And how often have you attended? | Every two months Regular attender |
| Key issues arising for Fylde Borough Council | AGM election of Officers. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | Concerned about the Neighbourhood Policing. Fylde is now a Low Priority area. Regular policing is between 7 a.m- 10a.m. Outside of this period service is from Preston and Blackpool. Police Officers will only patrol in vehicles. |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | E A Oades, Panel Member |
| Email | |
| Period this report covers (date): | May 2015 - May 2016 |
| Name of Outside Body: | Police & Crime Panel |
| How often does the organisation meet? And how often have you attended? | Quarterly, Twice |
| Key issues arising for Fylde Borough Council | <p>1) Rural crime initiatives ongoing with farming communities.</p> <p>2) Neighbourhood Watch schemes, work being carried out to improve schemes.</p> <p>3) Works undertaken with domestic abuse could be at risk due to cuts.</p> <p>4) Police complaints process has recently been scrutinised in the context of commissioner holding chief constable to account re: services to the public.</p> <p>5) Work is being carried out to deliver savings, efficiencies & better working practices re: Future delivery of service.</p> <p>6) 60 new recruit police officers 6.6.16. 25 police officer transferees started on 23.5.16 and a further 60 will be appointed in October & 40 in January. 59 appointments have been made to fill PCSO vacancies 27.6.16.</p> <p>7) There has been an intake of 70 special constables & it is hoped to recruit up to 650 by January.</p> <p>8) Kirkham police station will receive 8 body worn videos during the summer.</p> <p>9) There are 355 volunteer police cadets across Lancashire.</p> <p>10) There are in future to be 4 work streams (a) one team (Local policing) (b) serious & complex crime (c) support services (d) resourcing.</p> <p>One team is looking at response & some neighbourhood team are working closer & sharing workloads to deal with changing demands.</p> <p>The vehicle fleet is being re-aligned to help with response & also increase visibility on the streets & also working with partners such as health, fire service & charities.</p> |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | n/a |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | |
| Any further comments? | As a means of information gathering then Yes worthwhile attending but believe that the body does not have a meaningful role. |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Cllr Vivienne M Willder NED |
| Email | cllr.vwillder@fylde.gov.uk |
| Period this report covers (date): | March 2016 to August 2016 |
| Name of Outside Body: | Progress Housing |
| How often does the organisation meet? And how often have you attended? | 4 times a year plus "away" days re different strategic-risk assessments for the GROUP. ALL except there will be one this September 2016 --but I will leave the Board after doing my 3 years x 3=9 years. |
| Key issues arising for Fylde Borough Council | No input to FBC as Progress do not want any representation from the 2 Local Council's---FYLDE BOROUGH AND SOUTH RIBBLE |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | FULL COUNCIL |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | No |
| Any further comments? | Housing is one of the E/H/H Committee streams. As such I attend the Registered Providers meetings who FBC now have 5 Registered Providers to consult--not just PROGRESS. This partnership works equally as well for allocation of Affordable Housing in all the various factions---shared ownership and Affordable rent (private and Social). |

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| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | Ben Aitken |
| Email | |
| Period this report covers (date): | May-June |
| Name of Outside Body: | Registered Social Landlords (R.P) |
| How often does the organisation meet? And how often have you attended? | Every two months Always attend |
| Key issues arising for Fylde Borough Council | We have increased the number of R.P.'s from 3 to 6. Due to capacity issues. At present the three new members are not part of the Choice Based Letting scheme. We will endeavour to remedy. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | Chair DM |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | |

Outside Bodies Returned Forms – SEPT 2016

| Outside Body | Councillor | Info First Requested | First Reminder | Second Reminder | Date Returned | Notes |
|--|----------------|----------------------|----------------|-----------------|------------------------------|---|
| Environment, Health & Housing, 06/09/16 meeting. Closing Date for reports Tuesday 23 August | | | | | | |
| Children's Partnership Board (formally the Children's Trust) | Gail Goodman | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 12/08/16 | Received |
| Council for Voluntary Services, BWF | Gail Goodman | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 12/08/16 | Received |
| East Lytham Working Group | Roger Lloyd | 13/4/16 by email | 4 July 2016 | | 4/07/16 | Nil report - O/B has not met |
| Face to Face | Viv Willder | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 9/08/16 | Nil report - O/B has not met |
| Fylde & Wyre Health & Wellbeing Partnership | Delma Collins | 13/4/16 by email | 4 July 2016 | | 29/07/16 | Received |
| Citizens Advice Fylde | Louis Rigby | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | | |
| Citizens Advice Fylde | Richard Taylor | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | | |
| Citizens Advice Fylde | Linda Nulty | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | | |
| Fylde Coast LGBT Strategic Partnership | Shirley Green | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | | |
| Fylde Coast Women's Aid | Viv Willder | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 9/08/16 | Nil report - O/B has not met |
| Fylde Peninsular Water Management Group | Ben Aitken | 13/4/16 by email | 4 July 2016 | | 22/07/16 | Received |
| Lancashire Health & Wellbeing Board | Viv Willder | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 23/08/16 | Received |
| LCC Health & Scrutiny Committee | Shirley Green | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | | |
| Local Liaison Committee Springfield Works | Roger Lloyd | 13/4/16 by email | | | 28/04/16 | Received |
| Local Liaison Committee Springfield Works | Ben Aitken | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 24/08/16 | Nil report – not met since been appointed |
| MATAC | Roger Lloyd | 13/4/16 by email | | | 18/5 & 16/6/16 & 25/08/16 | Received |
| Ormerod Trust | Angela Jacques | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 18/08/16 | Received |
| Police Crime Commissioners Forum | Ben Aitken | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 10/08/16 | Nil return |
| Police and Crime Commissioners Panel | Ben Aitken | 13/4/16 by email | 4 July 2016 | | 13/07/16 | Received |
| Police and Crime Commissioners Panel | Liz Oades | 13/4/16 by email | 4 July 2016 | | 26/07/16 | Received |
| Progress Housing (until September 2016) | Viv Willder | 13/4/16 by email | 4 July 2016 | 8 Aug 2016 | 23/08/16 | Received |
| Registered Social Landlord (RSL) Partnership | Ben Aitken | 13/4/16 by email | 4 July 2016 | | 13/07/16 | Received |