



Agenda

Council

Date:	Monday, 10 December 2018 at 7:00 pm
Venue:	Town Hall, St Annes, FY8 1LW
	<p>Mayor : Councillor Peter Collins Deputy Mayor : Councillor Jan Barker</p> <p>Leader : Councillor Sue Fazackerley MBE Deputy Leader : Councillor Karen Buckley</p> <p>Councillors Ben Aitken, Christine Akeroyd, Frank Andrews, Peter Anthony, Tim Ashton, Mark Bamforth, Keith Beckett ISO, Brenda Blackshaw, Julie Brickles, Maxine Chew, Alan Clayton, Delma Collins, Michael Cornah, Chris Dixon, David Donaldson, Trevor Fiddler, Tony Ford JP, Richard Fradley, Gail Goodman JP, Shirley Green, Peter Hardy, Neil Harvey, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, Angela Jacques, John Kirkham, Cheryl Little, Roger Lloyd, Kiran Mulholland, Edward Nash, Sally Nash, Graeme Neale, Jayne Nixon, Linda Nulty, Liz Oades, Sandra Pitman, Richard Redcliffe, Louis Rigby, Vince Settle, Elaine Silverwood, John Singleton JP, Roger Small, Heather Speak, Ray Thomas, Thomas Threlfall, Viv Willder.</p>

	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 19 November 2018 as a correct record.	1
	ANNOUNCEMENTS:	
3	Mayor's Announcements	1
4	Chief Executive's Communications	1
	REPRESENTATIONS:	
5	Questions from Members of the Council	3
6	Questions from Members of the Public For procedure to ask a question at a Council meeting see Public Speaking at Council Meetings .	4

	DECISION ITEMS:	
7	Review of Polling Districts and Polling Places 2018	5 - 16
8	Members' Allowances	17 - 26
9	Committee Membership Nominations	27 - 28
10	Council Tax Reduction Scheme 2019/20	29 - 38
11	Financial Forecast Update (Including Revenue, Capital & Treasury Management) 2018/19 to 2022/23	39 - 38
12	New Homes Bonus: Provision of Grants to Town and Parish Councils 2019/20	62 - 85
13	Mid Year Prudential Indicators and Treasury Management Monitoring Report 2018/19	86 - 96
14	Constitution Amendments – Remote Access to Meetings	97 - 100
15	Outside Bodies	101 - 103

Contact: Sharon Wadsworth - Telephone: (01253) 658546 – 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>

© Fylde Borough Council copyright 2018

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context.

The material must be acknowledged as Fylde Borough Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at www.fylde.gov.uk

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.

REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	10 DECEMBER 2018	5
QUESTIONS FROM MEMBERS OF THE COUNCIL			

PUBLIC ITEM

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

SUMMARY

No questions have been received from Members of the Council before the requisite deadline, as outlined in Procedural Standing Orders for Council and Committees of Part 4 of the Council's Constitution, and before the statutory deadline for publication of the agenda.

If any questions are received before the constitutional deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 10 December 2018 and a response will be given by the Leader of the Council or any other member nominated by her.

REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	10 DECEMBER 2018	6
QUESTIONS FROM MEMBERS OF THE PUBLIC			

PUBLIC ITEM

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

SUMMARY

As outlined in Article 15 – Public Speaking at meetings of the Council and its Committees any resident of the Councils district may, subject to various provisions of the article, ask a question at an ordinary meeting of the council.

If any questions are received before the constitutional deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover. No questions have been received under these procedures to date.

Any question(s) will be heard during the Council meeting on 10 December 2018 and a response will be given by the Leader of the Council or any other member nominated by her.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	10 DECEMBER 2018	7
REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2018			

PUBLIC ITEM

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

SUMMARY

To consider the Returning Officers proposals arising from the review of polling districts and polling places within the Borough of Fylde.

RECOMMENDATIONS

1. To authorise the Returning Officer recommendations.
2. To authorise the Returning Officer to make amendments to polling places, where required, prior to the next statutory review.

SUMMARY OF PREVIOUS DECISIONS

The last full review of polling districts and polling places in the Borough was undertaken in 2013. The Returning Officer recommendations were approved.

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. Under the Representation of the People Act 1983 and section 16 of the Electoral Administration Act 2006, the Council has a duty to divide the borough into polling districts and to designate polling places for each district. It also has to keep these arrangements under review.
2. Section 17 of the Electoral Registration and Administration Act 2013 requires each local authority to carry out a review of UK Parliamentary Polling Districts and Polling Places in its area within a 16 month period commencing from 1 October 2013.

3. The Council may undertake reviews of all or some of the polling districts or polling places at any time but subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.
4. The Council has powers to change polling places and polling district boundaries but not Ward or Parish boundaries. These are defined as follows:

A **Polling District** is the geographical sub division of an electoral ward. The Council is responsible for dividing its area into polling districts for UK Parliamentary elections and for keeping polling districts under review.

When designating polling districts, the Council must:

- Seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- Seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who have disabilities.

A **polling place** is the building in which a polling station is located.

A polling station is the actual area where the process of voting takes place, and must be located in the polling place designated for the particular polling district.

5. From time to time, due to building works being carried out, or for other reasons, designated polling places become unavailable for a particular election. In these circumstances, it is recommended that the Returning Officer be authorised, following consultation with ward members and the respective Town and Parish Council, to make any changes necessary, therefore, to use alternative locations prior to the next statutory review.

IMPLICATIONS	
Finance	There are no financial implications arising from this report
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Hazel McNicoll	hazel.mcnicoll@fylde.gov.uk 01253 658516	5 November 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Review of Polling Districts and Polling Places 2018	1 November 2018	http://new.fylde.gov.uk/polling-district-review-2018/

Attached documents

Review of polling districts and polling places Returning officer report.



Review of Polling Districts and Polling Places – 2018

REVIEW OF POLLING DISTRICTS AND POLLING PLACES FOR FYLDE BOROUGH COUNCIL 2018

Background

Under the Representation of the People Act 1983 and section 16 of the Electoral Administration Act 2006, the Council has a duty to divide the borough into polling districts and to designate polling places for each district. It also has to keep these arrangements under review.

Section 17 of the Electoral Registration and Administration Act 2013 requires each local authority to carry out a review of UK Parliamentary Polling Districts and Polling Places in its area within a 16 month period commencing from 1 October 2018.

The Council may undertake reviews of all or some of the polling districts or polling places at any time but subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every **fifth** year after 1 October 2018.

The last full review in the Borough was undertaken in 2013 but the polling places have been kept under review in subsequent years.

Definition of terms

- **A Polling District** is the geographical sub division of an electoral ward. The Council is responsible for dividing its area into polling districts for UK Parliamentary elections and for keeping districts under review.
- **A Polling Place** is the building or area in which polling station(s) will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
- **A Polling Station** is the room or area within the polling place where the process of voting takes place, and must be located in the polling place designated for the particular polling district. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

The Council must:-

- seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.
- seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who have disabilities.

In drawing up proposals consideration should also be given to:-

- Ideally the polling place should be within its own polling district
- Ideally there should be 2000-2500 electors per polling district.
- Where possible 'natural' boundaries should be used
- Polling places should be 'logical'; that is, electors should not have to pass another polling place to get to their own.

Review Process

The council is required to publish notice of the holding of a review and publish details of their proposals for each polling district and polling places.

The notice has been posted on the Council's website – www.fylde.gov.uk which includes details of the current polling places, location of polling stations, street lists and polling district maps. Copies have been sent to the following for representations:

- All Fylde Borough Councillors
- Parish Clerks
- Libraries
- Mark Menzies MP
- Society for the Blind (Nvision)
- Blackpool, Fylde and Wyre Society for the Deaf
- Disability First
- Age UK

In addition, as part of the review process at the elections in May 2017 a feedback form on the suitability for each of the existing polling places was completed by Polling Station Inspectors and Presiding Officers.

Final Proposals

In preparing the review, officers have scrutinised areas and where necessary identified alternative polling district areas and polling places located within the ward.

In considering the suitability of polling places the following factors have been taken into account – the availability of suitable premises, accessibility, public safety and location in relation to the centres of population within the area.

A scheduled breakdown is attached. Officers have proposed no change to the current polling districts and little change to the current polling places. Changes since the last review in 2013, such as the removal of the “temporary polling stations” has also been detailed.

The Returning Officer will publish any representations throughout the review and proposed changes in November. Final recommendations will be submitted for adoption to the Council on 10 December 2018.

Tracy Manning
Returning Officer

A Recommended Polling District	B Recommended Polling Place as column C or within the following parish(es) (C) : combined polling place	C Proposed Polling Station	D Polling Station Electorate at September 2018	E Returning Officers Comments and Recommendations	Disabled Access	F Changes since last review in 2013
A Ansdell	Ansdell	Ansdell County Primary School, Lansdowne Road, Lytham St Annes	2085 2 stations	No change necessary. <i>It is conveniently situated within the polling district and is well known to electors.</i>	Yes	
AA Ansdell	Ansdell and Clifton (C)	Lytham Hall Park Primary School, South Park, Lytham St Annes	545	No change necessary. <i>It is situated just inside the adjoining polling district in Clifton ward and is well known to electors. It has not been possible to locate an alternative suitable building within the polling district.</i>	Yes	
B Ashton	Ashton	St Annes United Reformed Church Hall, St Georges Road, Lytham St Annes	1584	No change necessary. <i>Good parking facilities.</i>	Yes	
BA Ashton	Ashton and Central	Parish Rooms, Headroomgate Road, Lytham St Annes	1324	No change necessary. <i>It is situated just inside the adjoining polling district in Central ward and is well known to electors. Temporary ramp available for disabled access.</i>	Yes	
B & BA Ashton Feedback Ward Councillor - The boundary needs to be changed and aligned with St Annes Road east - having parts of Oxford Road & Grange in Central ward isn't logical. Returning Officer Response The proposed change would be done through a Local Government Boundary Review.						
C Central	Central	The Drive Methodist School Room, East Bank Road, Lytham St Annes	1252	No change necessary.	Yes	
CA Central	Central	Church Road Methodist Hall,	1488	No change should be made to the polling district and polling place. The RO will keep the polling station	Yes	Polling Station has or is soon to

		Church Road, Lytham St Annes		under review. The room used at Church Road Methodist Hall has now been demolished, a suitable new room maybe available early 2019. The Pensioners hall has been identified as an alternative.		be demolished.
D Clifton	Clifton (C)	Lytham Hall Park Primary School, School Park, Lytham St Annes	958	No change necessary. <i>Combined polling station with Ansdell. Although polling is within the same hall, it is felt that a suitable divide is actioned to separate the polls.</i>	Yes	
DA Clifton	Clifton	Lytham Methodist Church, Wesley Hall, Park Street, Lytham St Annes	1564 <i>2 stations</i>	No change necessary.	Yes	
EEL Elswick	Elswick	Elswick Village Hall, Roseacre Road, Elswick	722	No change necessary.		
ELE Little Eccleston with Larbreck	Little Eccleston with Larbreck	Merlewood Country Park, Cartford Lane, Little Eccleston	314	No change necessary. <i>Having used the new polling station twice in 2017, it is thought that the new location is centrally located for electors within Little Eccleston, away from the busy road with car parking.</i>	Yes	New polling station since 2017. Previously Temporary Station.
ELE Little Eccleston with Larbreck Feedback <i>Little Eccleston with Larbreck parish council discussed the matter at the meeting held on 13th September 2018, and have no comments on the current arrangements.</i>						
F Fairhaven	Fairhaven (C)	St Paul's Church Hall, Lake Road North, Fairhaven, Lytham St Annes	918	No change necessary. <i>Hall is large enough to house 3 polling stations (F and FP). Staff will ensure a necessary divide between the stations is made when setting up.</i>	Yes	
FP Fairhaven	Fairhaven (C)	St Paul's Church Hall, Lake Road North, Fairhaven, Lytham St Annes	1734 <i>2 stations</i>	No change necessary.	Yes	
GFE Freckleton East	Freckleton (C)	Freckleton Community Centre,	2025	No change necessary.	Yes	

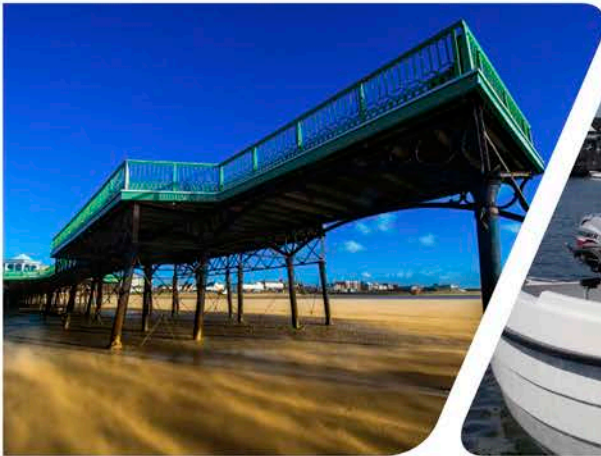
		School Lane, Freckleton	2 stations			
HFW Freckleton West	Freckleton (C)	Freckleton Community Centre, School Lane, Freckleton	1768 2 stations	No change necessary. <i>Although it is located within the adjacent polling district GFE, Freckleton East ward, it is easily accessible and well known to electors. No suitable alternatives within the Polling District have been identified.</i>	Yes	
J Heyhouses	Heyhouses	The Hope Street Park Community Pavilion, Hope Street, Lytham St Annes	1789	No change necessary. <i>Since 2016 we have had 4 polls back at the original location of Hope Street Park. Electors find this location more central and accessible.</i>	Yes	Moved back 2016. <i>Temporary located at Fylde District Scout Headquarters.</i>
JA Heyhouses	Heyhouses	St Thomas CE Primary School, St Thomas Road, Lytham St Annes	1140	No change necessary. <i>The school have raised issues around safeguarding. After looking at a number of alternative venues, no suitable alternative has been found that meets requirements. It has been recommended that the school to plan inset days for future scheduled elections.</i>	Yes	
K Kilnhouse	Kilnhouse	St Albans Church Hall, 64 Kilnhouse Lane, Lytham St Annes	1330	No change necessary.	Yes	
KA Kilnhouse	Kilnhouse and Central	Heyhouses CE Junior School, Clarendon Road, Lytham St Annes	1228	No change necessary. <i>Although the school is located within the adjacent polling district, it is accessible and well known to electors. The school have also agreed for us to use the "Eco Pod" located at the front of the school from 2019.</i>	Yes	
LKN Kirkham North	Kirkham	St Michael's Primary School, School Lane, Kirkham	2509 2 stations	No change necessary. <i>Temporary ramp available for disabled access.</i>	Yes	
MKS Kirkham South	Kirkham	Kirkham Community Centre, Mill Street, Kirkham	1776	No change necessary. <i>Although situated just inside the adjoining polling district LKN in Kirkham North ward, it has car parking</i>	Yes	

			2 stations	<i>facilities, is easily accessible and well known to electors.</i>		
NMW Medlar with Wesham	Medlar with Wesham	Wesham Community Centre, Church Road, Wesham	2571 2 stations	No change necessary.	Yes	
PCW Clifton	Clifton	Lund Church Hall, Church Lane, Clifton, Preston	620	No change necessary.	Yes	
PNW Newton	Newton	Newton Bluecoat School, School Lane, Newton, Preston	992	No change necessary.	Yes	
PTR Treales, Roseacre and Wharles	Treales	Treales CE School, Church Road, Treales	326	No change necessary.	Yes	
PCW, PNW, PTR Clifton, Newton and Treales Feedback <i>Clerk for Newton-with Clifton - At a meeting held on Thursday 4th October 2018 the council resolved that the proposed arrangements, within the review of polling districts/places, should be adopted by Fylde Borough Council.</i>						
Q Park	Park (C)	Clifton Primary School, Clitheroe Road, Lytham St Annes	2039 2 stations	No change necessary. <i>The entrance has a small step. An alternative entrance is available with disabled access and the school is usually closed on polling day.</i>	Yes	
QP Park	Park (C)	Clifton Primary School, Clitheroe Road, Lytham St Annes	1139	No change necessary.	Yes	
RRW Ribby with Wrea	Ribby with Wrea	St Nicholas Church Community Centre, St Nicholas Church, Wrea Green, Preston	1036	No change necessary. <i>The community centre is centrally located and well known to electors.</i>	Yes	New polling station since 2016
SG Greenhalgh	Greenhalgh	The Villa Express, Fleetwood Road, Greenhalgh	271	No change necessary. <i>Feedback from the two polls in 2017 was positive. The station has good parking and disabled access.</i>	Yes	New polling station since 2017. Previously Temporary

						Station.
SS Singleton	Singleton	Singleton Village Hall, The Village, Singleton	567	No change necessary.	Yes	
SG Greenhalgh Feedback <i>On behalf of the Parish Council, could I request that Greenhalgh retain a polling station at the Villa (Adjacent to junc 3 of M55) - there were 'rumours' of Singleton being the local site in the future for Greenhalgh parish and, being a location with several elderly residents and limited bus service, the PC feel it imperative the station be retained.</i>						
T St Johns	St Johns	Lytham Christian Centre, Preston Road, Lytham St Annes	1555 2 stations	Change required. <i>Move Talbot Road to TA polling district.</i>	Yes	
TA St Johns	St Johns and Clifton	Lytham CE Primary School, Park View Road, Lytham St Annes	1314	Change required. <i>Talbot Road added to polling district.</i>	Yes	
T, TA St Johns Feedback & Returning Officers Response <i>Since publishing the review, the Returning Officer has noted that Talbot Road currently falls within the T polling district. It is recommended that Talbot Road be moved to the TA polling district therefore electors will vote at Lytham CE Primary School which is closer and more convenient.</i>						
U St Leonards	St Leonards and Squire's Gate	The Boardroom, Princess Alexandra House, Bosworth Place, Blackpool	475	No change should be made to the polling district and polling place. The RO will keep the polling station under review. <i>Feedback from the two polls in 2017 was positive with regard to parking and disabled access. Lancashire Energy HQ has been identified as an alternative, however the location of Princess Alexandra House is closer to the electorate and the preferred option.</i>	Yes	New polling station since 2017. Previously Temporary Station.
UA St Leonards	St Leonards	St Annes Cricket Club, Vernon Road, Lytham St Annes	2266 2 stations	No change necessary.	Yes	
U St Leonards Feedback						

<p><i>St Annes Town Councillor raised the following - Could the polling station be located at the Blackpool Football Training Ground? This is within the parish of St. Anne's.</i></p> <p>Returning Officers Response</p> <p><i>Blackpool Football Training Ground was investigated in 2017, the venue does not have suitable facilities for polling.</i></p>						
VS Staining	Staining	Staining Village Hall, Chain Lane, Staining	1497	No change necessary. <i>Modern new build with excellent facilities.</i>	Yes	
<p>VS Staining Feedback</p> <p><i>Parish Clerk Staining - The church has been used previously but has limited access for disabled, therefore, the Village Hall would be preferable.</i></p>						
VW Weeton	Weeton	Weeton Village Hall, Knowsley Crescent, Weeton	443	No change necessary. <i>Modern new build with excellent facilities.</i>	Yes	
WWA Bryning with Warton	Bryning with Warton	Bryning with Warton Village Hall, Church Road, Warton	2546 <i>2 stations</i>	No change necessary. <i>Well known within the area.</i>	Yes	
WWE Westby with Plumpton	Westby with Plumpton	Former Ballam School (St Matthew's Church), West Moss Lane, Ballam	944	No change necessary. <i>Temporary ramp available for disabled access.</i>	Yes	

Maps and Street Lists are available here www.fylde.gov.uk



© Fylde Borough Council copyright 2016

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. The material must be acknowledged as Fylde Borough Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at www.fylde.gov.uk.

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	10 DECEMBER 2018	8
MEMBERS' ALLOWANCES			

PUBLIC ITEM

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

SUMMARY

The Independent Remuneration Panel has agreed a recommendation for councillors' allowances for the financial year 2019-20. The recommendation is detailed below. The report asks members to consider the recommendation and adopt if appropriate.

RECOMMENDATION

To consider adopting the following recommendation of the Independent Remuneration Panel with effect from 1 April 2019:

To maintain the present level of basic allowance, special responsibility allowances, travel and subsistence allowances and dependent carer's' allowance for 2019 – 20.

SUMMARY OF PREVIOUS DECISIONS

Council considers recommendations from the Independent Remuneration Panel each year. Last municipal year, the recommendations were reported to the council 4 December 2017. The decision of the council at that meeting was to maintain the present level of allowances.

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. The Local Authorities (Members' Allowances) (England) Regulations 2003 provide for local authorities to establish and maintain an independent remuneration panel. The purpose of the panel is to make recommendations to the council about the allowances to be paid to elected members.
2. The council must have regard to the recommendations of the panel.

3. Local authorities must include in their scheme of allowances a basic allowance, payable to all members, and may include provision for the payment of special responsibility allowances and a dependants' carers' allowance. The Regulations allow the inclusion of a travel and subsistence and a co-optees' allowance within an allowances scheme. These allowances are discretionary.
4. The independent panel has met and has made recommendations concerning the council's scheme.
5. The Panel being mindful of the Council's budget, recommended that there be no change in the current level of allowances.
6. Members are asked to consider the two documents below:

Appendix 1: [The report to the independent panel](#); and

Appendix 2: [A note of the panel's deliberations and recommendations](#).

IMPLICATIONS	
Finance	The Council's base revenue budget includes recurring provision of £254,855 per annum for the member's allowance scheme.
Legal	Payment of members' allowances and the amount of such allowances is discretionary. However, the council is obliged to "have regard" to the recommendations of the independent panel.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	Email ian.curtis@fylde.gov.uk Tel 01253 658506	19 November 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report to remuneration panel	September 2018	Town Hall, Lytham St Annes
Notes of remuneration panel meeting	September 2018	Town Hall, Lytham St Annes

Attached Documents

Appendix 1: The report to the independent panel

Appendix 2: A note of the panel's deliberations and recommendations



DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	MEMBERS' INDEPENDENT REMUNERATION PANEL	17 SEPTEMBER 2018	1
MEMBERS' ALLOWANCES			

PUBLIC/EXEMPT ITEM

This item is for consideration in a meeting that is not open to the public.

SUMMARY

To brief members of the remuneration panel on the factors that may affect their consideration of the proper level of allowances for members of Fylde Council.

RECOMMENDATIONS

Members are asked to reach recommendations for the financial year 2018-19 about:

- The level of basic allowance payable to all councillors
- Which councillors are to receive special responsibility allowances
- The levels of special responsibility allowances
- Whether to continue to pay dependants' carers' allowance and, if so, whether to cap the rates payable; and
- Whether to continue to pay travel and subsistence allowances and, if so, of how much

SUMMARY OF PREVIOUS DECISIONS

The Independent Remuneration Panel last met, to review Members' Allowances, on 23 October 2017.

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

Introduction

1. As panel members will recall, the Local Authorities (Members' Allowances) (England) Regulations 2003 provide for local authorities to establish and maintain an independent remuneration panel. The purpose of the panel is to make recommendations to the council about the allowances to be paid to elected members.
2. The council must have regard to the recommendations of the panel.
3. Local authorities must include in their scheme of allowances a basic allowance, payable to all members, and may include provision for the payment of special responsibility allowances and a dependants' carers' allowance. The Regulations allow the inclusion of a travel and subsistence and a co-optees' allowance within an allowances scheme. These allowances are discretionary.
4. The existing members' allowances scheme, adopted by the council following consideration of the recommendations of the independent remuneration panel, and which is subject to review in respect of the period commencing 1 April 2019, is as set out as appendix 1. For convenience, the levels of basic and special responsibility allowances presently payable are set out in paragraph 26.
5. Paragraphs 10 to 25 below are based on previously published guidance from the Ministry of Housing, Communities and Local Government on members' allowances, subject to deletion of material now superseded and material not now applicable to Fylde.
6. In summary, the allowances which are or may be payable to members of local authorities are as follows:
 - basic allowance
 - special responsibility allowance
 - dependants' carers' allowance
 - travelling and subsistence allowance.

Financial settlement

7. The latest announcements by the Ministry of Housing, Communities and Local Government are of further reductions in funding to local authorities for future years. This comes on top of previously announced (and implemented) public sector funding reductions which have adversely affected the overall spending power of local authorities.
8. These reductions in funding have meant that the Council has needed to take steps to reduce expenditure and maximise income generating activities in the current and future years. Based on the latest forecast position the Council currently has a recurring funding shortfall in future years which is unsustainable in the long-term. Consequently the Council continues to explore, and implement where possible, all opportunities to reduce expenditure including taking advantage of efficiency-savings achieved through the restriction on non-essential spending and to maximise income generating activities.
9. The annual budgeted cost of members' allowances and expenses to the council based on the amount estimated for 2018/19 under the present scheme is set out in Table 1 –

Table 1 – Annual Estimated Members Allowances & Expenses – Budget provision 2018/19

Basic Allowances	£191,250
Independent Person Allowances	£1,050
Special Responsibility Allowances	£56,286
National Insurance	£1,269
Car Mileage	£5,000
Total Estimated Cost	£254,855

Basic allowance

10. Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members of the authority. The allowance must be the same for each member. The allowance may be paid in a lump sum, or in instalments through the year.
11. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

Special responsibility allowance

12. Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. Special responsibility allowance may be payable for duties which fall within the following categories:
 - acting as leader or deputy leader of a political group
 - presiding at meetings of a committee, sub-committee, or joint committee
 - representing the authority at meetings of another body
 - membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
 - acting as a spokesperson for a political group on a committee or sub-committee
 - membership of a panel dealing with licensing or controlling any activity
 - any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above.
13. A scheme must also specify the amounts of allowance to be paid for each such responsibility.
14. Where, as at Fylde, one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.

Dependants' carers' allowance

15. A scheme of allowances may also include the payment of a dependants' carers' allowance to those councillors who incur expenditure for the care of children or other dependants whilst undertaking particular duties. These duties are specified in the Regulations and are as follows:
 - a meeting of the authority
 - a meeting of a committee or sub-committee of the authority
 - a meeting of some other body to which the authority make appointments or nominations, or
 - a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
 - a meeting which has both been authorised by the authority, a committee, or subcommittee of the authority, and to which representatives of more than one political group have been invited
 - a meeting of a local authority association of which the authority is a member
 - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
 - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Travelling and subsistence allowance

16. Each local authority may also make provision in its scheme for the payment of a travelling and subsistence allowance to its members.

17. This may include provision for the payment of an allowance for those members who travel by bicycle or other non-motorised transport.
18. The Regulations provide that travelling and subsistence allowances may be paid for:
- a meeting of the authority
 - a meeting of a committee or sub-committee of the authority
 - a meeting of some other body to which the authority make appointments or nominations
 - a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
 - a meeting which has both been authorised by the authority, a committee, or subcommittee of the authority or a joint committee of the authority and one or more other authorities, and to which representatives of more than one political group have been invited
 - a meeting of a local authority association of which the authority is a member
 - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
 - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Backdating of Allowances

19. When a scheme of allowances is amended, an authority may choose to apply the amendment retrospectively to the beginning of the financial year in which the amendment is made.
20. Where a councillor takes on duties entitling them to a different level of allowances (e.g. where a councillor is appointed to a position entitling them to special responsibility allowance), the new level of allowances may be applied retrospectively to the time at which the circumstances changed.
21. Independent remuneration panels may make recommendations, where relevant, as to whether the payments on which they have made a recommendation may be backdated. Authorities will be required to have regard to these recommendations.

Annual Adjustments of Allowance levels

22. A scheme of allowances may make provision for an annual adjustment of allowances to be ascertained by reference to an index as may be specified by the authority and contained in the scheme. The scheme must be publicised each year, whether or not it has been amended.
23. Where the only change made to a scheme is that caused by the annual impact of an index contained within that scheme, the scheme shall not be deemed to have been amended, and thus an authority will not have to seek a recommendation from its independent remuneration panel.
24. Where a panel makes a recommendation that allowance levels should be determined according to an index, it should also make a recommendation as to how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an independent remuneration panel.

Forgoing allowances

25. A scheme must provide that a person may forgo all or part of any allowances to which they are entitled. To do this they must give notice in writing to the proper officer of the authority.

Basic and special responsibility allowances at Fylde Council

26. The present allowances scheme at Fylde, which was approved at the Council meeting of 14 December 2015 and remained unchanged following the recommendation of the panel last year, provides for a basic allowance of £3,750 and the following special responsibility allowances:

Leader of the Council - £10,000.00.

Deputy leader of the Council - £3,000

Chairmen of the Development Management Committee; Finance and Democracy Committee; Operational Management Committee; Environment, Health and Housing Committee; and Tourism and Leisure Committee - £4,000.00.

Vice-Chairmen of the above Committees - 50% of Chairmen's allowance -£2,000.00.

Chairmen of the Public Protection and Licensing Committees - £1,625.00.

Vice-Chairmen of the above Committees - 50% of Chairmen's allowance -£812.50.

Chairman of the Audit and Standards Committee - £3,250.00.

Vice –chairman of the Audit and Standards Committee – 50% of chairman's allowance - £1,625.00.

Leader of each political group - £32 per group member.

Chairman of the Member Development Steering Group - £2,000

Historical data

27. The table below shows the current allowance levels as approved by Council in December 2015 and the allowance levels that were in place since the previous uplifting in 2006:

	Basic Allowance	Leader's Allowance	Chair of Programme Committee (or Equivalent)
2006	£3,500	£6,000	£3,250
2018	£3,750	£10,000	£4,000

Comparisons with other authorities

29. Officers have carried out a survey of current members' allowances schemes, which is included as appendix 2. The survey covers all other district councils in Lancashire. The comparative information below is taken from this survey except where noted. Members will note that Blackburn with Darwen and Blackpool are unitary authorities, which deal with the whole range of council functions.
30. Other district councils have changed to a committee system since the Localism Act 2011 made it possible to do so. The spreadsheet at appendix 2 includes information about allowances payable by four such authorities.
31. For ease of reference, I set out comparisons between Fylde and relevant averages below:
- The basic allowance at Fylde (£3,750) is **below** the average for all councils in Lancashire (£4,505) and **below** the average for shire districts in Lancashire (£3,907). However, the cost of basic allowance per head of population per year is the highest in Lancashire (£2.52).
 - The special responsibility allowance for the leader of the council at Fylde (£11,124¹) is **below** the average for all councils in Lancashire (£14,652) and **below** the average for shire districts in Lancashire (£13,133).

Other matters

¹ Comprised of the leader's allowance of £10,000 and an allowance of £32 per group member as the leader of the majority political group

30. At the 2017 meeting of the panel, as well as recommending that allowances remain unchanged for 2018-19, the panel asked that officers to speak to members regarding workload and allowance levels to inform discussions this year. Feedback as a result of this exercise will be reported to the panel at the meeting.

IMPLICATIONS	
Finance	The Council's base revenue budget includes recurring provision of £254,855 per annum for members' allowances as set out in paragraph 9 of this report. Any increases in allowances will result in increased revenue costs which will require approval by Council in due course.
Legal	The council must take into account the views of the panel when reviewing members' allowances.
Community Safety	
Human Rights and Equalities	The allowances scheme should enable people from all sectors of the community to serve as elected members without suffering a financial detriment by doing so.
Sustainability and Environmental Impact	
Health & Safety and Risk Management	

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	01253 658506	September 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents

Appendix 1 Existing Members Allowance Scheme

Appendix 2 Allowance Schemes at Other Authorities

**INDEPENDENT REMUNERATION PANEL –
NOTE OF MEETING HELD ON 17 SEPTEMBER 2018, TOWN HALL, ST ANNES**

Present: Mr David Cam, Chairman

Mrs Helen Hockenhull

Mrs Karen Eaton

Tracy Morrison, Director of Resources

Ian Curtis, Head of Governance

Katharine McDonnell, Democratic Services Officer (note taker)

Tracy welcomed everyone to the meeting. By way of introduction to the matter under consideration, she reminded the Panel members of the meetings held last year. She reminded them that the Panel had met to consider potential changes to member allowances, and had discussed whether to recommend Special Responsibility Payments to Planning Committee members due to the workload of the committee. The Panel had recommended no changes to the allowance scheme last year. However, the panel had asked that members of the council be canvassed regarding workload and allowances. One response had been received, which was considered as part for the panel's deliberations. Following the brief update, Tracy asked Ian Curtis to present the report.

Ian Curtis presented the 2019/2020 Member Allowance Scheme report, of which a copy had previously been circulated to members of the Panel. The report covered the current level of members' allowances and the special responsibility allowances; dependent carers' allowance; and a comparison of allowances paid in 2006 and 2018. The report also provided information regarding the different allowances, the annual budgeted amount for members' allowances and the Council's financial position. It also provided a detailed spreadsheet comparing the allowances paid by other Lancashire authorities and authorities who operated a committee system.

Ian referred the Panel to Appendix 2 which showed the comparative payments made at other local authorities. He highlighted that the basic allowance paid to Councillors was below the average for Lancashire authorities, but that on a per resident basis, the cost of Fylde's basic allowances was the highest in Lancashire. This was a function of the relatively small population of the borough and the relatively large number of elected members.

The Panel thanked Ian for his report and discussed the questions posed in the report. In the course of their discussion, the panel noted that the minimal number of representations from members of the council could be taken to indicate than members were broadly satisfied with the present allowances. They felt that allowances at Fylde were properly viewed as an honorarium, rather than a salary. The panel inquired about the financial position of the council and were informed that, though there was no room for complacency, the finances of the council were presently stable.

In the course of their discussion the Panel considered councillors' workload and discussed the roles that attracted Special Responsibility Allowances (SRA) and the time commitment for those roles.

In particular, the panel discussed a suggestion that had been made by a member of the council about rebalancing the special responsibility allowances for the Leader and Deputy Leader, but felt that there was no pressing need to change the present levels of allowance. Nor, having discussed the matter last year, did they agree with a suggestion that members of Planning Committee should be paid a special responsibility allowance.

The Panel recommended that there be no change to the allowance scheme for 2019/20. In doing so, the panel was mindful that allowances had not increased in recent years, despite inflation, and felt that it would be appropriate next year to look at inflation-adjusted historical data.

Mr Cam thanked the other Panel members for their attendance and consideration of the matters at hand, and thanked the officers for their work and advice.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	10 DECEMBER 2018	9
COMMITTEE MEMBERSHIP NOMINATIONS			

PUBLIC ITEM

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

SUMMARY

The report outlines a request from Councillor Oades, Leader of the Independents, for changes to committee membership as follows:

That Councillor Paul Hodgson replaces Councillor Keith Beckett as a member of the Licensing Committee and the Public Protection Committee and that Councillor Elaine Silverwood replaces Councillor Paul Hodgson as a member of the Tourism and Leisure Committee.

RECOMMENDATIONS

1. To remove Councillor Hodgson and appoint Councillor Elaine Silverwood as a member on the Tourism and Leisure Committee.
2. To remove Councillor Beckett and appoint Councillor Paul Hodgson as a member on the Public Protection Committee.
3. To remove Councillor Beckett and appoint Councillor Paul Hodgson as a member on the Licensing Committee.

SUMMARY OF PREVIOUS DECISIONS

The meeting of Council on 16 April 2018 allocated seats to the various committees in accordance with the rules of political balance.

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

POLITICALLY BALANCED COMMITTEES

1. Under the rules of political balance, three seats on the Tourism and Leisure Committee are allocated to the Independents.
2. The Independent Group has asked for changes to be made in relation to the membership of the Tourism and Leisure committee in that Councillor Hodgson is to be replaced as a member on this committee by Councillor Elaine Silverwood.
3. Under the rules of political balance, three seats on the Public Protection Committee are allocated to the Independents.
4. The Independent Group has asked for changes to be made in relation to the membership of the Public Protection committee in that Councillor Beckett is to be replaced as a member on this committee by Councillor Paul Hodgson.
5. The Council is obliged to accept the nominations of the Independents to seats nominated to that group.

LICENSING COMMITTEE

6. The Licensing Committee is not subject to the political balance rules. It is concerned exclusively with carrying out the council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005. The committee has a membership of 15.
7. The Independent Group has asked for changes to be made in relation to the membership of the Licensing committee in that Councillor Beckett is to be replaced as a member on this committee by Councillor Paul Hodgson.
8. As the Licensing Committee is not subject to the political balance rules, it is up to the council whether to accept the request from the Independent group.

IMPLICATIONS	
Finance	None arising directly from this report
Legal	None arising directly from this report
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 from directly this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Sharon Wadsworth	democracy@fylde.gov.uk 01253 658546	25/10/18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council minutes	16/4/18	Town Hall and Website

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	COUNCIL	10 DECEMBER 2018	10
COUNCIL TAX REDUCTION SCHEME 2019/20			

PUBLIC ITEM

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

SUMMARY

From April 2013 the local Council Tax Reduction Scheme (CTRS) replaced the previous national scheme of Council Tax Benefit. The scheme that operates within Fylde borough for 2018/19 was approved by this Council in December 2017 for 2018/19 only.

This report sets out the proposals in respect of the scheme for 2019/20. This matter was considered by the Finance and Democracy Committee at the meeting of 26th November 2018.

RECOMMENDATIONS

The Finance and Democracy Committee considered this matter at the meeting of 26th November 2018

In accordance with those deliberations, and having due regard to the Equality Analysis as detailed in section 5 of this report and the consultation responses, it is recommended that the Council:

1. Approve the continuation of the existing CTRS scheme for 2019/20 as set out in section 3 of this report;
2. Approve the continuation of Discretionary Hardship Relief for 2019/20 to provide additional support for claimants in exceptional circumstances;
3. Approve that the financial implications are reflected in the Council's Revenue Budget and Financial forecast for 2019/20 onwards as necessary.

SUMMARY OF PREVIOUS DECISIONS

The 2019/20 Council Tax Reduction Scheme matter was considered by the Finance and Democracy Committee at the meeting of 26th November 2018. The Committee recommended that the Council approve the continuation of the existing CTRS scheme and the continuation of Discretionary Hardship Relief for 2019/20.

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. Background to the CTRS Introduction and the adopted schemes for 2013/14 to 2018/19

- 1.1 As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished and individual local authorities were instead required to introduce a local Council Tax Reduction Scheme (CTRS) with effect from 1st April 2013. The Council introduced such a scheme from that date and has updated the scheme annually since that date.
- 1.2 In December 2017 the Council approved a scheme for 2018/19. For working-age claimants (i.e. those not protected by the national scheme for pension-age claimants) there would be a means-tested assessment to establish entitlement and a maximum percentage reduction in the level of support at the end of that assessment of 22.7%. This is the same maximum percentage reduction in the level of support has operated since the commencement of the scheme in 2014/15.

2. Key points arising from implementation of the local CTRS to date

- 2.1 No evidence has emerged to suggest that the scheme is in need of fundamental revision. The scheme has embedded well with no formal legal challenge to the principle of the scheme.
- 2.2 Experience to date indicates that 22.7% maximum reduction in the level of support is the correct level at which the scheme becomes self-funding.
- 2.3 For 2018/19 as at 30th September 2018 a total of 8 hardship awards have been made in a total sum of £562.

3. Proposed CTRS for 2019/20

- 3.1 It is proposed that the 22.7% maximum reduction in the level of support is retained for the 2019/20 CTRS.
- 3.2 It is further proposed that the scheme for 2019/20 will continue to provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

The full details of the proposed scheme for 2019/20 is available on the Fylde Borough Council website at:

www.fylde.gov.uk/council/finance/counciltaxfinance/localisationofcounciltax/

- 3.3 A consultation paper was distributed to the Major Preceptors - Lancashire County Council, Lancashire Fire and Rescue Service and the Lancashire Police and Crime Commissioner in September 2018 seeking their views on the proposed scheme for 2019/20. The consultation and a summary of the responses of each are set out in the appendices to this report. In summary, all of the major preceptors are supportive of the proposals for the 2019/20 CTRS set out in this report.
- 3.4 Although there are no changes to the scheme proposed for 2019/20, the Equality Analysis that has been carried out in previous years for the CTRS scheme has been reviewed. This aims to mitigate the impact on protected groups. **As part of their consideration of the CTRS scheme for 2019/20 Members must read the Equality Analysis which is available on the Fylde Council website at:**

www.fylde.gov.uk/council/finance/counciltaxfinance/localisationofcounciltax

4. Hardship Relief

- 4.1 The provision of Discretionary Hardship Relief to provide support for claimants in exceptional circumstances, and who are unable to increase their income from other means, is a key element of the operation of the scheme. Section 76 of the Local Government Act 2003 in respect of Council Tax (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of Council Tax as it thinks fit. Funding for such reductions must be provided by the Council and major preceptors as necessary.
- 4.2 In order to mitigate part of the impact of the CTRS on the most vulnerable households, the Council has adopted a Discretionary Discount Policy under the above powers. Strict criteria are used to determine if any additional relief is appropriate and the level of any such award. Awards are made only in exceptional

circumstances to those unable to increase their income. The Council's Discretionary Discount Policy is available on the Fylde Borough Council website at:

<http://www.fylde.gov.uk/resident/council-tax/>

- 4.3 It is proposed that for 2019/20 the Council Tax Reduction Scheme will continue to provide for additional discretionary awards which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

5. Equality Analysis

- 5.1 The Council has carried out a detailed and robust Equality Analysis which is available on the Council's website as described in paragraph 3.4. The impact of CTRS has been considered on people based on the following characteristics:

- Age
- Disability
- Sex and sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief

The analysis also contains a detailed action plan showing how the issues identified will be addressed and the monitoring arrangements that have been put in place.

6. Conclusion

- 6.1 The Council is required to adopt a local Council Tax Reduction Scheme for 2019/20 which (as is the case for the scheme currently in operation) will incorporate a reduction in awards to working-age claimants.
- 6.2 Schedule 6 of the Council Tax Reduction Scheme will detail the percentage reduction in support to working age claimants once the scheme design has been determined by Council and following any final minor adjustments to the calculation of costs for 2019/20. That Schedule forms part of the adopted scheme.
- 6.3 For 2019/20 it is proposed that the percentage reduction made at the end of the assessment for working age claimants shall remain as for previous years at 22.7%.
- 6.4 A review of the Scheme (including the percentage reduction in support detailed within Schedule 6 of the Scheme) is carried out annually to ensure it remains fit for purpose taking account of ongoing changes in legislation, caseload and financial requirements. Therefore any decision with regard to changes to the CTRS will be in respect of 2019/20 only.

IMPLICATIONS	
Finance	The financial implications are contained within the body of the report.
Legal	As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished after 2012/13, with individual local authorities instead being required to introduce a local Council Tax Reduction Scheme (CTRS) with effect from 2013/14 and subsequent years.
Community Safety	None
Human Rights and Equalities	An Equality Analysis has been carried out and is available on the Council's website as detailed in the report.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	The elements of the working age scheme will need to be reviewed annually to avoid increased financial risk to the Council.

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

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

Attached documents

Appendix A - Consultation and responses from major preceptors

Preceptor Consultation Letter – sent to LCC, Police and Fire Authorities - September 2018

Dear Sirs

Fylde Borough Council - Council Tax Reduction Scheme 2019/20 – Consultation with major preceptors on the design of the local scheme.

Summary:

This paper sets out the proposed Council Tax Reduction Scheme (CTRS) that will operate in Fylde borough for the year 2019/20.

Introduction:

The scheme that currently operates within Fylde borough was approved by this Council in December 2017.

That Scheme, in summary, is one which:

- maintains most of the previous council tax benefit rules but reduces the award by a standard percentage at the end of the calculation for working age claimants such that the CTRS is self-funding ie. That the scheme does not result in the loss of Council Tax income to Fylde Council or the major preceptors. The claimant has to pay this amount to the Council as their contribution to Council Tax.
- in 2018/19 the maximum percentage reduction in support in respect of working-age claimants is 22.7%.
- includes the national scheme which protects claimants of pensionable age from any reductions.
- provides a Discretionary Hardship Fund to support claimants in exceptional circumstances who are unable to increase their income from other means.

The full Scheme is available on the Fylde Borough Council website at

www.fylde.gov.uk/council/finance/counciltaxfinance/localisationofcounciltax.

The proposed 2019/20 Scheme:

It is proposed that for 2019/20 the scheme be one which maintains most of the previous council tax benefit rules but reduces the level of the award by a standard percentage at the end of the calculation for working age claimants. Each of the adopted local schemes since 2013/14 have been in accordance with this principle. It is not intended to change this element of the design in respect of 2019/20.

Council Members will be asked to agree a scheme of Council Tax Support in December 2018. The principles for the 2019/20 scheme will remain that it needs to:

- be affordable in terms of grant received, revenue loss and costs to operate
- be as fair as possible and a detailed 'map' of those affected is required; a detailed Equality Analysis is required
- be transparent, understandable to customers and practical to operate
- be feasible to implement within the constraints of the timescales and available software
- be simple in design avoiding unnecessary complexity
- avoid the costs and risks associated with collecting additional data

Changes to the Scheme for 2019/20

It is proposed that the 2019/20 scheme will have the same design principles as that currently in operation and no changes are proposed.

It is proposed that the scheme for 2019/20 will:

- Maintain the current council tax support rules and reduce the level of support by a specified percentage level at the end of the calculation (bottom slice) such that the CTRS is self-funding. It is estimated that for working-age recipients the maximum reduction in the level of support will be between 20% - 25%.
- Provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.
- Include the national scheme for pension age claimants for whom there is no reduction in the level of support.

Hardship Fund

The existence of a Discretionary Hardship Fund to provide support for claimants in exceptional circumstances who are unable to increase their income from other means is a key element of the operation of the scheme.

It is proposed that for 2019/20 the Council Tax Reduction Scheme will provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

Consultation Questions

1. Do you agree or disagree that the 2019/20 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2018/19 is 22.7%).
2. Do you agree or disagree that the 2019/20 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2018/19?
3. Do you have any suggested changes to the 2019/20 Fylde Council Tax Reduction Scheme?
4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.
5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.
6. Do you have any other comments to make about the proposed 2019/20 Fylde Council Tax Reduction Scheme?

The Council appreciates the potential impact of the final scheme on its own finances and those of other preceptors. However, at the same time it needs to balance this against the impact it will have in respect of low income Council Tax payers of the Borough. The Council recognises that other preceptors may have strong opinions in respect of the final scheme that is adopted. It is important therefore that the opinion of all interested parties is reported and forms part of the consideration by the elected members in making a final decision.

Responses

Please provide your responses by e-mail / hard copy at the contact points shown above by **31st October 2018**.

Summary of Responses from Major Preceptors

A. Neil Kissock, Director of Financial Services, Lancashire County Council



Mr P O'Donoghue
Chief Financial Officer
Fylde Council
Town Hall
LYTHAM ST ANNES
Lancashire FY8 1LW

Phone: (01772) 536154
Email: neil.kissock@lancashire.gov.uk

Your ref
Our ref NK/JR/Fylde
Date: 1st October, 2018

Dear Paul

COUNCIL TAX REDUCTION SCHEME CONSULTATION 2019/20

Thank you for your letter of 26th September 2018 consulting Lancashire County Council on the approach that Fylde Borough Council intends to adopt in continuing its scheme for Council Tax Support. We very much welcome the opportunity to provide our views on the proposals.

It remains the strong view of Lancashire County Council that the proposed scheme for Council Tax Support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to implement within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

In response to your questions I would submit the following:

1. *Do you agree or disagree that the 2019/20 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2018/19 is 22.7%).*

The County Council agrees that the existing rules should continue and that the maximum reduction in support should remain between 20%-25%

2. *Do you agree or disagree that the 2019/20 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2018/19?*

The County Council agrees that the 2019/20 scheme should remain the same as the current 2018/19 scheme.

Contd

Neil Kissock
Director of Finance
County Hall, PO Box 100, Preston, Lancashire PR1 0LD
DX 710928 PRESTON COUNTY HALL



3. *Do you have any other suggested changes to the 2019/20 Fylde Council Tax Reduction Scheme?*

None

4. *Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.*

The County Council agrees with the continued operation of the Hardship Fund to provide support in exceptional circumstances.

5. *Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.*

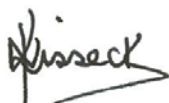
The County Council does not object to the additional discretionary award. However it feels that it is fair and appropriate that Fylde Borough Council maintains a cost neutral scheme. At a time when resources are extremely limited and will be reduced significantly in 2019/20 and future years, it is vital that the operation of the scheme does not pass on additional costs to precepting authorities.

6. *Do you have any other comments to make about the proposed 2019/20 Fylde Council Tax Reduction Scheme?*

The County Council has no further comments to make about the proposed scheme.

We thank you for the opportunity to take part in the consultation and are happy to discuss our response with you further should you wish.

Yours sincerely



Neil Kisson
Director of Finance

B. Police and Crime Commissioner for Lancashire

Paul Swindells



BY EMAIL

Phone: 1772 535259
Fax:
Email: Steve.freeman@lancashire.gov.uk
Your ref: P O'Donoghue
Our ref: SF
Date: 25 October 2018

Dear Paul

Fylde Borough Council - Council Tax Reduction Scheme 2019/20 – Consultation with major preceptors on the design of the local scheme.

Thank you for your letter consulting the Police and Crime Commissioner for Lancashire on the approach that Fylde Borough Council intends to adopt in continuing its scheme for Council Tax Support from April next year. We very much welcome the opportunity to provide our views on the proposals.

It remains the strong view of the Commissioner that the proposed scheme for council tax support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to administer within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

In respect of your scheme for 2019/20 the Commissioner agrees that the proposed approach is appropriate as it offers protection to the most vulnerable individuals as identified within the existing Council Tax system and offers no additional costs to the Billing and Precepting authorities.

At a time when resources are extremely limited and will continue to reduce in future years it is vital that the operation of the scheme does not pass on additional costs to precepting authorities.

In response to your specific consultation questions please see the following:

1. Do you agree or disagree that the 2019/20 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2018/19 is 22.7%).

Agree

2. Do you agree or disagree that the 2019/20 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2018/19?

Agree

3. Do you have any other suggested changes to the 2019/20 Fylde Council Tax Reduction Scheme?

None

4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.

We agree this arrangement should remain in place

5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

We agree this should be in place provided decision making on such awards is the responsibility of elected members

6. Do you have any other comments to make about the proposed 2019/20 Fylde Council Tax Reduction Scheme?

None

We thank you for the opportunity to take part in the consultation and are happy to discuss any of the responses we have provided with you further.

Yours sincerely

Steve Freeman
Chief Finance Officer
The Office of the Police and Crime Commissioner for Lancashire

C. Lancashire Fire & Rescue Service (by e-mail)

Responses to Consultation Questions:

1. Yes, we support continuing on the same principles as the current scheme

2. Yes

3. No

4. Yes, we support continuing on the same principles as the current fund

5. Yes, we support continuing on the same principles as the current fund

6. No

Keith Mattinson, Director of Corporate Services



DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	COUNCIL	10 DECEMBER 2018	12
FINANCIAL FORECAST UPDATE (INCLUDING REVENUE, CAPITAL & TREASURY MANAGEMENT) 2018/19 TO 2022/23			

PUBLIC ITEM

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

SUMMARY

The report provides Members with an update of the financial forecast for the Council for the five years 2018/19 to 2022/23. It includes changes arising since the Budget was set by Council in March 2018.

This report was considered by the Finance and Democracy Committee at the meeting of 26th November 2018. The Committee recommended that Council note the implications of this updated financial forecast.

RECOMMENDATIONS

The Finance and Democracy Committee considered this matter at the meeting of 26th November 2018.

In accordance with those deliberations it is recommended:

1. That the Council note the implications of this updated financial forecast.

SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2018/19 at its meeting of 5th March 2018. This report provides Members with an update of the financial position of the Council, including changes since that date.

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. PURPOSE OF THE FINANCIAL FORECAST UPDATE

- 1.1 This report is the mid-year and preliminary forecast of the Council's financial position and takes account of latest reserve balances, revenue and capital spending forecasts and treasury management issues. It also identifies and updates the financial risks and challenges facing the Council. The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available.
- 1.2 This latest financial forecast update is designed to:
- Present an updated five-year financial forecast for revenue and capital spending based upon the best information available at the time;
 - Review and update the currently identified risks and opportunities;
 - Alert Members to any new specific risks and opportunities;
 - Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
 - Provide a basis on which Members can begin to make future spending decisions.

2. BACKGROUND TO THE FORECAST

- 2.1 In order to 'scene set', the current financial position of the Council is summarised for Members as follows:

(i) Original Budget 2018/19

At the Council meeting on the 5th March 2018 the budget for 2018/19 and the medium term financial forecast were agreed. The resolution included a 2.99% increase in the average Council Tax amounts and a total net budget requirement of £9.675m for 2018/19. The General Fund balance at that time was forecast at the end of 2021/22 to be £2.724m. In agreeing the Original Budget for 2018/19 a number of key high level financial risks and assumptions were highlighted.

(ii) General Fund Revenue Outturn Position 2017/18

The revenue outturn position for 2017/18 was reported to Members in June 2018. The impact of the outturn position, including slippage items in the total sum of £0.137m, has been reflected in this updated forecast.

The favourable outturn position for revenue allowed for a further contribution to be made into the Capital investment Reserve for that year in the sum of £0.560m. Appendix E includes the latest estimate in this regard.

(iii) Budget Right-sizing Exercise

During the autumn each year officers undertake a budget right-sizing exercise to identify any in-year budget variances and any future budget adjustments that might be made. The exercise includes an analysis of underspends which have occurred over the last 3 financial years in order to identify structural variances and trends in income and expenditure levels. This has become part of the annual budget process. As a result a number of budget adjustments are included within Appendix C of this report under the heading 'Budget Rightsizing'. The efficiencies and savings captured by the right-sizing exercise are a combination of one-year-

only and recurring savings. It is anticipated that in future years the level of efficiencies and savings that are achievable through the right-sizing exercise will be more limited.

(iv) Capital Outturn Position 2017/18

The latest approved expenditure budget in the capital programme for 2017/18 was £7.844m. After adjusting for slippage of £0.521m, the overall outturn position for 2017/18 was an in-year favourable variance of £0.010m against the latest updated estimate.

(v) General Fund Revenue Quarterly Budget Monitoring 2018/19

Revenue budget monitoring reports for the period to 31st July 2018 have been presented to each of the Programme Committees during the September cycle of meetings. These reports identified a number of budget areas for further consideration. As a result a number of changes have already been included in this latest forecast. These include revised fee income estimates, updated employee cost assumptions, and the latest estimate of employee costs.

3. THE GENERAL FUND REVENUE FORECAST

- 3.1 Appendix A of this report sets out the original revenue budget forecast as agreed at the Budget Council meeting on 5th March 2018.
- 3.2 Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C shows the financial impact of changes to general assumptions and the impact of other significant changes that have been identified since the budget was approved, including the impact of outturn 2017/18 and the budget right-sizing exercise. Appendix D sets out the narrative which explain the significant changes made to the forecast.
- 3.3 The impact of all these changes are summarised in Appendix E which details the latest updated forecast. The forecast needs to be considered carefully in the light of the identified risks which cannot be fully quantified at this time but may have an impact on the forecast at some future point.

The following decisions have also been made since the Budget Council meeting on 5th March 2018:

3.4 Business Rates: Membership of a Business Rates Pool, Submission of a bid for the interim 'pilot' scheme for 2019/20 and Future Year Income Estimates

The government consultation on 100% Business Rate Retention, announced during the spring of 2017 (and therefore prior to the June 2017 general election) included, inter alia, proposals to update the way that business rate pools operate. If implemented as described in the consultation document the proposals would mean that the arrangements for the Lancashire-wide Business Rate pool may cease to be appropriate and relevant for 2019/20 and beyond.

Consequently the Financial Forecast that was approved by Council in March 2018 assumed the future membership of the business rates pool, including the beneficial financial consequences, for 2018/19 only.

However, unexpectedly, the legislation required to implement these changes was absent from the programme of proposed government legislation for the current parliament and during 2018 the government re-affirmed the manifesto commitment to continue to allow local government greater control over the money it raises via a revised rates retention

scheme, incorporating a revised local business rates retention level of 75%, and a revised implementation date of 2020/21.

As part of the development of these revised arrangements the government invited bids from existing Business Rate Pools to act as 'pilots' for the proposed scheme. An analysis of the impact of the 'pilot' scheme arrangements for the Lancashire Business Rates Pool indicates that (if the bid were to be accepted by the Ministry of Housing, Communities and Local Government - MHCLG) a significant net beneficial impact could result across Lancashire authorities. However this would firstly require a revised business rate pooling arrangement to be established between all of the Lancashire authorities.

At the meeting of 24th September 2018 the Finance and Democracy Committee considered the continued membership of Fylde Council in the Lancashire Business Rate Pool for 2019/20 and the submission of a bid by the pool for participation in the '75% Business Rate Retention Pilot Scheme' arrangements.

The Committee:

1. Approved the continuation of Fylde Council participation in the current Lancashire Business Rates Pool for 2019/20 on the assumption that the pool remains in existence;
2. Agreed the participation of Fylde Council in the submission of a bid by Lancashire authorities to form part of the '75% Business Rate Retention Pilot Scheme' arrangements for 2019/20 providing that a revised pooling arrangement, acceptable to all authorities, can be established;
3. Agreed that the current Lancashire Business Rates Pool should not be jeopardised in the event that the above bid is unsuccessful;
4. Noted that the next update to the Financial Forecast of the Council will be amended to reflect the latest information and expectations in respect of future levels of business rate income to the Council; and
5. Agreed that participation in the Lancashire Business Rate Pool for future years beyond 2019/20 should be kept under review and should be the subject of a report to the committee for consideration during next financial year.

Subsequently a bid for '75% Pilot Scheme' status was agreed between the Lancashire pool authorities and the bid submitted. At the present time confirmation from MHCLG regarding which arrangements will operate for 2019/20 are awaited, both in respect of the continuation of the Lancashire pool itself and in respect of the '75% Pilot Status' bid.

Currently the Financial Forecast assumes that Fylde Council will participate in a Lancashire-wide pooling arrangement up to and including 2019/20. The forecast does not assume any additional benefit arising from acceptance of the Lancashire Business Rates Pool as one of the selected '75% Business Rate Retention Pilot' schemes for 2019/20.

Any amendments to the levels of forecast Business Rate income to be retained will be reflected in future updates to the Financial Forecast.

3.5 The Budget Right-sizing Exercise and further Transfers to Ear-marked Reserves

The Council meeting of 5th March 2018 approved transfers to the Capital Investment Reserve in 2017/18 and 2018/19 equivalent to the balance of the revenue surplus for those years (after allowing for all approved transfers to other reserves), estimated at that time to be £1.081m for 2017/18 and £0.844m for 2018/19.

Following a favourable outturn position for 2017/18 and a review of the budget position for 2018/19 as part of the preparation of this Financial Forecast update, including the identification of fortuitous additional income for the year, costs-savings and the outcome of the budget right-sizing exercise, the revised forecast revenue surplus for 2018/19, currently stands at £1.468m as detailed at Appendix E. The revised forecast revenue surplus for 2019/20, also shown in Appendix E, is currently £0.498m.

4. Central Government Funding and the Four-Year Settlement Offer

- 4.1 The Local Government Finance Settlement for 2016/17 also included indicative funding levels for years 2017/18 to 2019/20 thus providing, for the first time, an 'illustrative' four-year funding settlement offer.

The funding sources that form part of the total central government illustrative settlement offer comprise:

- Revenue Support Grant
- New Homes Bonus
- Business Rate Retention
- Transition Grant

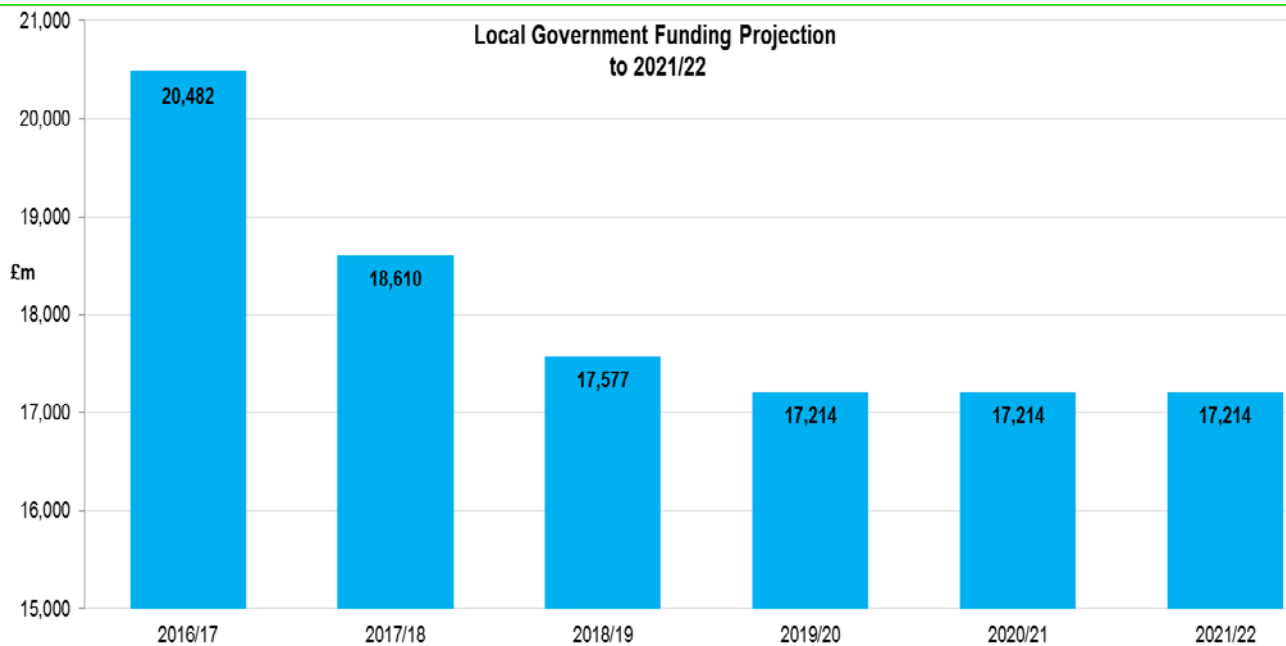
Full details of the illustrative funding levels for each of these income sources was included within the March 2018 Medium Term Financial Strategy (MTFS) report to Council. No further details or amended figures in this regard have been received since the initial publication of the data in January 2018, and consequently those indicative funding levels are shown within Appendix E of this update report. There is currently no available information regarding central government funding for local authorities beyond the illustrative 2019/20 funding.

- 4.2 In July 2018 the Ministry of Housing, Communities and Local Government (MHCLG) published a consultation on the 2019/20 Local Government Finance Settlement. This included a number of proposals which would, if implemented, affect the level of grant funding that would be receivable by local authorities.
- 4.3 In December the Government will announce the 2019/20 Local Government Settlement. This may contain further information which could impact on assumed government funding levels for future years.

Alongside the proposals in relation to Business Rate Retention arrangements (as described at 3.4 above), of primary interest to Fylde Council is the proposed review of the 0.4% baseline level above which New Homes Bonus commences to be 'earned'.

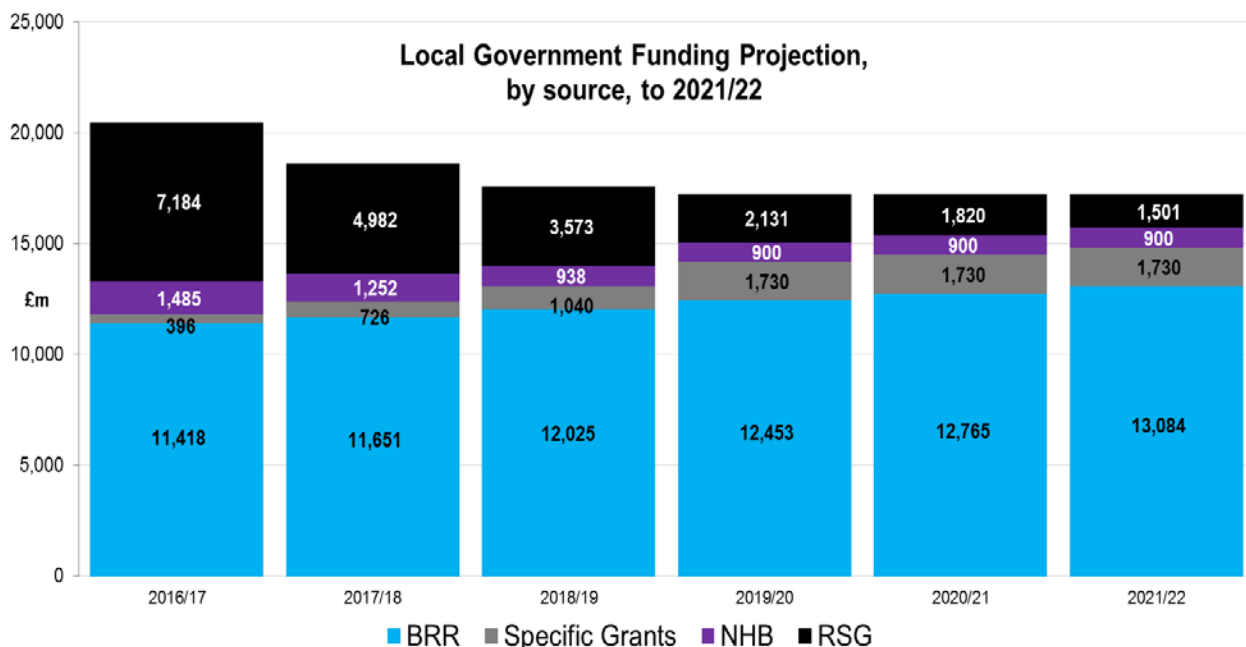
A response to the consultation may form part of the 2019/20 Local Government Settlement. Any changes to the levels of anticipated central government funding within the Financial Forecast arising from the settlement will be reflected in future updates to the Financial Forecast.

- 4.4 To provide a general outlook for the financial position of the public sector the scale of the overall projected reduction in central government funding to local authorities, and the change in the composition of that funding, is demonstrated in the following charts. The first chart shows the reduction in **total** local government funding levels over the period from 2016/17 to 2021/22:



The next table illustrates the change in the composition of total local government funding over the same period. It shows the projected changes from 2016/17 that being a continuation of the phasing-out of Revenue Support Grant (RSG), the reduction in levels of New Homes Bonus and the increasing proportion of funding that is from Retained Business Rates.

Composition of Total Local Government Funding 2016/17 to 2021/22:



5. KEY AREAS OF FINANCIAL RISK TO THE GENERAL FUND REVENUE BUDGET FORECAST.

5.1 In considering this forecast Members should note that there are a number of significant risks. In assessing each risk the following has been taken into account:-

High Level Financial Impact Risk

- Potentially a significant sum, with the potential for impact over a number of years
- Relatively little mitigation available to spread or defer the impact
- The possibility of a significant financial impact on the council if the risk materialises
- Probable need for change to the forecast if it materialises

Medium Level Financial Impact Risk

- Potentially a large sum, with the potential for impact over a number of years
- Some mitigation may be possible to spread or defer the impact
- The possibility of a sizeable financial impact on the council if the risk materialises
- Possible need for change to the forecast if it materialises

Low Level Financial Impact Risk

- Potentially a less significant sum
- Some mitigation may be possible to spread or defer the impact
- Impact should be capable of being absorbed without major forecast changes

5.2 High Level Financial Impact Risks

(i) Future Central Government Funding

As detailed in Section 4 above the central government funding figures currently shown within the General Fund Forecast at Appendix E comprise the funding allocations as contained within the 'illustrative' four-year funding settlement offer that was provided as part of the 2018/19 Local Government Finance Settlement, as amended for known changes in respect of retained Business Rates (including the impact of Fylde remaining a member of the Lancashire Business Rate Pool for 2019/20) and New Homes Bonus for 2019/20 based on revised projections of housing numbers under the current arrangements and baseline level.

There is a clear risk that the actual levels of central government funding beyond the current year (i.e. for 2019/2020 onwards) may differ from the amounts for those years that are reflected within this update.

Meanwhile, we await a response from central government to the July 2018 consultation on the 2019/20 Local Government Finance Settlement which included a number of proposals which would, if implemented, affect the level of grant funding that would be receivable by local authorities as detailed in section 4.2 above.

It is anticipated that the 2019/20 Local Government Finance Settlement may contain further information which will impact on assumed government funding levels for future years. There is also uncertainty about the level and makeup of central government funding beyond 2019/20.

Any amendments to the levels of central government funding levels within the Financial Forecast will be made as and when any revised allocations are provided and will be reflected in future updates to the Financial Forecast.

(ii) Announcement of a 'Fair Funding Review'

Linked to the risks as described above relating to future Central Government funding levels the Government has also confirmed that it is looking to implement the Fair Funding Review in April 2020.

The Government issued a consultation document which focussed specifically on potential approaches that have been identified to measure the relative needs of local authorities. In particular, it:

- presents the idea of using a simple foundation formula to measure the relative needs of local authorities, based on a small number of common cost drivers ;
- considers a number of service areas where in addition, a more sophisticated approach to measuring relative needs may potentially be required; and
- outlines the statistical techniques that could be used to construct relative needs.

The consultation does not cover the relative resources adjustment, transition or other technical matters but these will be the subject of a later series of discussion papers.

Although no details are known at this stage it is possible that, given the financial pressures on upper-tier and unitary councils with responsibility for services with escalating costs such as adult social care, that the review could result in shire district councils being regarded as requiring a reduced share of national resources. Any implications arising from this review will be reported within future updates to the financial Forecast.

(ii) Retained Business Rates

The decision to continue membership of the Lancashire Business Rates Pool for 2019/20, along with the participation of Fylde Council in the submission of a bid by Lancashire authorities to form part of the '75% Business Rate Retention Pilot Scheme' arrangements on the assumptions as detailed in Section 3.4 of this report, provides a degree of uncertainty at present regarding the anticipated level of retained Business Rate income in 2019/20. The outcome of the pilot scheme bid, or confirmation of the continuation of the current pooling arrangements, is anticipated alongside the announcement of the 2019/20 Local Government Finance Settlement in early December 2018.

Currently the Financial Forecast assumes that Fylde Council will participate in a Lancashire-wide pooling arrangement for 2019/20 only. The forecast does not assume any additional benefit arising from acceptance of the Lancashire Business Rates Pool as one of the selected '75% Business Rate Retention Pilot' schemes for 2019/20.

Any amendments to the levels of forecast Business Rate income to be retained will be reflected in future updates to the Financial Forecast.

5.3 Medium Level Financial Impact Risks

(i) Borrowing Cost Assumptions

In light of the current level of reserves and balances held by the Council, the forecast currently assumes that additional external borrowing will not be required during the life of the Financial Forecast and that internal cash balances will be utilised to fund capital expenditure. This means that the base forecast contains no provision for external borrowing beyond that currently held.

There is a risk therefore that if circumstances change over the forecast period and it is necessary to take out further external borrowing to fund existing capital commitments, there is no budget cover for such an eventuality. It is not currently envisaged that such circumstances will occur during the life of the forecast, and the position will be monitored carefully on an ongoing basis.

(ii) Reduction in Housing Benefit Administration Grant

The Council receives an annual grant to support the cost of the administration of Housing Benefit and Council Tax. The grant that the Council receives for these purposes has reduced in recent years, particularly in respect of the Housing Benefit element, as the government moves away from a system of Housing Benefit payments and towards a Universal Credit Scheme. This financial forecast reflects the latest estimates of reduced grant levels for 2018/19 and for subsequent years.

As updated grant notifications are received in respect of future years it may be necessary to update the forecast accordingly.

(iii) Universal Credit

The Government has commenced the consolidation of a number of welfare benefit allowances into a revised Universal Credit Scheme. One of these is Housing Benefit which is currently administered by the Council through the shared service with Blackpool Council. The intention is that the new Universal Credit Scheme will be provided on-line and will be administered by Department of Work and Pensions. The roll-out of the new arrangements are gradual and began in Fylde in respect of a small number of the less-complex cases in November 2014. The timing and financial implications of future developments of the scheme remain uncertain.

(iv) Grounds Maintenance – External Contracts

Throughout the future life of the forecast a number of grounds maintenance contracts with external parties will come to an end or will be due for renewal/re-tender. At the same time other opportunities will arise for additional contract work and these will be actively pursued as appropriate. Income from contracts supports the work of the Parks and Leisure Service teams by way of a contribution to management costs and corporate overheads. Officers will endeavour to seek extensions to contracts as they become due for renewal/expiry and will continue to seek suitable alternative new work. Should this not be possible there may be an adverse impact on the forecast.

5.4 Low Level Financial Impact Risks

(i) The Living Wage

In March 2015 the Council agreed a policy to adopt the Living Wage Foundation pay rates for all employees, excluding apprentices, with effect from 2015/16, such that the Council became a 'Living Wage Employer' from that point forward. Additionally, in the autumn of 2015, the government announced the introduction of a statutory National Living Wage to apply from April 2016 for all employees over the age of 25.

The revenue estimates include annual amounts for the estimated impact of the annual increases in the hourly rates for the Foundation Living Wage and the National Living Wage. In the event that actual future year increases are higher than the estimated levels such that the increases cannot be contained within the approved budgets future adjustments to the Financial Forecast may be necessary.

(ii) Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) which came into operation nationally in April 2011 is intended to assume the role of the traditional Section 106 Agreement. However Section 106 Agreements continue to have a role to play on site specific development proposals. For the CIL to become operational within the borough the Local Plan will need to be in place. As part of the local plan evidence base an Infrastructure Delivery Plan (IDP) has been prepared which explores the infrastructure required to deliver the local plan. The IDP will also help inform a CIL charging schedule.

In its Housing White Paper, Fixing our Broken Housing Market, Government stated that it “will examine the options for reforming the system of developer contributions including ensuring direct benefit for communities, and will respond to the independent review and make an announcement at Autumn Budget 2017” (para 2.29). A more recent (post budget) consultation: “Planning for the right homes in the right places” advises that “Government continues to consider wider options for reform, in the light of the independent review of CIL and its relationship with section 106 published alongside the housing White Paper. We are also aware of some technical issues with the implementation of CIL. The Government is keen to ensure that CIL legislation operates as intended and will consider how to ensure certainty for developers and local authorities, including clarifications through legislation if necessary”. (para 104)

Until the Government concludes its review of CIL, the form that CIL will take in future is unclear and the financial implications are unknown.

6. GENERAL FUND RESERVE AND OTHER EARMARKED RESERVES & PROVISIONS

6.1 The Council carries a General Fund Reserve (often referred to as General Reserves) and a number of other earmarked reserves and provisions. These are held for a number of purposes:

- As a working balance to help cushion the impact of uneven cash flows and avoid the need for temporary borrowing;
- As monies specifically set aside for future events or liabilities (known as earmarked reserves and provisions); and
- As a contingency to cushion the impact of unexpected events or emergencies.

6.2 The Council’s General Fund Reserve Balance at 31st March 2018 was £3.685m.

6.3 The Council has a Useable Reserves and Balances Policy in place, which is reviewed and approved annually as part of the budget setting process. If any reserves can be released, proposals will be presented in a future financial forecast update.

7. CONCLUSIONS – GENERAL FUND REVENUE FORECAST

7.1 The overall position on the Council’s financial forecast, as summarised in Appendix E of this report, is an improvement in the short-term since Budget Council in March 2018, with surpluses now forecast for each of the years up to and including 2022/23. The improved financial forecast position for 2018/19 is due to a number of factors including increased levels of income from retained business rates and the impact of the in-year savings and efficiencies listed in Appendix C of the report.

7.2 In light of the potential for future reductions in central government funding and uncertainties around the level of retained business rates from 2020/21 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which

have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain high quality frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to the increased challenges.

- 7.3 The assumptions that are contained within the Forecast Update are the latest best estimates and will be updated as and when further information is available. External pressures outside the Council's control are being experienced by many local authorities, and instructions remain in place that budget-holders should remain prudent and not commit to any unnecessary expenditure. This approach saves money and may result in an under-spend for the 2018/19 financial year.
- 7.4 Budget planning work for 2019/20 is well underway and further updates of the financial forecast will be brought before Members in due course.

8. COLLECTION FUND

- 8.1 As a Council Tax and National Non-Domestic Rates (NNDR) Billing Authority, the Council is required by legislation to maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and NNDR, and to calculate the surplus or deficit for each financial year on the Collection Fund. Prior to 2013/14 the requirement was to maintain this for Council Tax only, however, as part of the Local Government Finance Act 2012 the Government implemented a Business Rates Retention Scheme from April 2013, whereby the collection and distribution of NNDR is also collected and distributed via the Collection Fund (the distribution of NNDR had previously been managed nationally).
- 8.2 For Council Tax only, there was a deficit on the fund as at 31st March 2018 of £149k. This will be shared between the Borough Council, the County Council, the Police Authority and the Fire & Rescue Authority in 2018/19 & 2019/20. Fylde Council's share of the deficit is £20k which is reflected within Appendix E.
- 8.3 For Non-Domestic Rates only, there was a surplus on the fund as at 31st March 2018 of £531k. This will be shared between Central Government, the Borough Council, the County Council and the Fire & Rescue Authority in 2018/19 & 2019/20. Fylde Council's share of the surplus is £212k which is reflected within the Business rate income forecasts within Appendix E.

9. THE CAPITAL PROGRAMME

- 9.1 The Capital Programme is updated continually for agreed changes and reported to Members during the financial year on a periodic basis.

- 9.2 The latest updated Capital Programme Summary for the years 2018/19 to 2022/23 is set out in Table 1 below. The Programme has been updated for changes to the end of October 2018. A prudent approach is taken in preparing the programme to ensure that financing resources are only recognised when there is reasonable certainty that they will be received.

TABLE 1 - SUMMARY CAPITAL PROGRAMME

	Estimate 2018/19 £000	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000
Committee:					
Finance & Democracy Committee	238	0	0	0	0
Tourism & Leisure Committee	631	253	40	40	40
Operational Management Committee	14,420	6,809	625	155	383
Environment, Health & Housing Committee	2,806	1,854	1,010	1,010	1,010
Planning Committee	703	280	0	0	0
Total Capital Payments	18,798	9,196	1,675	1,205	1,433
Financing:					
Availability of Resources	18,798	9,196	1,675	1,205	1,433
Total surplus (-) / shortfall in year	0	0	0	0	0
Cumulative surplus (-) / shortfall	0	0	0	0	0

- 9.3 Capital schemes are directly linked with the Council's priorities. Major items of enhancement or renewal are identified via the Council's Asset Management Plan and work is underway to review and update this. The planned spend over the life of the programme is continuously reviewed. If any scheme profiling amendments are required these will be reflected in future periodic update reports.

9.4 Financing the Capital Programme

The Council finances the Capital Programme from a variety of sources. These include:-

- (i) Specific Capital Grant Allocations;
- (ii) Disabled Facilities Grant;
- (iii) Capital Receipts;
- (iv) External Funding (such as Heritage Lottery Funding and the Environment Agency);
- (v) Prudential Borrowing/Leasing;
- (vi) Revenue Funding; and
- (vii) Capital Investment Reserve

- 9.5 Members are asked to note the current balanced position on the Capital Programme.

10. VEHICLE PURCHASES

- 10.1 The Council has adopted a Service Modernisation Strategy for Operational Services which includes a rolling programme of vehicle replacement that assumes the replacement of vehicles on a like-for-like basis at the end of their useful economic life. The approved capital programme includes significant capital expenditure for scheduled operational vehicle

replacements during the life of the forecast. This expenditure has been reviewed and re-phased to reflect the currently expected profile of vehicle replacements.

11. KEY AREAS OF FINANCIAL RISK TO THE CAPITAL PROGRAMME

There are a number of financial risk areas within the Capital Programme for Members to be aware of:

11.1 Medium Level Financial Impact Risks

(i) Coast Protection Scheme

The Fairhaven and Church Scar Coast Protection scheme total cost is £21.83m, being funded by Environment Agency grants of £21.43m and a contribution from Fylde Council of £0.4m. This is made up of a contract price of £17.6m, with a risk/contingency budget of £1.7m and a budget for fees of £0.5m. Work started on site in December 2017 and is progressing well with the replacement hard sea defences at Church Scar nearing completion and with work on the promenade underway. Work on the sheet piling around Fairhaven Lake stated in September, four months ahead of schedule.

In addition to the core sea defence works a range of public realm enhancements to the scheme have been added to the scheme at a total cost of £360k, funded by Fylde Council from the Capital Investment Reserve. The works relate to the remodelling of the Stanner Bank car park entrance, the provision of bespoke seating to compliment the wider landscape and the provision of ducting to allow for future services connection to a potential structure/building on or around the Mawson lookout. These works will be delivered alongside the main scheme.

The expenditure forecast has been re-phased to reflect the current expectations regarding the timing of the delivery of the scheme. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported regularly to members.

The Coastal Defence Team have been successful in securing additional funding from the Environment Agency to enable the Granny's Bay hard sea defences to be delivered following completion of the Fairhaven Scheme in 2019/20. A report on this additional work in the sum of £2m (which is reflected in the total scheme cost above) was approved by the Operational Management Committee at its meeting in September and Council in October 2018. The Granny's Bay works will essentially tie the two schemes at Fairhaven and Church Scar together, as well as providing local erosion and flood protection. Completion of these works will remove the requirement for much of the emergency maintenance works undertaken by the Council following extreme storms at Granny's Bay. With Granny's Bay now included the whole scheme is now currently forecast to be completed by summer 2020.

Due to the significant value of scheme it is classified as a medium level financial risk

(ii) Vehicle Replacement Programme

The estimated vehicle replacement profile, to replace existing fleet at the end of its useful economic life from 2018/19 to 2022/23 within the Capital Programme totals £2.835m.

It is important to note that purchase prices will fluctuate with new models and technological/legislative changes and it is therefore necessary to reality check the costs associated with new vehicles on an annual basis and make any necessary adjustments to the

capital programme to ensure that ongoing fleet replacement is accurately budgeted for in future years.

Due to the significant value of the vehicle replacement programme and the potential for changes in vehicle specifications and emissions regulations this scheme has been highlighted as a potential future risk.

11.2 Low Level Financial Impact Risks

(i) Project Slippage

It is important that the Council monitors capital scheme slippage to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(ii) Other Capital Receipts

The approved programme for 2018/19 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 quarterly monitoring reports, along with the impact this may have on the financing of the programme.

(iii) Better Care Fund (Formerly Disabled Facilities Grants)

As the 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). From 2015/16 the Government established the ‘Better Care Fund’, and under these new arrangements the funding for Disabled Facilities Grants 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 is 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.

The level of government funding has increased significantly under the ‘Better Care Fund’ arrangements and the updated budget for 2018/19 (including slippage from 2017/18) of £1.255m provides for the delivery of more disabled adaptations than has previously been possible. It is anticipated that for 2018/19 all identified need for disabled adaptations can be met from the existing resource.

12. CONCLUSIONS – CAPITAL PROGRAMME

12.1 The current Capital Programme as updated is showing a balanced position for 2018/19 onwards.

12.2 The capital programme and the associated financing will be subject to discussion with Members during the coming months as part of the annual budget setting process for 2019/20.

12.3 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 2018 was £3.220m. Of this £1.933m was already committed to deliver existing approved capital schemes in the years 2018/19 and 2019/20. Since Budget Council, further schemes totalling £0.653m have been approved by Members, leaving an unallocated balance on the reserve of £0.633m

before any further budgeted transfers in. The current financial forecast as set out in Appendix E estimates further transfers in of £1.468m at the end of 2018/19 and £0.498m at the end of 2019/20, which together with the current unallocated balance of £0.633m would leave available resources in the reserve of £2.599m. The estimated transfers in are of course subject to change as costs and income undoubtedly fluctuate over the next 2 financial years.

13. TREASURY MANAGEMENT

- 13.1 The Treasury Management Strategy and Prudential Indicators were approved by Council on 5th March 2018.
- 13.2 The regulatory framework for treasury management requires Councils to receive a mid-year Treasury Review report. This report will be presented to the Audit and Standards Committee for scrutiny on 15th November 2018 and subsequently will be presented to Council on 10th December 2018.

14. KEY AREAS OF FINANCIAL RISKS FOR TREASURY MANAGEMENT

- 14.1 There are a number of potential areas of significant risk associated with Treasury Management activities, the most significant of which are:
 - (i) Unexpected movements in cash flow;
 - (ii) Differences between the actual interest rate and interest rates used in the forecast; and,
 - (iii) The security of monies invested with counterparties

15. CONCLUSIONS – TREASURY

- 15.1 Investment rates available in the market continue to be at historically low levels. As a consequence of the voters' decision to exit the European Union ('Brexit') both bank base rate and investment return rates are expected to remain low for some time. A further consequence of the 'Brexit' vote has been an increased uncertainty in economic forecasts and financial markets. The Council will continue to aim to achieve the optimum return on investments commensurate with proper levels of security and liquidity that have been approved by Members.

16. OVERALL CONCLUSIONS ON THE LATEST FINANCIAL FIVE YEAR FORECAST UPDATE

- 16.1 The overall position on the Council's financial forecast, as summarised in Appendix E of this report, is an improvement in the short-term since Budget Council in March 2018, with surpluses now forecast for each of the years up to and including 2022/23. The improved financial forecast position for 2018/19 is due to a number of factors including increased levels of income from retained business rates and the impact of the in-year savings and efficiencies listed in Appendix C of the report.
- 16.2 In light of the uncertainties surrounding future national funding arrangements the Council needs to continue with the approach to delivering savings and efficiencies and maximising income which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business

improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.

- 16.3 Although further challenges may be encountered in the future the finances the reserves and balances are at healthy levels as compared to earlier periods. Furthermore Fylde Council has a past record of taking actions in order to meet and overcome those challenges; the introduction of a chargeable green waste collection service in the current year being a recent and a prime example of such action, as was the decision to join a Business Rates pool from 2017/18. Fylde Council will continue to seek other such opportunities to maintain a robust financial position in the face of a challenging and changing financial environment. This approach will ensure that the Council continues to achieve and sustain a balanced budget position on an ongoing basis and is able to deliver the priorities set out in the Corporate Plan.
- 16.4 The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available. External pressures outside the Council's control are being experienced by all local authorities, and instructions remain in place that Officers should not commit to any unnecessary expenditure
- 16.5 **The financial position of the Council remains robust. Members should, however, continue to be cognisant of the risks that are detailed within this in order to maintain a sustainable financial position for the Council.**

IMPLICATIONS	
Finance	The financial implications are contained within the body of the report.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

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

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2017/18 – 2021/2022	Budget Council meeting 5 th March 2018	www.fylde.gov.uk
MTFS – Outturn Position For 2017/18 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 25 th June 2018	www.fylde.gov.uk
Revenue Budget Monitoring Report 2018/19 – to 31 st July 2018	Finance and Democracy Committee meeting 24 th September 2018	www.fylde.gov.uk
Capital Programme Monitoring Report 2018/19 – to 31 st July 2018	Finance and Democracy Committee meeting 24 th September 2018	www.fylde.gov.uk

Attached Documents:

1. Appendix A – Forecast approved at Council on 5th March 2018
2. Appendix B – Schedule of general assumptions underpinning the forecast
3. Appendix C – Schedule of changes to the forecast
4. Appendix D – Explanation of changes to the forecast
5. Appendix E – Updated latest forecast position

General Fund Budget Forecast 2017/18 to 2021/22 - Approved at Budget Council March 2018

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Adverse / Favourable
Forecast approved at Council on 2nd March 2017	8,980	9,706	10,077	10,256	10,256	Adverse
Forecast Changes - per Appendix C of March 2018 MTFS report	- 186	- 51	72	164	291	
Budget Proposals - per Appendix F of March 2018 MTFS report		20				
Forecast Budget Requirement	8,794	9,675	10,149	10,420	10,547	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	5,733	5,998	6,229	6,464	6,703	
Council Tax - Share of Previous Years Surplus/(Deficit)	40	- 35				
Sub Total - Council Tax Funding	5,773	5,963	6,229	6,464	6,703	
Business Rates Funding:						
Retained Rates (including pooling benefit & contbtn to/from CF deficit reserve)	4,095	3,231	2,410	2,410	2,410	Adverse
Approved Contribution to Funding Volatility Reserve	- 2,000					
Sub Total - Business Rates net of reserve transfers	2,095	3,231	2,410	2,410	2,410	
Council Tax Freeze Grant relating to 2015/16 freeze						
New Homes Bonus	1,665	1,349	1,221	1,280	1,165	
Less - NHB distribution to Town & Parish Councils		- 67				
Revenue Support Grant	354	47				
Transition Grant	56					
Less - Parish Element of Council Tax Support Funding	- 27	- 4				
Sub Total - Other Funding	2,048	1,325	1,221	1,280	1,165	
Forecast Financing	9,916	10,519	9,860	10,154	10,278	
Forecast surplus(-)/deficit for year	- 1,122	- 844	289	266	269	
Reserves						Adverse
Forecast surplus/deficit (-) for year from above:	1,122	844	- 289	- 266	- 269	
Less: Approved Contribution to M55 Link Road Reserve	- 41					
Less: Proposed Transfer to Capital Investment Reserve	- 1,081	- 844				
Balance of surplus/deficit(-) remaining:			- 289	- 266	- 269	
Balance of General Fund Reserves b/f	3,548	3,548	3,548	3,259	2,993	
Less transfer to/from(-) General Fund Reserves in year			- 289	- 266	- 269	
Forecast Reserves at Year End	3,548	3,548	3,259	2,993	2,724	
Band D Council Tax (Excl Parish Precepts)	£195.76	£201.61	£206.60	£211.59	£216.58	
Band D Average Council Tax Increase	£4.99	£5.85	£4.99	£4.99	£4.99	
Band D Average Council Tax Increase	2.6%	2.99%	2.5%	2.4%	2.4%	

General Base Budget Assumptions

The forecast has been prepared on the basis of the following assumptions:

- General Prices Inflation – a freeze or cash-limiting of all general revenue expenditure budgets with the exception of pay, fuel & utility budgets;
- Slippage - underspend items from 2017/18 agreed by the Finance and Democracy Committee in June 2018 have been slipped into 2018/19;
- Pay award - assumed to be 2% per annum for 2018/19 onwards;
- Employers Pension Contributions – the Council's contribution to the Lancashire pension fund scheme is set in accordance with the estimated outcome of the 2016 Triennial Pension Review at 15.2% plus 9% deficit recovery lump sum payment for the period to 2019/20; any amendments resulting from the final review will be reflected in later updates to the Financial Forecast;
- Employer's National Insurance contributions – the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme;
- Council tax increases – 2.99% increase assumed per annum from 2019/20 onwards;
- Government Grant Support – the forecast assumes central government funding is as notified in the illustrative four-year funding settlement announced in January 2018, amended for known changes in respect of retained Business Rates and New Homes Bonus for 2018/19 onwards;
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2018. For future years budget-holders have reviewed fee levels as appropriate and any proposed changes to fees & charges will be considered at the Budget Council in March 2019 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2018/19 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no cost to the Council from 2018/19 onwards.

Forecast changes since Budget Council March 2018

	<u>18/19</u> <u>£000</u>	<u>19/20</u> <u>£000</u>	<u>20/21</u> <u>£000</u>	<u>21/22</u> <u>£000</u>	<u>22/23</u> <u>£000</u>	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
1 CHANGES AS A RESULT OF MEMBER APPROVALS:						
F&D Committee - 25/06/18 - Slippage from 2017/18	137	0	0	0	0	ADVERSE
F&D Committee - 25/06/18 - Additional resource for beach bins	25	25	25	25	25	ADVERSE
2 BUDGET RIGHTSIZING EXERCISE:						
Revenue impact of budget right-sizing across all budget areas of the Council	-54	-25	-188	-62	-76	FAVOURABLE
3 UPDATED ESTIMATES OF INCOME BUDGETS:						
Revised Estimate - sand-winning income	-160	-100	-75	-50	-50	FAVOURABLE
Revised Estimate - planning fee income	110	110	0	0	0	ADVERSE
Additional Trade Waste Income	-25	-20	-20	-20	-20	FAVOURABLE
Additional Fylde Waste Income	-31	-31	-31	-31	-31	FAVOURABLE
VAT Refund - Leisure services	-180	0	0	0	0	FAVOURABLE
4 STAFFING COSTS:						
Estimated 2% pay award for 2022/23	0	0	0	0	200	ADVERSE
5 OTHER FORECAST CHANGES						
External audit fees - reduction in fee level	-6	-6	-6	-6	-6	FAVOURABLE
Business Rates - impact of revised rating list from 2017/18	-9	17	17	17	17	ADVERSE
Increase in GDPR registration fees	5	5	5	5	5	ADVERSE
Business Rates Pooling Fee	2	2	0	0	0	ADVERSE
Changes to Interest Receivable, Financing Costs and MRP adjustments	-73	-45	-28	-26	-1	FAVOURABLE
Elections costs - increase in Borough Council Election costs 2019/20	0	34	0	0	0	ADVERSE
Continuation of reduction in Housing Benefit Admin Grant	0	0	0	0	25	ADVERSE
TOTAL	-259	-34	-301	-148	88	

The following notes relate to specific adjustments made to the Forecast set out in Appendix C

(1) Changes as a Result of Member Approvals

The forecast that was approved at the Council meeting in March 2018 has been updated to reflect the financial impact of Member decisions made since then. The significant decisions in financial terms of their effect are detailed within the body of the report.

(2) Impact of budget-right-sizing exercise across all budget areas of the Council

Each year officers carry-out a budget right-sizing exercise focussing on a review of underspends across all budget areas. This exercise has, as always, yielded in a significant level of favourable adjustments which have been reflected in the revised forecast.

(3) Updated income forecasts

The forecast has been updated to reflect additional income arising from a number of budget areas as detailed in Appendix C following a review of income budgets in consultation with budget-holders. Planning fee income levels are expected to reduce following a decline in the number of planning applications being received during the first part of the year.

(4) Staffing Costs – Pay Awards

The assumed 2% per annum pay award has been reflected in the final year of the forecast, 2022/23, in line with other years. This year is shown within the forecast for the first time as part of this November 2018 update.

(5) Other Forecast Changes:

External audit fees - reduction in fee level

The new external audit arrangement effective from the 2018/19 financial year (the replacement of KPMG with Deloitte LLP) has been achieved at reduced cost from that previously charged.

Business Rates

The Valuation Office Agency issued a revised rating list in 2017 that amended the rates payable for most properties, including a number of properties that are owned by the Council. This adjustment is necessary to ensure that there is sufficient budget resource for the revised level of rates payable across the Councils property holdings.

GDPR – Revised Fee Level

The new Data Protection regime incorporates a revised fee structure which increases the total cost to the Council of fees payable to the Information Commissioner's Office.

Business Rate Pooling Fee

For each year that Fylde Council remains a member of the Lancashire-wide Business Rate pooling arrangements an administration fee is payable to the lead authority for the pool, Ribble Valley BC. With the assumption (as described within the body of this report) that Fylde Council will participate in the pooling arrangements for both 2018/19 and 2019/20 it is necessary to also make budget provision for the administration fee for those years.

Changes to Interest Receivable, Financing Costs and MRP adjustments

The forecast has been updated to reflect the latest estimate of investment interest received on cash balances and reserves which the Council invests as part of daily treasury management activities and changes to the expenditure profile within the Capital Programme. Interest earnings have increased as a result of the retention of higher cash balances than was anticipated.

Election Costs – Borough Council Elections 2019

The forecast has been updated to reflect the latest estimate of the costs of administering the 2019 Borough Council elections which has increases since the last Borough Council elections held in 2015.

Housing Benefit Admin Grant reduction

The level of grant that the Council receives from Central Government to administer the Housing Benefit system has been reducing year-on-year on the assumption that the phased introduction of Universal Credit will reduce caseload and consequently a lower level of reimbursement is required. Although no actual reduction in workload has yet been experience within the Benefits Shared Service the level of government grant received for this purpose remains on a downward trajectory.

Latest General Fund Budget Forecast 2018/19 to 2022/23

	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	Adverse / Favourable
Forecast approved at Council on 5th March 2018	9,675	10,149	10,420	10,547	10,547	Favourable
Forecast Changes - per Appendix C	- 259	- 34	- 301	- 148	88	
Forecast Budget Requirement	9,416	10,115	10,119	10,399	10,635	
Financed by:						
<i>Council Tax Funding:</i>						
Council Tax - Precept	5,998	6,281	6,554	6,839	7,134	
Council Tax - Share of Previous Years Surplus/(Deficit)	- 35					
<i>Sub Total - Council Tax Income</i>	5,963	6,281	6,554	6,839	7,134	
<i>Business Rates Funding:</i>						
Retained Rates (including assumed pooling benefit 2018/19 & 2019/20)	3,594	2,953	2,200	2,200	2,200	
<i>Sub Total - Business Rates Income</i>	3,594	2,953	2,200	2,200	2,200	
New Homes Bonus	1,349	1,379	1,476	1,399	1,348	
Less - NHB distribution to Town & Parish Councils	- 65					
Revenue Support Grant	47					
Less - Parish Element of Council Tax Support Funding	- 4					
<i>Sub Total - Other Income</i>	1,327	1,379	1,476	1,399	1,348	
Forecast Financing	10,884	10,613	10,230	10,438	10,682	
Forecast surplus(-)/deficit for year	- 1,468	- 498	- 111	- 39	- 47	
<u>Reserves</u>						
Forecast surplus/deficit (-) for year from above:	1,468	498	111	39	47	
Less: Proposed Transfer to Capital Investment Reserve	- 1,468	- 498				
Balance of surplus/deficit(-) remaining:	0	0	111	39	47	
Balance of General Fund Reserves b/f	3,685	3,685	3,685	3,796	3,835	
Less transfer to/from(-) General Fund Reserves in year			111	39	47	
Forecast Reserves at Year End	3,685	3,685	3,796	3,835	3,882	
Band D Council Tax (Excl Parish Precepts)	£201.61	£207.63	£213.84	£220.24	£226.83	
Band D Average Council Tax Increase	£5.85	£6.02	£6.21	£6.40	£6.59	
Band D Average Council Tax Increase	2.99%	2.99%	2.99%	2.99%	2.99%	

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	COUNCIL	10 DECEMBER 2018	12
NEW HOMES BONUS: PROVISION OF GRANTS TO TOWN AND PARISH COUNCILS 2019/20			

PUBLIC ITEM

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

SUMMARY

This report provides a review of the effectiveness of the policy on the provision of grants to town and parish councils, funded from a portion of the New Homes Bonus, and proposes an updated policy which is appended to this report. The purpose of this policy is to provide the framework for a system of grant support to town and parish areas which have experienced above-average growth in housing numbers.

This matter was considered by the Finance and Democracy Committee at the meeting of 26th November 2018. The Committee recommended that Council approve the adoption of the revised policy on the provision of grants to town and parish councils and the grant allocation for 2019/20 in the total sum of £68,950.

RECOMMENDATIONS

The Finance and Democracy Committee considered this matter at the meeting of 26th November 2018.

In accordance with those deliberations it is recommended:

1. That Council approves the adoption of the updated policy on the provision of grants to town and parish councils which is appended to this report, including the allocation of such grants for 2019/20 in the total sum of £68,950.

SUMMARY OF PREVIOUS DECISIONS

A new policy on the provision of grants to town and parish councils, to be funded from a portion of the New Homes Bonus, was approved by Council in December 2017 in respect of 2018/19, with a review of the effectiveness of the scheme to be undertaken during 2018/19. This matter was considered by the Finance and Democracy Committee at the meeting of 26th November 2018.

CORPORATE PRIORITIES

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

REPORT

1. Background

- 1.1 At the meeting of 4th December 2017, the Council approved the adoption of a new policy on the provision of grants to town and parish councils funded from a portion of the New Homes Bonus, including allocation of such grants for 2018/19 in the total sum of £65,500.
- 1.2 The report stated that *“the operation of the scheme for subsequent years will be determined by a review of the effectiveness of the arrangements in delivering the intended outcomes. That review will be undertaken during 2018/19 and will be reported to this Committee during that year.”*

2. Review of the policy on the provision of grants to town and parish councils.

- 2.1 In accordance with the grant policy a mid-year review statement has been requested from each grant recipient under the scheme in 2018/19. These are shown at Appendix B to this report.
- 2.2 Although the information provided varies considerably in the level of detail provided it is evident that the mid-year review statements generally confirm that the grants are being utilised in accordance with the terms under which they were awarded, and are consistent with the grant criteria as defined within the policy.
- 2.3 Consequently it is proposed that the scheme will continue for the 2019/20 financial year on similar terms to those for 2018/19.
- 2.4 For 2019/20 the total grant funding to be distributed will again be a figure equivalent to 5% of the latest estimate of the total New Homes Bonus income receivable by Fylde council for that year i.e. a sum of £68,950 in 2019/20. Grants will only be issued following receipt of a statement outlining how the grant is to be used. This must be in compliance with the approved scheme requirements as set out in paragraph 4.3 of the policy.
- 2.5 The operation of the scheme for subsequent years will again be determined by a review of the effectiveness of the arrangements in delivering the intended outcomes. That review will be undertaken during 2019/20 and will be reported to this Committee during that year.
- 2.6 To ensure consistency of reporting the grant policy has been amended to provide more definitive guidance on the reporting process.
- 2.7 The proposed policy is shown in full at Appendix A.
- 2.8 The Finance and Democracy Committee considered this matter at the meeting of 26th November 2018 and recommended to Council approval to the adoption of the revised policy on the provision of grants to town and parish councils, including the allocation of such grants for 2019/20 in the total sum of £68,950.

IMPLICATIONS	
Finance	Financial implications are contained within the body of the report.
Legal	None arising from this report
Community Safety	None
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

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

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

Attached documents

Appendix A – Updated Policy on the provision of grants to town and parish councils

Appendix B – Mid-year Review returns from grant recipients in 2018/19.



**NEW HOMES BONUS:
POLICY ON THE PROVISION OF GRANTS
TO TOWN AND PARISH COUNCILS
2019/20**

1. What is the New Homes Bonus?

- 1.1 The New Homes Bonus (NHB) is a national initiative, introduced in 2011/12, which provides funding to principal councils (i.e. Unitary, County and District councils) in proportion to the increase in the number of homes in their area year on year. These may be newly built, conversions or empty homes being returned to use.
- 1.2 For every new home that is created in the Fylde borough the government gives the council a level of grant based on the national average Council Tax charge each year for a number of years (originally for six years but now reduced to five and then four years with effect from 2018/19).
- 1.3 Under the current national scheme the grant in Fylde's area is shared between the district council (Fylde Council) and the upper-tier authority (Lancashire County Council), with Fylde Council receiving 80% of the grant and the County Council 20%.
- 1.4 Local councils decide how to spend NHB. The grant is a non-ring-fenced revenue grant, which means it can be used for a variety of different projects or to support general expenditure.
- 1.5 New Homes Bonus is not new money. The government has reduced other funding (particularly the Revenue Support Grant) to local councils in order to create the necessary funding for the NHB scheme. Consequently it has been necessary for Fylde Council and many others to direct income from New Homes Bonus to compensate for and to balance out other cuts in government funding for Council services.

2. Purpose of this policy

- 2.1 Fylde Council is proposing to introduce a new initiative in which funding is allocated to town and parish councils to help alleviate the impacts of housing growth on local communities.
- 2.2 The initiative is to be funded from a portion of the New Homes Bonus income that is received by Fylde Council.
- 2.3 The purpose of this new policy document is to provide the framework for the proposed system of grant support to town and parish areas which have experienced above-average growth in housing numbers.

3. Commencement of the scheme and funding levels

- 3.1 The scheme commenced in the 2018/19 financial year and will continue in 2019/20.
- 3.2 The operation of the scheme for subsequent years will be determined by a review of the effectiveness of the arrangements in delivering the intended outcomes. That review will be undertaken during 2019/20.
- 3.3 For 2019/20 the total grant funding to be distributed will be a figure equivalent to 5% of the latest estimate of the total New Homes Bonus income receivable by Fylde council for that year i.e. a sum of £68,950.

4. The aims and objectives of this initiative

4.1 The scheme is intended to support new projects where there is a demonstrable need to assist in the provision of community amenities that are necessary because of growth in property numbers, and consequently an increase in the demand for local services, and that have tangible benefits for the community.

4.2 The broad objective of the policy can be summarised as:

“to provide grant support to town and parish areas which have experienced above-average growth in housing numbers.”

4.3 Specifically projects to be funded under this initiative should meet one of the following criteria:

- Schemes that develop community facilities;
- Schemes that address particular issues associated with housing growth;
- Parks and green space development schemes;
- Schemes to improve travel, public transport or car parks.

5. How grant amounts will be calculated

- 5.1 The grant distribution methodology will reflect relative growth in total property numbers in each town and parish area.
- 5.2 For the purpose of this initiative, the Valuation Office property data that is provided as at September each year for the purposes of calculating the New Homes Bonus amount for the following year, shall be the basis of defining property numbers, and thereby also property growth for the past year, for each area.
- 5.3 Grants will only be available to town and parish areas that have experienced property growth for the past year above a baseline of 0.4% (of the prior year total property numbers). This is to match the government threshold of 'expected annual growth' as represented in the revised New Homes Bonus 'baseline' that applies to Fylde Council and all other recipients of New Homes Bonus funding.
- 5.4 The total sum to be distributed to town and parish areas that have experienced growth above the 0.4% baseline level will be divided amongst those qualifying areas by reference to the absolute numbers of additional property numbers in excess of the 'baseline' level for each area in the preceding year.
- 5.5 Not all town and parish areas will experience growth in property numbers in every year. Some that do experience growth in property numbers may not exceed the 0.4% baseline threshold. As a consequence of the methodology for calculating entitlement to grants as set out above, not all town and parish councils will be eligible to receive a grant under this initiative in every year.
- 5.6 Using this methodology the town and parish council grant allocations for 2019/20, resulting from the distribution of the total sum of £68,950, are shown at Appendix A.

6. Grant notification and reporting

- 6.1 The sums to be distributed to town and parish areas for the next financial year will be scheduled for consideration and approval at a Council meeting such that the amounts to be provided to each qualifying town and parish council will be notified prior to completion of the budget-setting process.
- 6.2 In the case of individual grant awards in excess of £1,000, grant recipients are required to confirm how the grant is to be used in the form of a written statement in compliance with the approved scheme requirements (as set out in paragraph 4.3) prior to the release of funding.
- 6.3 Additionally in respect of grants in excess of £1,000, grant recipients are required to complete a mid-year statement to confirm how the grant has been (or will be) used. This information must be submitted by 30th September 2019 and must be in the form prescribed for this purpose. This will require completion of a 'Grant Mid-Year Review' pro forma that will be provided for this purpose. This information will be used to assess the success of the scheme relative to the stated intentions of the initiative and will be used to inform the decision as to whether the scheme will continue for the following year.
- 6.4 For Town and parish councils that may receive modest annual grant allocations as part of this initiative the annual allocations may be accumulated over a period of no more than 3 years in order to provide sufficient funding for a larger scheme to be undertaken than would be achievable using a single year funding allocation.
- 6.5 Grant funding from this initiative may be used as match-funding for other grant applications.

7. Governance and decision-making

- 7.1 Continuation of the scheme for the distribution of grants to town and parish councils to reflect housing growth shall be confirmed at a meeting of the full council.
- 7.2 A review of the operation of the scheme and the appropriate funding resource to be allocated to the scheme will be undertaken during 2019/20 by the Finance and Democracy Committee.

Appendix A

Town and Parish Councils New Homes Bonus Grant Allocations 2019/20

Town/Parish Council	Property numbers as at Sept 2017	Property numbers as at Sept 2018	Property numbers - change Sept 2017 to Sept 2018	Baseline level - 0.4% of taxbase	Property growth above baseline level	Grant Allocation to reflect property growth above baseline £
St.Annes	14,234	14,425	191	56.9	134	21,437
Kirkham	3,179	3,263	84	12.7	71	11,358
Medlar-with-Wesham	1,787	1,850	63	7.1	56	8,959
Bryning-with-Warton	1,853	1,914	61	7.4	54	8,639
Westby-with-Plumpton	754	806	52	3.0	49	7,839
Ribby-with Wrea	726	771	45	2.9	42	6,719
Staining	1,074	1,098	24	4.3	20	3,200
Freckleton	2,755	2,771	16	11.0	5	800
Sub-total - property growth excl. reductions					431	68,950
Little Eccleston-with-Larbreck	228	228	0	0.9	-1	Nil
Greenhalgh-with-Thistleton	187	187	0	0.7	-1	Nil
Weeton-with-Preese	364	364	0	1.5	-1	Nil
Elswick	462	463	1	1.8	-1	Nil
Treales, Roseacre & Wharles	194	193	-1	0.8	-2	Nil
Singleton	462	459	-3	1.8	-5	Nil
Newton-with-Clifton	1,135	1,135	0	4.5	-5	Nil
Unparished areas - Lytham	8,883	8,879	-4	35.5	-40	Nil
Total	38,277	38,806	529	153	376	68,950

Appendix B**NHB Grant Allocations to Town and Parish Councils 2018/19**

Town/Parish Council	Grant Allocation £
St.Annes	14,035
Westby-with-Plumpton	12,476
Bryning-with-Warton	12,476
Kirkham	8,837
Medlar-with-Wesham	7,538
Ribby-with Wrea	6,498
Staining	1,560
Little Eccleston-with-Larbreck	1,040
Greenhalgh-with-Thistleton	780
Weeton-with-Preese	260
Total	65,500

**New Homes Bonus: Grants to Town and Parish Councils 2018/19 –
Mid-Year Update Report**

Town / Parish Council: Westby-with-Plumpton Parish Council

Grant Allocation for 2018/19 - £12,476

Proposed Grant Use (extract from grant usage declaration):

- "1. To allocate funding toward the development of a defibrillator unit*
- 2. The establishment of a local mini-bus service*
- 3. Maintenance and repair of the traditional finger signposts*
- 4. The possible establishment of a shelter located at a bus stop on Preston New Road"*

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

1. Defibrillator unit now installed at Peel Corner within the telephone box that was purchased. Unit registered with NHS - £ 2500 allocated from the fund
2. Minibus service has been established since June 2018 serving the parish's lonely / elderly residents - £8000 allocated for the year
3. Audit of signage being completed and presented at September meeting
4. Awaiting actions from LCC relating to repair of existing shelters prior to committing any funds at this stage

Completed on behalf of Westby with Plumpton Parish Council by: David Kirkham (clerk)

New Homes Bonus: Grants to Town and Parish Councils 2018/19 – Mid-Year Update Report

Town / Parish Council: St Annes Town Council

Grant Allocation for 2018/19 - £14,035

Proposed Grant Use: (extract from grant usage declaration):

- "1. Tree & shrub planting in various locations across the parish*
- 2. New boundary signs to improve the gateways into the town*
- 3. New town centre signage*
- 4. Updated town centre banners"*

St. Anne's Planting scheme - ongoing

This commenced in spring 2018 with a comprehensive planting scheme across 7 locations within the parish. The scheme was drawn up by Fylde parks department and is currently being rolled out according to the relevant planting seasons. Amy Docherty is ordering spring bulbs for the sites and they will be planted by volunteers. **Bulb costs £1706.**

Shrubs and large specimen trees will be purchased later in the year in time for the early winter planting season.

***Final shrub and trees costs not available yet – awaiting these from Fylde BC**

In addition to this scheme we have added large planted tubs at "gateway locations" i.e. Squire's Gate Lane, St. Paul's Avenue, Clifton Drive South and Smithy Lane.

Planted tubs including the containers, compost and plants / bulbs £2230.90

New boundary signs

These were installed by LCC in May 2018 – the wording is "Thank you for visiting St. Anne's" and the new sign panels are up at Queensway / Division Lane, St. Paul's Avenue, Clifton Drive South and Smithy Lane on the reverse of the existing "Welcome to St. Anne's" sign panels.

Signage costs £713.43 including installation by LCC.

New town centre signage

The street signs installed in 2015 are in need of a refresh / update. We are awaiting quotes from local signmakers for replacement panels to these signs.

Updated town centre banners

8 new banners (2 x 4 designs) were installed in July 2018. **Banners cost £1183.19 + £750 for installation.**

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

Total of 2018 New Homes Bonus spent so far: £6583.52

We still have the town centre signage to refresh with no costs available at this stage and the trees and shrubs to pay for to complete the planting scheme.

* Estimated trees cost £4911.50. Estimated shrubs cost £226.80. These prices are subject to confirmation at time of ordering by Fylde BC.

Completed on behalf of ...St. Anne's On Sea.....Town/Parish Council by:.....Sarah Dunn.....

**New Homes Bonus: Grants to Town and Parish Councils 2018/19 –
Mid-Year Update Report**

Town / Parish Council: Bryning-with-Warton Parish Council

Grant Allocation for 2018/19 - £12,476

1. Street wise Project – as attached

2. CCTV/security Project

The Parish Council commissioned Black box Security Alarms Systems Ltd. from Chorley, to provide assessment and quotations for a scheme of the proposed coverage for the Village Centre.

This coincided with assessment and quote for a replacement CCTV scheme for coverage of Bridges Playing Fields and the Blackburn Pavilion as through FBC Community Safety the PC had been advised the existing CCTV was already failing and in need of replacement and the PC required additional cover for the Pavilion building to increase security of the site.

Following review of the security system installed by Kirkham Town Council by this provider and consideration of the scheme the PC decided to go ahead with the Bridges scheme which was installed last month. Unfortunately due to a delay in BT installing internet access the system is not yet fully operational for remote access, the part of which will vastly enable early review and hopefully intervention of issues arising. Some minor issues during darkness hours, given the site location, are being dealt with but early indications of picture quality, ease of system use, public reception to the initiative and the deterrent aspect are extremely promising.

Due to the priority aspect of replacement at Bridges it was decided that it would be prudent that consideration of purchase and installation of the Village Centre scheme should be pending successful and positive results from the Bridges scheme. It would obviously give Councillors a clearer idea of what the overall package provided in regard to quality and usefulness, it obviously covering a wider area etc., before committing the funding toward the Village Centre project, and affirm confidence in the providing contractor.

Purchase of the Blackburn Pavilion/ Playing fields is £4,850, excluding VAT, There is an annual maintenance charge of £150.00

The Quotation for the drafted scheme for the Village Centre system is £5,800, excluding VAT, Annual maintenance charge of £150.00 . There is the option to alter camera positions at any time and extend coverage on the system with additional cameras once it is installed.

It is hoped the PC will be in a position to consider progressing with Village Centre system in the forthcoming month.

No. of staff: 2 **Qualifications:** Level 6 & 2 Youth Workers **CRB Checked:** Y/. **Time Allocation:** 4 hrs per week

Background Data

- Warton encompass a rapidly increasing social community. A large proportion within demographics are long standing residents who have witnessed various forms of ASB over the years. **This is underpinned by PCSOs and the Police feedback.* Although these incidents are wide ranging and include criminal assault and vandalism to local property, recorded evidence would suggest that a small number of families (around 5) are responsible for much of the serious elements of anti-social behaviour that goes in in the village.
- Youths are often seen loitering at several locations including rear book exchange building and local bus shelter

Methodology

Streetwise work proactively and reactively with young people in Warton. Proactive work is mainly with the younger children but not exclusively. Session activities are young person centred and start 'low key' in order to gain participant's trust and respect.

Overall Aim

- To reduce the significant amount of anti-social behaviour initiated by young people in Warton, specifically targeting 'hot spot' areas: 1. Book Exchange area – (PR4 1XB) 2. McColl's area (PR4 1YA 3). Butlers Meadow area (PR4 1XQ)
- To increase the footfall of Bridges amenities.

Specific Objectives

- To use local intelligence to identify potential 'hotspots' where anti-social behaviour is most prevalent and provide appropriate out-reach support to develop positive relationships with young children and youths between the ages of 5-19 (e.g. youth workers to initiate impromptu sporting activities to gain the trust of young people).
- To offer young people in Warton a multi-skills outdoor environment that will celebrate personal achievements and promote individual reflection that is linked to demonstrating appropriate positive behaviour in their local community.

6 monthly Evaluation of Aim & Objectives - Project Outcomes

- Baseline data via UK crime statistics suggest a consistent level of ASB in designated areas.
- As identified previously - McColl's, the Book Exchange, Butlers Meadow and Bridges playing field are significant areas of social need that have been targeted so far. Successful Streetwise support has largely removed the need for out-reach support in all but one area – Bridges Playing field. This is reflected by the following statistics:

Postcode *(Crime within 1 Mile)	Location	ASB March (Pre- intervention)	Start date ASB 17 th April	ASB May	ASB June	ABS July	ABS Aug
PR4 1XB	Book Exchange	23	11	13	18	No data	No data
PR4 1YA	M'colls area	24	9	13	20	No data	No data
PR4 1TP	Hillock Lane	24	8	13	20	No data	No data
PR4 1XQ	Butlers Meadow	24	10	13	20	No data	No data
Engaged Youth			73	156	208 39hrs inv	256	221 57hrs inv

Fig 1. Source UK Crime stats to June 2018 At the time of writing this report, no Crime data has been announced for July and August*

- (iii) Over the period from 17th April to 28th August 2018, 914 young people were actively engaged at Bridges playing field, mainly playing football. Football is proven to be the main activity of engaging the 11-19 cohorts. This concept was also used as a platform for young people to explore several projects including; musical youth, boxing and generic streetwise youth club Friday sessions. It is suggested applied methodology contributed to improving aspects of behaviour in the local community. *As reflected in Fig 1.*
- (iv) Due to better communications and build-up of trust with the youths, 12 'significant youths' are regularly participating in pool, boxing and drums sessions at Streetwise that otherwise maybe involved in ASB activity

Overall comment.

1. Generally, Streetwise "Engaged" project is going well considering limited funding and there is good progress in meeting objectives 1 & 2. Additional funding for more hours would increase impact and breadth of Project Aims and Objectives. Urgent requirement has been identified for 'additional need training' to support all young people's personal development. For this reason, Streetwise will approach Community Action Fund (CAF) to accommodate extra manpower to for positive activities over the summer break and 3 weeks term time, in addition, appropriate training will be sourced by several training providers including UR potential in Blackpool.
2. It is duly noted re: fig 1. ASB for June had a surge (in comparison to previous 2 months). It is suggested that this may have correlation to a sequence of incidents executed by a known re-offender who we now believe has recently been incarcerated.

Session Evaluation – Date _June-August 2018

Aim	Objective	Method	Outcome
To reduce the significant amount of anti-social behaviour by young people in Warton, including: assault on peers, damage to property and acting disrespectfully towards older residents.	(iii) To offer young people in Warton a multi-skills outdoor environment that will celebrate personal achievements and promote individual reflection by actively participating in an age appropriate football session and making links to other social situations.	To organise a football match for young pupils aged between 5-19 and find out who has difficulty keeping to 'rules' respect to the referee and to one another	6 out of 10 young people improved their ability to keep to the game rules when they had not been able to do this before. 7 out of 10 of group understood the link between keeping game rules and acting responsibly in other social situations.

In celebration of a successful project, Streetwise has arranged several activities including; trip to Laser Quest – inflatable Fun day and overnight camp out BBQ. Youth Workers hours for these events (and additional activities during the programme) will be spent against hours Streetwise will continue to engage with youths as schedule until 21st September 2018. It is hope at which point funding will be sourced to continue the project.

**New Homes Bonus: Grants to Town and Parish Councils 2018/19 –
Mid-Year Update Report**

Town / Parish Council: Kirkham Town Council

Grant Allocation for 2018/19 - £8,837

Proposed Grant Use (extract from grant usage declaration):

Kirkham Town Council are undertaking an additional installation to their arts trail which will be installed in October 2018 to commemorate the WW1 Centenary. The installation will depict the story of our men leaving Kirkham for War and feature a display of 500 poppies tumbling down the rockery behind the cenotaph.

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

Kirkham Town Council are expecting to spend the New Homes Bonus allocation before the end of October when the Arts feature will be installed.

The cost for the installation is- 17,500

And will be funded by NHB- 8,837

KTC- 4,000

Poppy sales- 5,000

Surplus funding will be used on an inter-generational collecting stories project run by Fylde Coast Youth Theatre.

Completed on behalf of Kirkham Town Council by:

Emma-Jo Duffy (Town Clerk)

New Homes Bonus: Grants to Town and Parish Councils 2018/19 – Mid-Year Update Report

Town / Parish Council: Medlar-with-Wesham Parish Council - Grant Allocation for 2018/19 - £7,538

Proposed Grant Use (extract from grant usage declaration):

- "1. Replace existing the Fencing between Fleetwood Road Playing Fields and the Bordering Allotment site*
- 2. Work behind the Pavilion at Fleetwood Road Playing Fields removing/cutting back ivy*
- 3. Install stone path from existing tarmac path to dog walking area on Doorstep Green, Derby Road."*

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

Prior to being notified by Fylde Borough Council of the award of £7,538.00 under the New Homes Bonus Allocation (NHBA) Medlar-with-Wesham Town Council (MwW TC) had formulated a scheme for the Fleetwood Road Playing Fields with S106 monies from the Rowland Homes Development. However, this funding received did not allow MwW TC to implement the full scheme on their wish list. The award of the NHBA allowed for additional works to be carried out, in the form of the removal of a badly deteriorating fence bordering both the playing fields and the allotments with a new metal fence. At the same time the area behind the Sports Pavilion was levelled and stone laid to make better use of this area. The sum allocated to this works was £6188.00.

MwW TC had also committed monies from reserves for the purpose of making a secure area around the Pavilion. This included creating a fenced off area with an access gate into a compound adjacent to the pavilion which had been recently levelled and stoned. There is also an area adjacent to the children's play area, which has been excavated and stoned ready for picnic tables (these are currently on order). In addition 3 benches are to be installed and positioned around the footpath.

On Doorstep Green, Derby Road, Wesham, a new gravel path from the tarmac path to the dog walking area with a hard standing area has been installed. This was at a cost of £1350.00. MwW TC have in addition to the works funded from the NHBA have funded the cost of a new metal gate, installed into the existing fencing. A covered shelter for the dog walkers has also been provided.

The £6188.00 spent on Fleetwood Road Playing Fields improvements and the £1350.00 spent on Doorstep Green is the total allocation received under the NHBA scheme. The Town Council would like thank Fylde BC for the funding.

Looking to future projects which MwW TC are hoping to fund through future grants and from their own modest reserves, include a much needed tree planting scheme and a possible large rock lay out on both Fleetwood Road Playing Fields and Doorstep Green. We have ear-marked Doorstep Green as a priority the layout is an open invitation for anyone who wishes to set up camp there.

In the future MwW TC hope to install additional equipment to make Fleetwood Road Playing Fields play areas suitable for all age groups. This is much needed in the every expanding community.

Completed on behalf of Medlar-with-Wesham Parish Council by Cllr Peter Ball

**New Homes Bonus: Grants to Town and Parish Councils 2018/19 –
Mid-Year Update Report**

Town / Parish Council: Ribby-with-Wrea Parish Council

Grant Allocation for 2018/19 - £6,498

Proposed Grant Use (extract from grant usage declaration):

"To contribute towards the development of the Conservation Area – to enhance the area around the central green and make it more pedestrian-friendly."

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

All funding has been allocated to a restricted reserve with the parish council for a scheme within the Conservation Area. Awaiting Paul Drinnan to forward scheme details

Completed on behalf of Ribby with Wrea Parish Council by: David Kirkham -Clerk

**New Homes Bonus: Grants to Town and Parish Councils 2018/19 –
Mid-Year Update Report**

Town / Parish Council: Staining Parish Council

Grant Allocation for 2018/19 - £1,560

Proposed Grant Use (extract from grant usage declaration):

"To improve the open space and wildlife area on the QEI field to encourage use by residents & by providing picnic tables, dog-waste bins & general litter bins as required."

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

With regards expenditure to date, the parish council has utilized £1260 to date. The purchase of 2 x picnic benches sited on the public open space and also the purchase of 3 x dog 'poo bag' dispensers located within the village centre and areas where previously, there was an issue with dog fouling. The remaining £300 has been placed in a restricted reserve to refill the aforementioned dispensers on an ad hoc basis

Completed for Staining Parish Council by:...DAVID KIRKHAM - CLERK.....

New Homes Bonus: Grants to Town and Parish Councils 2018/19 – Mid-Year Update Report

Town / Parish Council: Little Ecclestone with Larbreck Parish Council

Grant Allocation for 2018/19 - £1,040

Proposed Grant Use (extract from grant usage declaration):

"This grant allocation will be used to contribute to the Village Improvement Plan which will fulfil the objectives of the development of community facilities and green space development."

Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.

LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL

STATEMENT: NEW HOMES BONUS GRANT

3rd September 2018

The Parish Council received a New Homes Bonus Grant of £1,040.00, to be utilised within 2018/19.

The grant allocation was determined by the Parish Council to contribute to the Village Improvement Plan to develop community facilities and green space development.

The focus of the project in addition to keeping the village in a good order is to build community spirit and involvement in the maintenance and improvement of the village. This provides an opportunity for residents and local organisations to come together and help keep the environment and amenity areas of the village maintained to a high standard.

A fantastic amount of work has been undertaken by many volunteers who have worked together for the benefit of the community.

COMPLETED PROJECT TASKS TO DATE

Cartford Lane Corner

1. New fencing positioned to area.
2. Overhanging trees cut back and cuttings removed, behind the new fenced area.
2. Removal of large concrete white planter.
3. Laying of paving stones:
4. Positioning of cleaned boulders adjacent to the driveway
5. Position 3 new planting barrels, soil and plants

West End Blackpool Old Road

1. Turf areas flattened and edges completed.
2. Millennium stone cleaned.
3. Small planting bed created to the front and side of the Millennium stone
4. Paving slabs laid to seating areas
5. Railway sleeper planters made and positioned. Planters filled with shrubs and flowers.
6. Two new benches positioned and fixed to concrete base.

East End Blackpool Old Road

1. Trees and bushes cut back behind seating area
2. Millennium stone cleaned.

Showfield Entrance

New post and gates fitted (courtesy of the showfield committee).

Grass and weeds tidied

Trough planter position and filled with trailing flowers

Entrance to Gillow Park

1. Flag stones cleaned
2. New barrel planters positioned and filled with shrubs and flowers

FINANCIAL SUMMARY

To date, the Village Improvement Fund budget demonstrates an expenditure of £4201.04

Items of expenditure include:

- Fencing materials
- New benches
- Railway sleepers
- Shrubs, plants and soil
- Barrels containers
- Information leaflets to generate interest of community

As originally stated in the Parish Councils application for the New Homes Grant, these monies would be used to contribute to the Village Improvement Plan and are now considered to have been "spent".

The Village Improvement is ongoing and fundraising continues. The community group entered the village into the Best Kept village competition this year, and have recently been informed that Little Eccleston has been selected to go through to Final Judging for the Best kept Village Competition 2018

Completed by: Jane Lingings - Clerk to the Parish Council, Little Eccleston with Larbreck Parish Council

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	COUNCIL	10 DECEMBER 2018	13
MID YEAR PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT MONITORING REPORT 2018/19			

PUBLIC ITEM

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

SUMMARY

This report is a mid-year Prudential Indicators and Treasury Management monitoring report which has been prepared in line with the recommendations of CIPFA's (Chartered Institute of Public Finance Accountants) Code of Practice on Treasury Management. This report was considered and scrutinised by the Audit and Standards Committee at the meeting of the 15th November 2018.

RECOMMENDATIONS

The Audit and Standards Committee has considered the Mid-Year Prudential Indicators and Treasury Management monitoring report at its meeting on the 15th November 2018 and recommends to Council:

1. That the updated Prudential Indicators and Investment Limits as shown at Appendix B of this report be approved.
2. To thank the Finance team for their efforts in securing best value and ensuring the Council becomes debt free in December 2019.

SUMMARY OF PREVIOUS DECISIONS

Council approved the 2017/18 to 2021/22 Treasury Management Strategy & Prudential Indicators at its meeting on 5th March 2018.

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

MID YEAR PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT MONITORING

REPORT 2018/19 – POSITION AS AT 30th SEPTEMBER 2018

Report

The Code of Practice on Treasury Management requires the Council to receive a Mid-Year Treasury Review report in addition to the forward-looking Annual Treasury Strategy and the backward-looking Annual Treasury Report. The Code of Practice also requires Members to scrutinise the Treasury Management function.

Background

The Mid-Year Treasury Review report has been prepared in compliance with the Code of Practice. In order to assist with the terminology and explanations that are included within this report Appendix A sets out a Glossary of Treasury Terms and a number of Treasury Management and Prudential Indicators Frequently Asked Questions. Appendix B sets out the latest Treasury Management position compared to the forecast Prudential Indicators.

1. Economic Update

1.1 Economic Background

The year to date has seen a period of steady but modest economic growth. Gross Domestic Product (GDP) grew 0.4% in the second quarter of 2018 compared to the previous quarter. The year-on-year change in GDP was 1.2%. UK Consumer Price Inflation (CPI) for September 2018 was 2.2%, in excess of the government target of 2%. In the face of inflationary pressures within the economy the Bank of England voted to increase the bank base rate in August 2018 by 0.25% to 0.75%. The July unemployment rate of 4% is the lowest level of unemployment since 1975.

1.2 Economic Outlook

The escalating trade tensions between the US and China, combined with tighter monetary policy may be contributing to a slowdown in global economic activity. A thawing of this tension following recent announcements by the American president has eased market fears to an extent. For the Eurozone and the EU concerns over the Italian government's latest budget and the general management of their economy has depressed sentiment in the latter part of the period. At a domestic level the terms of the separation of the UK from the remainder of the EU remains to be agreed resulting in a sustained period of economic uncertainty.

1.3 Interest Rate Forecast

The latest forecast for interest rates from the Council's Treasury Advisors, Arlingclose, is shown in table 1 below. Arlingclose consider that the UK economy still faces a challenging outlook as the country looks to separate itself from the rest of the EU and as Eurozone economic growth is projected to slow down.

Table 1: Interest Rate Forecast from Arlingclose

Quarter Ending	Bank Rate %	Investment Rates %		Borrowing Rates %		
		3 month	1 year	5 year	20 year	50 year
Dec 2018	0.75	0.80	1.05	1.95	2.70	2.60
Mar 2019	1.00	1.00	1.25	2.00	2.75	2.65
Jun 2019	1.00	1.10	1.35	2.05	2.75	2.65
Sep 2019	1.25	1.20	1.40	2.15	2.80	2.70
Dec 2019	1.25	1.30	1.50	2.20	2.80	2.70
Mar 2020	1.25	1.30	1.45	2.20	2.80	2.70
Jun 2020	1.25	1.25	1.40	2.15	2.80	2.70
Sep 2020	1.25	1.20	1.40	2.15	2.80	2.70
Dec 2020	1.25	1.20	1.40	2.10	2.80	2.70
Mar 2021	1.25	1.20	1.40	2.10	2.80	2.70
Jun 2021	1.25	1.20	1.40	2.10	2.80	2.70

Sep 2021	1.25	1.20	1.40	2.10	2.80	2.70
Dec 2021	1.25	1.20	1.40	2.10	2.80	2.70

2. Regulatory Updates

Updates to Prudential and Treasury Management Codes

CIPFA (Chartered Institute of Public Finance & Accountancy) has published new versions of the Prudential Code for Capital Finance in Local Authorities (Prudential Code) and the Treasury Management Code of Practice. In addition the Ministry of Housing, Communities and Local Government (MHCLG) published its revised Investment Guidance which came into effect from April 2018.

The updated Prudential Code includes a new requirement for local authorities to produce a Capital Strategy, which is to be a document covering capital expenditure and financing, treasury management and non-treasury investments. It is intended to present the Capital Strategy for 2019/20 to the March Council meeting for consideration and approval as part of the Medium Term Financial Strategy.

3. Debt Management

The Council currently has long-term debt of £1.0M at a rate of 3.91% which is due to be repaid in December 2019. No additional external borrowing has taken place during the current financial year.

The Council has a requirement to fund a further £5.5M in 2018/19 (the £6.5M Capital Financing Requirement, or CFR, less £1.0M already borrowed) based on prudential borrowing that has been approved as part of the Capital Programme. The CFR of £6.5M (See Appendix B Table 2) includes this prudential borrowing. Currently this is being funded by the Council's cash flow, i.e. internal borrowing, and it is expected that internal borrowing will continue to be used for the rest of the financial year in line with advice from the Council's Treasury Advisors.

The use of internal resources in lieu of borrowing, i.e. internal borrowing, has continued to be the most cost effective means of funding capital expenditure. Internal borrowing of £5.5M is being used to fund the Capital Programme in 2018/19. Using internal borrowing lowers the overall treasury risk by reducing both external debt and temporary investments. However, this position may not be sustainable over the medium term. Consequently, external borrowing options and the timing of such borrowing will continue to be assessed in consultation with the Council's Treasury Advisors.

4. Investments

4.1 Treasury Investment Activity

The guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.

The security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in the Investment Strategy for 2018/19 approved by Council on 5th March 2018.

The Council defines "high credit quality" organisations as:

- those having a credit rating of A- or higher and that are domiciled in the UK for deposits of up to one year,
- those domiciled in a foreign country those with a sovereign rating of AA+ or higher for deposits of up to one year,
- Those having a credit rating of BBB+ or higher for periods of up to six months.

These criteria are specified within table 3 (Approved Investment Counterparties) of the Treasury Management Strategy as approved by the Council on 5th March 2018.

The Council held £23.2M of investments as at 30th September 2018. These investments represent the Council's reserves and balances plus surplus cash flow at the mid-year point. The balance of cash is likely to reduce during the remainder of the financial year.

Deposits have been made at an average rate of 0.61% which exceeds the benchmark return (based on the 7 day LIBID - The London Interbank Bid rate) of 0.43%. The Council's original estimate for investment income for 2018/19 was £64K. Income from investments has been higher than the forecast amount due to higher than anticipated cash balances and the increase in the bank base rate in August to 0.75%. Consequently this income budget has been reviewed and has been increased to £118K to reflect the current level of income, representing an increase in forecast interest earnings for the current year of £54K.

5. Compliance with Prudential Indicators

The Council has complied with its Prudential Indicators for 2018/19, which were approved on 5th March 2018 as part of the Council's Medium Term Financial Strategy Update, Including General Fund, Capital Programme and Treasury Management for 2017/18 to 2021/22.

Details of the Prudential Indicators can be found in Appendix B. As changes arise during the year some of the Prudential Indicators and Limits need to be revised.

6. Risk Assessment

Scrutiny of the revised Prudential Indicators and Limits and the subsequent recommendation of approval to the revisions by Audit and Standards Committee to Council helps to protect the Council from the risk of not having adequate liquidity or funding for the Council's capital plans.

Additionally, if this scrutiny process were absent the Council would not be compliant with the Council's approved Treasury Management Practices (as detailed in the Council Constitution) or CIPFA's Code of Practice on Treasury Management.

7. Conclusion

In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary report of the treasury management activity during the first half of 2018/19. As indicated in this report, none of the Prudential Indicators have been breached and a prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

IMPLICATIONS	
Finance	Financial implications are contained within the body of the report.
Legal	This report secures the continued compliance with the Council's approved Treasury Management Practices (as detailed in the Council Constitution) and CIPFA's Code of Practice on Treasury Management.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue Chief Financial Officer	01253 658586	November 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy Update Including General Fund, Capital Programme & Treasury 2017/18 – 2021/22	Council meeting 5th March 2018	www.fylde.gov.uk

Attached documents

1. Appendix A – Glossary of Treasury Terms and Treasury Management and Prudential Indicators Frequently Asked Questions
2. Appendix B – Prudential Indicators

Glossary of Treasury Terms

Term	Description
Counterparty	Another party to an agreement.
Credit rating	A measure of the credit worthiness of an institution, corporation, or a country. Credit ratings are calculated from financial history and current assets and liabilities. Typically, a credit rating tells a lender or investor the probability of the counterparty being able to pay back a loan.
Liquidity	As assessment of how readily available an investment is. It is safer to invest in liquid assets because it is easier for an investor to get their money out of the investment.
Minimum Revenue Provision (MRP)	The minimum amount that the Council must charge to the accounts each year in order to meet the costs of repaying amounts borrowed.
Public Works Loan Board (PWLB)	PWLB is part of HM Treasury and lends money to local authorities.
Security	As assessment of the creditworthiness of a counterparty.
Treasury adviser	External consultancy firms that provide information to local authorities, including information regarding counterparty creditworthiness.
Bail-in	A bail-in takes place before bankruptcy and under current proposals, certain types of depositors would suffer a reduction in the amount of their deposit that would be returned to them whilst other classes of investor would not.
Prudential Borrowing	Borrowing that is not funded via the Revenue Support Grant or other grant aid system but rather from the Council's own resources, this is conditional that prudence is demonstrated.

Treasury Management and Prudential Indicators Frequently Asked Questions

1. What is the difference between capital expenditure and capital financing requirement?

Capital Expenditure is defined as expenditure on the acquisition, creation or enhancement of tangible fixed assets, subject to a de minimis level of £10,000. It includes expenditure on land, buildings and vehicles.

The Capital Financing Requirement (CFR) is the level of total funding that is required to fund the capital programme. The actual level of external borrowing may be lower than the CFR as a consequence of the use of internal borrowing. Internal Borrowing occurs when the Council temporarily uses its own cash resources to finance capital expenditure rather than arranging new external borrowing. This is a prudent approach when investment returns are low and counterparty risk is high.

2. What does the term 'financing' mean?

The term 'financing' does not refer to the payment of cash but the resources that will be applied to ensure that the capital payment amount is dealt with over the longer term. A number of financing options are available to Councils:-

- capital receipts (e.g. sale of land or buildings)
- contribution from revenue expenditure
- capital grant
- contribution from a third party
- borrowing
- contribution from earmarked reserves

3. Does the Council link long term loans to particular capital assets/projects?

The Council does not directly associate loans with particular capital assets/projects, as it is not best practice. The Council will, at any point in time, have a number of cash flows both positive and negative and will be managing its position in terms of its borrowings and investments in accordance with its treasury management strategy and practices. This is best practice in line with the CIPFA Prudential Code.

4. What does the term 'net borrowing should not exceed the total of the CFR' mean?

Net borrowing will remain below the CFR to ensure that the Council is only borrowing for a capital purpose. The Council is permitted to borrow in advance for a capital purpose over the medium term. The term 'total of the CFR' is the CFR of the current year plus increases in the CFR of the previous financial year and next two financial years. In other words, the total of the Council's existing assets, plus additions to assets resulting from forecast Capital Programme expenditure, e.g. vehicles. This gives the Council some headroom to borrow early for a capital purpose in order to secure low interest rates.

5. Is the cash that is being managed in-house revenue or capital?

The short term surplus cash that is managed during the year in house may be revenue or capital, e.g. the Council may receive a capital receipt in April but capital expenditure is incurred throughout the year which gives rise to increased cash balances in the early part of the financial year which is invested short term by the in house treasury team. The Council receives Council Tax which is classed as revenue income. Council Tax income is typically received in the months of April to January as the majority of Council Tax payers make 10 instalments. Therefore, the Council has less cash in the months of February and March and may need to borrow cash short-term in line with the cash flow forecast.

6. What does the Council invest in?

The Council is restricted in where it can invest its surplus funds. The restrictions are prescribed by statute (Local Government Act 2003 section 15(1) (a)). Councils are also required to have regard to supplementary investment guidance provided by the Communities and Local Government.

The Council's investments are typically short term, i.e. less than a year, and are made in sterling with institutions with high credit ratings. This is in accordance with the Treasury Management Strategy approved on the 5th March 2018.

7. What is the role of internal and external auditors in respect of treasury management?

The focus of external auditors work is a Council's annual accounts and the financial management systems and processes that underpin them. The external audit will enquire as to whether the Treasury Management Code has been adopted and whether its principles and recommendations have been implemented and adhered to.

Through a process of review, the role of Internal Audit is to provide an opinion of the adequacy, application and reliability of the key internal controls put in place by management to ensure that the identified risks are sufficiently mitigated. This will assist Treasury Management in meeting its desired objectives and help to ensure that the risk of fraud and/or error is minimised. Internal Audit will also look to identify other areas of potential risk which could usefully be included as well as any inefficiencies in existing processes and procedures where improvements can be made. Treasury Management is one of the core financial systems and as such is audited on a cyclical basis.

8. What are the qualifications of Council staff involved in treasury management practices?

Staff are either working towards or have achieved professional accountancy qualifications from CIPFA (Chartered Institute of Public Finance Accountants), ACCA (Association of Chartered Certified Accountants) or CIMA (Chartered Institute of Management Accountants). Staff work closely with the Council's Treasury Management Advisors and attend regular treasury training and updates (provided by the Treasury Management Advisor).

Prudential Indicators

1.1 Capital Expenditure

Table 1 shows the revised forecast capital expenditure as reported in the latest Capital Programme Monitoring Report 2018/19 as compared to the capital expenditure originally approved by Council.

Table 1 Forecast Capital Expenditure

Forecast Capital Expenditure	2018/19 Original Indicator £M	2018/19 Latest Estimate £M
Total	17.8	19.3

The above table shows the forecast capital expenditure for 2018/19. The increase in the latest estimate is a consequence of slippage from 2017/18 into 2018/19, re-phasing of a number of schemes (including the Fairhaven and Church Scar Coast Protection Scheme and Cemetery & Crematorium Infrastructure Works) and new schemes approved since the Budget Council meeting of March 2018.

1.2 Capital Financing Requirement (CFR)

Table 2 shows the CFR which is the total of all of the Council's capital assets (existing and planned) less all of the Council's capital reserves. This is the amount of capital expenditure that the Council has still to finance. The CFR is normally funded by external borrowing. The Council has existing borrowing of £1.0M and there is a requirement to finance £5.5M from internal cash resources.

Table 2 Capital Financing Requirement (CFR)

	2018/19 Original Indicator £M	2018/19 Latest Estimate £M
Total CFR	6.6	6.5

The latest estimate of the CFR is in line with the original approved indicator.

1.3 Gross Borrowing

The Council needs to ensure that its total capital borrowing does not, except in the short term, exceed the total of the CFR. Table 3 below shows that the Council will be able to comply with this requirement.

There are no difficulties anticipated in keeping the long term capital borrowing below the CFR.

Table 3 Gross Borrowing

	2018/19 Original Indicator £M	2018/19 Revised Indicator £M
Existing Capital borrowing	1.0	1.0
Short Term Borrowing (Revenue)	2.0	0
Gross Borrowing Indicator	3.0	1.0
CFR	6.6	6.5
Under Borrowing (Capital)	5.6	5.5

The Gross Borrowing Indicator is lower than the original approved indicator, as the latest cash flow forecast does not require any short-term borrowing for day to day cash flow fluctuations. The Council is forecast to be able to fund the capital borrowing requirement with internal borrowing and does not expect to require new external borrowing during 2018/19, in line with advice from Treasury Advisors.

1.4 Operational Boundary and Authorised Limit for External Debt

The Operational Boundary is based on the maximum external debt during the course of the year. It is not a limit and therefore may be exceeded on occasion.

The Authorised Limit for external debt represents the limit beyond which borrowing is prohibited, and is set and revised by Council. It reflects the level of borrowing which, in extreme circumstances, could be afforded in the short term. This is a statutory limit which should not be breached.

There were no breaches to the Authorised Limit and the Operational Boundary to 30th September 2018.

Table 4 Operational Boundary and Authorised Limit for External Debt

	2018/19 Original Indicator £M	2018/19 Revised Indicator £M	Note
Existing Capital Borrowing	1.0	1.0	1
Short Term Borrowing (Revenue)	2.0	0.0	
Gross Borrowing Indicator	3.0	1.0	
Operational Boundary	3.0	1.0	1
Contingency	6.0	6.0	2
Authorised Limit	9.0	7.0	

Note

1. The Gross Borrowing Indicator and Operational Boundary have reduced as a consequence of there being no requirement to borrow in the short-term for day to day cash flow fluctuations. The Council is able to fund the capital borrowing requirement with internal borrowing and does not expect to require new external borrowing during 2018/19.

2. The Authorised Limit includes £6.0M for 'contingency' which is an amount that has been estimated to provide scope to undertake short-term borrowing in the event of a service delivery failure or emergency, e.g. a failure to collect council tax income.

1.5 Forecast Treasury Position

Table 5 shows the expected balances for investments and debt at 31st March 2019.

Table 5 Forecast Treasury Position

At 31 st March	2018/19 Estimate £M	2018/19 Revised £M
Debt (Long-Term External Borrowing)	1.0	1.0
Investments	6.1	16.8

The Council has not undertaken any new external long-term borrowing as it is funding capital expenditure with internal borrowing (see Section 3 of the report).

The forecast investments position has been updated to reflect the latest changes to the movements in reserves, provisions and capital expenditure. The increase in the level of investments at the 31st March from £6.1M to £16.8M is a consequence of the forecast timing of daily cash flows.

1.6 Forecast Interest

Table 6 shows the impact on the revenue budget of interest payable and investment income.

Table 6 Forecast Interest

Revenue Budget	2018/19 Estimate £M	2018/19 Revised £M
Interest payable on Borrowing	0.039	0.039
Investment Income	0.064	0.118

The interest receivable budget will be revised to incorporate a combination of higher cash balances and improved investment returns including the impact of the August increase in the bank base rate.

1.7 Adoption of the CIPFA Treasury Management Code

The Council approved the adoption of the CIPFA Treasury Management Code at its meeting on 1st December 2003, and adopted the revised Code on 1st March 2010.

1.8 Limits on Interest Rate Exposure

These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.

Table 7 Interest Rate Exposures

	2018/19 Original Indicator £M	2018/19 Revised Indicator £M
Limit on fixed rate debt	9.0	7.0
Limit on variable rate debt	1.0	1.0

The limits reflect that the Council is able to fund the capital borrowing requirement with internal borrowing and does not expect to request new external borrowing during 2018/19.

1.9 Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the financing cost (interest payable less interest receivable) as a percentage of the net revenue stream as shown in Table 8.

Table 8 Ratio of Financing Costs to Net Revenue Stream

	2018/19 Original Indicator	2018/19 Revised Indicator
Ratio	6.3%	5.6%

Financing costs are based on the amount of interest payable and receivable as a percentage of the total net revenue stream of the Council. The latest estimate is lower than the original estimate due to an improved return on investment income.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MONITORING OFFICER	COUNCIL	10 DECEMBER 2018	14
CONSTITUTION AMENDMENTS – REMOTE ACCESS TO MEETINGS			

PUBLIC ITEM

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

SUMMARY

This report brings forward a piece of work undertaken by the Constitution Review Working Group with respect to remote access attendance at meetings. The Working Group has considered amendments to the Council Procedure Rules to allow access by such means, and has put forward wording to the Audit and Standards Committee (ADC), at its meeting held on 15 November 2018, for review. The ASC commends an amendment to the procedure rules to allow remote access to the council for approval.

Work undertaken by the Member Development Steering Group to pilot technology to allow access in this manner has run in parallel to the work of the Constitution Review Working Group. The Member Development Steering Group undertook this review as a part of its remit to promote member wellbeing.

The technology has been tested through a number of differing means including the attendance of Councillor Mark Bamforth at meetings of the Member Development Steering Group (latterly as a member of the Group), attendance at Learning Hours and a trial attendance at meetings of the Environmental, Health and Housing Committee. The culmination of this work resulted in the Finance and Democracy Committee, at its meeting on 26 November, signing off the technology for official use, subject to two suggested amendments to the Procedure Rule. These are outlined in the main body of the report.

RECOMMENDATION

To note the progress made with respect to remote access arrangements and to bring the matter back to the 11 February Council meeting, with a recommendation from the Audit and Standards Committee about whether it supports its initial recommendations as set out in Appendix 1 or the Procedure Rule set out in Appendix 2 as now proposed by the Finance and Democracy Committee.

SUMMARY OF PREVIOUS DECISIONS

Member Development Steering Group Notes - 2017/2018

Council - 3 April 2017

Finance and Democracy Committee - 19 June 2017, 19 March and 26 November 2018

Audit and Standards Committee - 15 November 2018

Finance and Democracy Committee - 26 November 2018

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓

To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

THE PROPOSED NEW PROCEDURE RULE

1. For some time, the Member Development Steering Group (MDSG) has been piloting technological solutions to allow members who are unable to attend formal meetings to participate in them by remote access. The MDSG undertook this review as a part of its remit to promote member wellbeing.
2. The technology has been tested through a number of differing means including the attendance of Councillor Mark Bamforth at meetings of the MDSG (latterly as a member of the Group), attendance at Learning Hours and a trial attendance at meetings of the Environmental, Health and Housing Committee. MDSG is satisfied that the technological solutions are now sufficiently robust and reliable to allow them to be used in formal meetings of the authority.
3. A councillor who is not physically present at a meeting at of a council or committee in England is not considered in law as attending the meeting, even where they participate by remote access. This means that they cannot validly vote at the meeting, cannot be counted towards the quorum, and would be counted as not having attended it for the purposes of the 'six-month rule'¹. These limitations are statutory or common law rules, which cannot be changed by the council. However, this does not preclude a member attending a meeting by remote access means, although it should be noted that any attendance of a councillor at a committee meeting by remote access must be limited to participating in discussions and debates.
4. The proposed new procedure rule would therefore allow the chairman of a meeting to make arrangements, in the circumstances set out in the rule, for a member to participate in a meeting by remote access, to the extent permitted by the law.

PROCEDURAL CONTEXT

5. Council is asked to consider adding the proposed new council procedure rule to the constitution. Under article 13.05 of the Constitution changes to the Constitution can only be made after consideration of a recommendation from Audit & Standards Committee ("ASC") or a proposal from the Chief Executive or the Monitoring Officer, or through a notice of motion.
6. Members will also wish to consider Council Procedure Rule 27.2, which reads: *'Any motion to add to, vary or revoke these standing orders, when proposed and seconded, stand [sic.] adjourned without discussion to the next ordinary meeting of the Council'*. It is presently a matter for interpretation whether this standing order applies to a proposed change placed before the council following a recommendation by the ASC.

DEVELOPMENT OF THE PROPOSAL

7. Once MDSG was satisfied that participation by remote access was practicable, the Constitution Review Working Group (CRWG) considered amendments to the Council Procedure Rules to facilitate and govern its use. CRWG put forward wording for a new procedure rule for discussion by ASC. ASC endorsed the proposed new rule at its meeting held on 15 November.
8. Finance and Democracy Committee ('FDC') deliberated the proposed rule at its meeting on 25 November and proposed certain changes to its wording. The new rule as settled by ASC is set out in appendix 1 at the end of this report, with the rule incorporating the changes recommended by FDC set out at appendix 2. The changes recommended by FDC would result in the following differences from the proposal as it originally stood:
 - Remote access would be available only at council meetings, but not meetings of committees; and

¹ Section 85 of the Local Government Act 1972. The effect of the rule is that a member automatically ceases to be a member of the council if they fail to attend council meetings, or a committee of which they are a member, for a period of six months or more, unless their absence is due to a reason approved by the council.

- Only a member who had received a 'dispensation' from the 'six-month rule'², could take advantage of the provision.
9. Since ASC has within its terms of reference the remit to consider constitutional changes and recommend them to council, it is suggested that members may wish to defer consideration of the proposed new rule by full council until ASC has had the opportunity to consider the changes recommended by FDC.
 10. Members should also be aware Councillor Mark Bamforth has indicated that he would wish to take advantage of the opportunity to attend council meetings remotely as soon as practicable.

IMPLICATIONS	
Finance	Enabling remote access requires specialist equipment and support from the IT Team. To date it has been possible to contain the cost of this from existing approved budgets. However, if demand for remote access were to grow exponentially an increased staffing resource within the IT Team may be required in the future.
Legal	The Public Sector Equality duty set out in section 149 of the Equality Act 2010 applies to the council. This means that the council must, in the exercise of their functions, have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, advance equality of opportunity between people who share a protected characteristic and those who do not, and foster good relations between people who share a protected characteristic and those who do not. While it is not clear whether the Public Sector Equality Duty applies to member participation in council and committee meetings (because holding council and committee meetings could be characterised being part of the council's administrative machinery for making decisions rather than being a function of the council), the council is acting in line with the duty in developing its proposals for remote access.
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability and Environmental Impact	No direct implications
Health & Safety and Risk Management	No direct implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	01253 658521	29 November 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council Minutes	3/4/17	https://fylde.cmis.uk.com/fylde/Committees.aspx
Finance and Democracy Minutes	19/06/17 and 19/03/18	https://fylde.cmis.uk.com/fylde/Committees.aspx
MDSG notes	2017/2018	Democratic Services Section
Audit and Standards Minutes	19/11/18	https://fylde.cmis.uk.com/fylde/Committees.aspx
Finance and Democracy Minutes	26/11/18	https://fylde.cmis.uk.com/fylde/Committees.aspx

² See note 1 above. A 'dispensation' means the approval of a reason for absence for the purposes of section 85.

Appendix One

2 REMOTE ATTENDANCE:

2.1 Arrangements for remote attendance

(a) Subject to 2.3 and 2.4, the chairman may make arrangements to allow (as far as the law permits) a member ('M') to participate in a meeting remotely if the following circumstances apply.

- (i) M has notified the Director of Resources in writing no later than one week before the meeting of their wish to participate remotely; and
- (ii) M reasonably believes that it would be detrimental to their physical or mental wellbeing to attend the meeting in person.

(b) Any arrangements must ensure so far as possible that any person attending the meeting is able to hear M's contributions as easily as those of members attending in person.

2.2 Substitutes

M may be represented by a substitute under rule 22 or 23 but not by remote access means.

2.3 Exempt and confidential items

M may not participate remotely in any part of a meeting in which the public have been excluded under section 100A of the Local Government Act 1972.

2.4 Maximum number of members participating remotely

The maximum number of members who may participate remotely in a council meeting is 2.

Appendix Two

2 REMOTE ATTENDANCE:

2.1 Arrangements for remote attendance

(a) Subject to 2.3 and 2.4, the chairman may make arrangements to allow (as far as the law permits) a member ('M') to participate in a meeting of the council remotely if the following circumstances apply.

- (i) M has notified the Director of Resources in writing no later than one week before the meeting of their wish to participate remotely;
- (ii) The council has approved a reason for M's failure to attend meetings of the authority pursuant to section 85(1) of the Local Government Act 1972; and
- (iii) M reasonably believes that it would be detrimental to their physical or mental wellbeing to attend the meeting in person.

(b) Any arrangements must ensure so far as possible that any person attending the meeting is able to hear M's contributions as easily as those of members attending in person.

2.2 Substitutes

M may be represented by a substitute under rule 22 or 23 but not by remote access means.

2.3 Exempt and confidential items

M may not participate remotely in any part of a meeting in which the public have been excluded under section 100A of the Local Government Act 1972.

2.4 Maximum number of members participating remotely

The maximum number of members who may participate remotely in a council meeting is 2.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	10 DECEMBER 2018	15
OUTSIDE BODIES			

PUBLIC ITEM

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

SUMMARY

The Tourism and Leisure Committee considered a request, at its meeting on 8 November 2018, and subsequently recommended the inclusion of the Lytham Hall Partnership on the list of Outside Bodies for Fylde Council. The committee also recommended that Councillor Richard Fradley be appointed as the Council representative to the partnership.

This report also seeks the approval of the council to the appointment of the council's representative on the Fylde Coast YMCA Partnership Board and Lowther Trust outside bodies, as recommended by the Tourism and Leisure Committee on the 8 November 2018.

RECOMMENDATIONS

1. To approve the recommendation of the Tourism and Leisure Committee that the Lytham Hall Partnership is added to the approved list of Outside Bodies for Fylde Council;
2. To approve the nomination of Councillor Richard Fradley, by the Tourism and Leisure Committee, to represent the Council on the Lytham Hall Partnership;
3. To approve that the future representative to the Fylde Coast YMCA Partnership Board will be Councillor Shirley Green, as nominated by the Tourism and Leisure Committee.
4. To approve that the future representative at trustee meetings of Lowther Trust will be Councillor Roger Small, as nominated by the Tourism and Leisure Committee.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee 8 November 2018

Outside Body Addition – Lytham Hall Partnership

Following consideration it was RESOLVED:

1. To recommend to Full Council that the Lytham Hall Partnership is added to the approved list of Outside Bodies for Fylde Council.
2. To recommend to Full Council that Councillor Richard Fradley to be appointed as the Council's representative on Lytham Hall Partnership.

Outside Bodies – Vacancies

The Vice- Chairman, Councillor Vince Settle was in the Chair during the consideration and voting on this matter.

Following introductions by the Vice -Chairman, it was RESOLVED:

1. To recommend to Full Council that Councillor Shirley Green be appointed to the Fylde Coast YMCA Partnership Board Outside Body.
2. To recommend to Full Council that Councillor Roger Small be appointed the Lowther Trust Outside Body.

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. The Council makes a number of appointments to outside bodies in each municipal year, usually at the last ordinary meeting of the municipal year.
2. Where appointments change, or new outside bodies arise, outside of the normal cycle, nominations are still sought from the parent committee and ratified by the full council.

Lytham Hall Partnership

3. As part of the work to rebuild relationships, structures and a new strategy for the Heritage Lottery Fund (HLF) bid to redevelop Lytham Hall a new partnership arrangement has been established between the tenant, Heritage Trust North West (HTNW) and the landlord, Lytham Town Trust (LTT) leading to the formation of the Lytham Hall Partnership (LHP).
4. The Lytham Hall Partnership will include a membership position for a mutually approved representative from Fylde Council. Both HTNW and LTT have welcomed and appreciated the support provided by Fylde Council and in particular the facilitation role that Councillor Fradley has carried out to establish new arrangements. The relationship between the representatives from LTT, HTNW, HLF and Councillor Fradley have been constructive and productive, built on trust, openness and transparency with everyone committed to putting in place the necessary requirements for a new HLF bid for the restoration of Lytham Hall.
5. The Lytham Hall partnership will be the body which oversees and co-ordinates a new bid for the restoration of the Hall and which subsequently monitors project delivery and spend. The Tourism and Leisure Committee has previously agreed that Fylde Council will act as the accountable body for any future HLF bid therefore it is essential that Fylde has an elected representative on the Lytham Hall Partnership.
6. LTT and HTNW have developed a rapport with Councillor Fradley over the last 12 months and have asked the Tourism and Leisure committee members to consider nominating Councillor Fradley as the council's initial representative on the Lytham Hall Partnership.
7. If the council accepts the Lytham Hall Partnership as an Outside Body and appoints a representative the requirement to provide at least six monthly updates to the Tourism and Leisure committee will ensure that progress towards a new HLF bid for the restoration of Lytham Hall is formalised.

Fylde Coast YMCA Partnership Board

8. A vacancy has arisen on the Fylde Coast YMCA Partnership Board following the relinquishment of the role by Councillor Sandra Pitman. At the Tourism and Leisure Committee meeting, held on 8th November 2018, the committee nominated Councillor Shirley Green to represent the council on the Fylde Coast YMCA Partnership Board. Council is requested to approve the nomination.

Lowther Trust

9. A vacancy has arisen to represent the council at trustee meetings of the Lowther Gardens, Lytham Trust following Councillor Brenda Blackshaw's resignation from the role. At the Tourism and Leisure Committee meeting, held on 8th November 2018, the committee nominated Councillor Roger Small to represent the council at trustee meetings of the Lowther Gardens, Lytham Trust. Council is requested to approve the nomination.

IMPLICATIONS	
Finance	None arising from this report.
Legal	None arising from this report.
Community Safety	None arising from this report.
Human Rights and Equalities	None arising from this report.
Sustainability and Environmental Impact	None arising from this report.
Health & Safety and Risk Management	None arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Sharon Wadsworth	democracy@fylde.gov.uk Tel 01253 658546	22/11/18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Tourism and Leisure Committee	8 November 2018	Minutes