



Agenda

Finance and Democracy Committee

Date:	Monday, 27 January 2020 at 18:30
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#)

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 17 December 2019 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	4
BUDGET SETTING – FEES AND CHARGES 2020/21			

PUBLIC ITEM

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

SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2020/21 is accessible at the link below:

<https://new.fylde.gov.uk/council/finance/draft-fees-and-charges-2020-21/>

RECOMMENDATIONS

The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:

1. To recommend to Council a proposed schedule of fees and charges applicable for 2020/21; and
2. To note that the final fees and charges for 2020/21 will be approved by the Budget Council in March 2020.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2020/21.

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. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
 - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March 2020.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2020.
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
Management Team		December 2019

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

Attached documents

Appendix A – Fees and Charges Schedule – Finance and Democracy Committee

FINANCE AND DEMOCRACY COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2019/20 Fees & Charges £	Draft 2020/21 Fees & Charges £
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<u>Revenues & Benefits Service</u>					
Council Tax Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
Business Rates (NNDR) Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
<u>Electoral Services</u>					
Register of Electors					
Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	20.00 plus £1.50 per 1000 names (or part)
- (b) Printed Format	d	Each	P	10.00 plus £5.00 per 1000 names (or part)	10.00 plus £5.00 per 1000 names (or part)
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	P	0.20	0.20
Sale of marked copies of Register / Absent Voters List					
- (a) Printed Format	d	Each	P	10.00 plus £2.00 per 1000 names (or part)	10.00 plus £2.00 per 1000 names (or part)
- (b) Data Format	d	Each	P	10.00 plus £1.00 per 1000 names (or part)	10.00 plus £1.00 per 1000 names (or part)
-					

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

FINANCE AND DEMOCRACY COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2019/20 Fees & Charges £	Draft 2020/21 Fees & Charges £
<u>Estates</u>					
Fees for Disposal of Freehold (including lease premiums / reverse premiums)					
Commercial, Charities and Community Groups:					
Up to £5,000	c	Per transaction	D	500.00	500.00
£5,000 - £10,000	c	Per transaction	D	825.00	825.00
£10,000 - £25,000	c	Per transaction	D	1,000.00	1,000.00
£25,000 - £50,000	c	Per transaction	D	1,250.00	1,250.00
Over £50,000	c	Per transaction	D	3% of transaction	3% of transaction
Charities and Community Groups					
Up to £5,000	c	Per transaction	D	100.00	-
£5,000 - £10,000	c	Per transaction	D	150.00	-
£10,000 - £25,000	c	Per transaction	D	250.00	-
£25,000 - £50,000	c	Per transaction	D	350.00	-
Over £50,000	c	Per transaction	D	1% of transaction	-
Fees for Disposal of Leaseholds					
Commercial:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	750.00	750.00
New Lease Rent over £7,500 pa	c	Per transaction	D	950.00	950.00
Lease Renewal	c	Per transaction	D	550.00	750.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

FINANCE AND DEMOCRACY COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2019/20 Fees & Charges £	Draft 2020/21 Fees & Charges £
Fees for Disposal of Leaseholds continued					
Charities and Community Groups:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	250.00	250.00
New Lease Rent over £7,500 pa	c	Per transaction	D	350.00	350.00
Lease Renewal	c	Per transaction	D	150.00	250.00
Fees for Easements, Licences and Agreements					
Commercial:					
Garden Licences	c	Per transaction	D	250.00	-
Less than 1 year	c	Per transaction	D	350.00	350.00
Over 1 year	c	Per transaction	D	500.00	500.00
Licence Renewals	c	Per transaction	D	50.00	150.00
Charities and Community Groups:					
Garden Licences	c	Per transaction	D	50.00	-
Less than 1 year	c	Per transaction	D	50.00	50.00
Over 1 year	c	Per transaction	D	150.00	150.00
Licence Renewals	c	Per transaction	D	50.00	50.00
Fees for Assignment, Alterations and User Clause					
Commercial:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	650.00	750.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

FINANCE AND DEMOCRACY COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2019/20 Fees & Charges £	Draft 2020/21 Fees & Charges £
Fees for Assignment, Alterations and User Cause continued					
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	950.00	950.00
Licence to alter / vary terms within a lease	c	Per transaction	D	950.00	950.00
Commercial:					
Change of User Clause	c	Per transaction	D	750.00	Negotiable – minimum £850
Charities and Community Groups:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	150.00	250.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	250.00	350.00
Licence to alter / vary terms within a lease	c	Per transaction	D	350.00	500.00
Change of User Clause	c	Per transaction	D	150.00	450.00
Fees for Surrender /Re-Gear of Leasehold Interest					
Commercial:					
Surrender	c	Per transaction	D	750.00*	750.00*
Re-Gear of Leasehold	c	Per transaction	D	1,250.00*	1,250.00*
* represents a minimum – premium fees apply					
Fees for Statutory Management / Covenant Breach					
Commercial:	c	Per transaction	D	750.00	750.00
S146 Notice	c	Per transaction	D	650.00	650.00
Other Covenant Breaches					
Charities and Community Groups:					
S146 Notice	c	Per transaction	D	250.00	250.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

FINANCE AND DEMOCRACY COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2019/20 Fees & Charges £	Draft 2020/21 Fees & Charges £
Fees for Assignment, Alterations and User Cause continued					
Other Covenant Breaches	c	Per transaction	D	150.00	150.00
Note – All Transactions					
All transactions (most cases will be within the set price scale but more complex cases charges may exceed this)	c	Per transaction	D	500.00 – 1250.00	500.00-1500.00
Filming and Photography					
Licence Agreement*	c	Per transaction	D	-	350.00
Student Filming and Photography	c	Per transaction	D	-	50.00
*Plus additional charge for use of land, property, parking and overnight storage / welfare facilities per request	c	Per transaction	D	-	Negotiable
<u>Civic Room Hire</u>					
Civil and Naming Ceremonies					
Monday - Friday	c	Per Ceremony	D	350.00	350.00
Saturday - Sunday and Bank Holidays	c	Per Ceremony	D	550.00	550.00
Corkage Charge – Celebratory drinks package with customers own drinks	c	Per Bottle	D	10.00	10.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	5
FINANCIAL FORECAST UPDATE 2019/20 TO 2023/24 (POSITION AS AT JANUARY 2020)			

PUBLIC ITEM

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

SUMMARY

This report provides Members with an update of the financial forecast for the five years 2019/20 to 2023/24.

The main purpose of this update to the Financial Forecast is to reflect the impact of the provisional 2020/21 Local Government Finance Settlement, details of which were announced on 20th December 2019.

The government has confirmed that it is looking to undertake the delayed Fair Funding Review during 2020 with implementation scheduled to be from April 2021. Consequently the finance settlement for 2020/21 is a single-year only settlement.

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2020/21 (though with amended membership arrangements). However none of the '75% Business Rate Retention Pilot' schemes that are in operation for 2019/20 (including the Lancashire scheme) will continue into 2020/21. Despite this, the latest in-year monitoring and future modelling strongly suggest that continued participation in a Lancashire Business Rate Pool for 2020/21, albeit not the 75% retention scheme, would still be of significant financial benefit to Fylde Council.

The provisional settlement confirms that a review of the New Homes Bonus scheme will be undertaken during the next financial year and that the 2020/21 grant allocation is for one year only and not an annual allocation for a four year period as was the case for 2018/19 and 2019/20.

Given that New homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding.

The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information is made available.

RECOMMENDATION

The Committee is recommended :

1. To note the implications of this updated financial forecast, and to also note that this update report will be presented to the Council meeting on 10th February 2020.

SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2019/20 at the meeting of 5th March 2019. This report provides Members with a further update to the financial forecast following the position that was considered by this Committee in November 2019.

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 updates the financial forecast which was considered by this Committee in November 2019. Attached at Appendix A is the financial forecast position reported to Members at that time. Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C sets out the latest changes and Appendix D sets out the supporting narrative to the latest changes. **Appendix E details the latest updated forecast position.**
- 1.2 The forecast has been updated to reflect the impact of the 2020/21 Local Government Finance Settlement, announced on 20th December 2019.
- 1.3 This latest financial forecast update is designed to:
 - Present an updated five-year financial forecast for revenue and capital spending following the announcement of the Local Government Finance Settlement in December 2019;
 - 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. THE CAPITAL PROGRAMME

- 2.1 The latest in-year position on the Capital Programme, along with the associated financial risks, is contained within a separate report for consideration at this meeting and has also been reported to each of the Programme Committees as part of the January cycle of meetings.
- 2.2 Any future capital financing issues facing the Council will be addressed as part of the Council's budget proposals for 2020/21 which will be published in mid-February 2020.

3. KEY CHANGES TO THE GENERAL FUND REVENUE BUDGET FORECAST

- 3.1 Many of the financial risks as set out in the Financial Forecast update considered by this Committee in November 2019 still remain. The changes to the General Fund Revenue Forecast are those arising from the Local Government Finance Settlement, together with some further in-year revenue budget changes. These are detailed below:

i) **The 2020/21 Local Government Finance Settlement**

The main document detailing the Local Government Finance Settlement is entitled 'Provisional local government finance settlement: England, 2019 to 2020'. Full details of the settlement can be found at the following link: [Finance-settlement-2020-to-2021](#)

The key points arising from the Finance Settlement for Fylde Council are:

a) Confirmation of acceptance of the bid by Lancashire authorities to continue to operate a re-constituted Business Rate Pooling arrangement for 2020/21

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2020/21 (though with amended membership arrangements). However none of the '75% Business Rate Retention Pilot' schemes that are in operation for 2019/20 (including the Lancashire scheme) will continue into 2020/21. Despite this, the latest in-year monitoring and future modelling strongly suggest that continued participation in a Lancashire Business Rate Pool for 2020/21, albeit not the 75% retention scheme, would still be of significant financial benefit to Fylde Council.

During 2020/21 the government will announce the reforms due to be implemented in 2021/22, following the completion of the 'Fair Funding' review. At this stage the forecast assumes a reduced level of business rate income closer to the current baseline level until details of the outcome of this review are known.

b) Confirmation of the 2020/21 General Council Tax Referendum Principles

As part of the 2020/21 Finance Settlement the government announced the general council tax referendum principle (the upper limit on the year-on-year increase that can be applied without the requirement for prior approval through a local referendum) as the higher of a 1.99% increase or an increase of £5.00 (the upper limit was 2.99% for 2018/19 and 2019/20). (An increase of £5.00 for a Band D property in Fylde for 2020/21 would equate to a percentage increase of around 2.5%).

Referendum principles will not be extended to town and parish councils for 2020/21, but could be applied to these councils in future years.

c) Confirmation of a 2020/21 review of the New Homes Bonus scheme

The provisional settlement confirms that a review of the New Homes Bonus scheme will be undertaken during the next financial year and that the 2020/21 grant allocation is for one year only and not an annual allocation for a four year period as was the case for 2018/19 and 2019/20.

Given that New homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding.

The future forecast of New Homes Bonus income has been reviewed in the light of the latest available information on property numbers and an updated forecast amount for 2020/21 is

shown within the revised summary Financial Forecast at Appendix E to this report. In respect of all other years, due to the uncertainty surrounding future funding levels the estimated amounts for 2021/22 onwards are in line with the forecast as approved by Council in March 2019.

d) Confirmation of the 2020/21 'Fair Funding Review'.

The government has confirmed that it is looking to undertake the delayed Fair Funding Review during the next financial year with implementation scheduled to be from April 2021.

This review consultation states the aims of the exercise as being designed to:

- propose to simplify the assessment of local authorities' relative needs;
- consider the type of adjustment that will be made to an authority's relative needs assessment to take account of the relative resources available to them to fund local services; and
- propose a set of principles that will be used to design potential transitional arrangements and examines how the baseline for the purposes of transition should be established.

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 the Fair Funding Review will be reported within future updates to the financial forecast once they are known.

ii) **Other Revenue Budget Adjustments**

a) New Homes Bonus Distribution to Town and Parish Councils

The Finance and Democracy Committee meeting of 25th November 2019 approved the continuation of the scheme for the distribution of a portion of the New Homes Bonus Grant income to town and parish Councils. The financial consequence of this decision is contained within the summary Financial Forecast at Appendix E to this report.

b) Other budget adjustments

A limited number of further budget adjustments have been made to this updated financial forecast update following a further budget-rightsizing review undertaken in recent months. These are included within the variance analysis at Appendix C to this report and an explanation of each is provided at Appendix D. Council Tax income projections have also been updated from the November financial forecast to reflect the actual Council Tax base information for 2020/21 which was finalised in December 2019.

3.2 **Other Continuing Financial Risks**

Many of the other financial risks that were detailed within the previous Financial Forecast Update that was presented to the Finance and Democracy Committee meeting of 25th November 2019 still remain. These are:

- **Future Central Government Funding Reductions**
- **Announcement of a 'Fair Funding Review'**
- **Retained Business Rates**
- **Borrowing Costs Assumptions**

- **Reduction in Housing Benefit Administration Grant**
- **Universal Credit**
- **Grounds Maintenance (External Contracts)**
- **The Living Wage**
- **Community Infrastructure Levy (CIL)**

Full details of each of these can be found within the November 2019 Financial Forecast report via the following link: www.fylde.gov.uk/

4. **CONCLUSIONS**

- 4.1 The 2020/21 Local Government Financial Settlement has not fundamentally changed the general financial standing of Fylde Council. There remains (as reported in the November 2019 Financial Forecast update) a projected surplus for 2019/20 and 2020/21 followed by a period of uncertainty as the national framework for the financing of local government will be subject to review.
- 4.2 The confirmation of the continuation of a Business Rates Pool amongst Lancashire authorities is welcomed, albeit without the additional benefit of the '75% Retention Pilot Scheme' that is in place for 2019/20. Developments with regard to future proposals (the implementation of a 'Fair Funding Review', encompassing a possible re-assessment of relative need within local government generally) will be followed closely and any implications reported within future Financial Forecast updates when known.
- 4.3 In order to maintain the current financial position, 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 in recent years and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.
- 4.4 Although it is clear that further uncertainty lies ahead, **the finances of the Council remain robust and 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 financial challenges as they arise. The Council will continue to seek opportunities to maintain a robust financial position in the face of a 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.
- 4.5 The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available.

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	January 2020

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 2018/19 – 2022/20232	Budget Council meeting 5 th March 2019	www.fylde.gov.uk
MTFS – Outturn Position For 2018/19 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 24 th June 2019	www.fylde.gov.uk
Revenue Budget Monitoring Report 2019/20 – to 31 st July 2019	Finance and Democracy Committee meeting 23 rd September 2019	www.fylde.gov.uk
Capital Programme Monitoring Report 2019/20 – to 31 st July 2019	Finance and Democracy Committee meeting 23 rd September 2019	www.fylde.gov.uk
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2019/20 – 2023/24	Finance and Democracy Committee meeting 25 th November 2019	www.fylde.gov.uk

Attached documents

1. Appendix A – Forecast approved at Council on 5th March 2019
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 2018/19 to 2022/23 - Approved at Budget Council March 2019

	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	
Forecast Changes - per Appendix C of March 2019 MTFS report	- 193	26	- 320	- 180	45	Favourable
Budget Proposals - per Appendix F of March 2019 MTFS report		66	66	66	66	Adverse
Forecast Budget Requirement	9,482	10,241	10,166	10,433	10,658	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	5,998	6,212	6,472	6,742	7,023	
Council Tax - Share of Previous Years Surplus/(Deficit)	- 35					
Sub Total - Council Tax Income	5,963	6,212	6,472	6,742	7,023	
Business Rates Funding:						
Retained Rates (including pooling benefit 2018/19 & pilot impact 2019/20)	3,591	3,641	2,200	2,200	2,200	
Other Funding:						
New Homes Bonus	1,349	1,412	1,508	1,431	1,380	
Less - NHB distribution to Town & Parish Councils	- 65	- 69				
Revenue Support Grant	47					
Less - Parish Element of Council Tax Support Funding	- 4					
Sub Total - Other Income	1,327	1,343	1,508	1,431	1,380	
Forecast Financing	10,881	11,196	10,180	10,373	10,603	
Forecast surplus/deficit (-) for year from above:	1,399	955	14	- 60	- 55	
Forecast surplus/deficit (-) for year from above:	1,399	955	14	- 60	- 55	
Less: Proposed Transfer to Capital Investment Reserve	- 1,399	- 955				
Balance of surplus/deficit(-) remaining:	0	0	14	- 60	- 55	
Balance of General Fund Reserves b/f	3,685	3,685	3,685	3,699	3,639	
Less transfer to/from(-) General Fund Reserves in year			14	- 60	- 55	
Forecast Reserves at Year End	3,685	3,685	3,699	3,639	3,584	
Band D Council Tax (Excl Parish Precepts)	£201.61	£206.60	£212.77	£219.13	£225.68	
Band D Average Council Tax Increase	£5.85	£4.99	£6.17	£6.36	£6.55	
Band D Average Council Tax Increase	2.99%	2.48%	2.99%	2.99%	2.99%	

General 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 budgets;
- Slippage - underspend items from 2018/19 agreed by the Finance and Democracy Committee in June 2019 have been slipped into 2019/20;
- Pay award - assumed to be 2% per annum for 2019/20 onwards;
- Employers Pension Contributions – the Council's contribution to the Lancashire pension fund scheme is set in accordance with the estimated outcome of the 2019 Triennial Pension Review at 17.9%, plus deficit recovery lump sum payments for the period to 2022/23; 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 – assumed to be at 1.99% per annum from 2020/21;
- Government Grant Support – the forecast for 2020/21 assumes central government funding is as notified in the provisional 2020/21 funding settlement announced in December 2019;
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2019. 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 2020 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2019/20 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no cost to the Council from 2019/20 onwards.

Appendix C

Forecast changes - January 2020

	2019/20	2020/21	2021/22	2022/23	2023/24	
	£000	£000	£000	£000	£000	<u>ADVERSE / FAVOURABLE</u> <u>/ NEUTRAL</u>
1 CHANGES AS A RESULT OF MEMBER APPROVALS:						
Finance & Democracy Cttee - 17/12/2019 - Fairhaven and Church Scar Public Realm Works - use of revenue budgets	50	-50	0	0	0	NEUTRAL
2 BUDGET RIGHTSIZING EXERCISE:						
Revenue impact of budget right-sizing across all budget areas of the Council	-4	9	-16	-13	-16	FAVOURABLE
3 UPDATED ESTIMATES OF INCOME BUDGETS:						
Sandwinning - remaining debtor invoices finalised and raised	-24	0	0	0	0	FAVOURABLE
Reducton in estimated Planning Fee Income	50	50	50	50	50	ADVERSE
Fylde Waste - increased income from bin sales	-25	0	0	0	0	FAVOURABLE
4 STAFFING COSTS:						
Employee costs: in-year additional savings and review of future years salary costs	-50	0	0	0	12	FAVOURABLE
Employee cost savings: impact of latest triennial review of pension costs	0	-99	-95	-100	0	FAVOURABLE
5 OTHER FORECAST CHANGES						
Public Offices - 6 months budgets 2020/21	0	29	0	0	0	ADVERSE
Lowther - saving on subsidy budget following settlement of legal dispute	-100	0	0	0	0	FAVOURABLE
Slippage of St Annes Neighbourhood Plan Referendum budget	-26	26	0	0	0	NEUTRAL
Fleet Cost Savings	-50	0	0	0	0	FAVOURABLE
TOTAL	-179	-35	-61	-63	46	

Explanations of Forecast Changes set out in Appendix C

Appendix D

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 2019 has been updated to reflect the financial impact of Member decisions made since then.

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

Each year officers carry out a series of budget right-sizing exercises focussing on a review of budget variations across all budget areas. This latest exercise has yielded a level of favourable adjustments which have been reflected in the revised forecast.

(3) Updated income forecasts

The forecast has been updated to reflect revised income expectations arising from a number of budget areas following a review of income budgets in consultation with budget-holders. The main changes are: further income from additional billing for sand-winning; and additional income from the sale of waste bins to developers in respect of new properties. Additionally, forecast levels of planning fee income for future years have been amended on the assumption of a continuation of the reduced level of planning applications that have been received during the current year.

(4) Employee Cost Savings

The budget forecast which was approved by Council in March 2019 assumes Employee Cost Savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of savings in excess of this, which has been reflected in this current update to the Financial Forecast. A review of future years estimated salary costs has required an adjustment to the salary cost estimate for the final year of the forecast.

Additionally, the latest triennial review of pension costs has provided a reduced employers pension contribution requirement from the Council for the years 2020/21 to 2022/23, which has also been reflected within this latest update to the Financial Forecast.

(5) Other Forecast Changes:

Former Public Offices building – Additional Costs

It was previously anticipated that the disposal of the former public offices building could have been concluded during the 2019/20 financial year. Disposal is not now anticipated until 2020/21 and it has been necessary, therefore, to include a part-year budget provision in 2020/21 to provide for these costs.

The costs of holding the planned borough-wide Council elections in May 2023, along with the accompanying payment of technology allowances to Members, have been brought into the final year of the forecast (the financial year 2023/24 forms part of the financial forecast for the first time at the November update).

Lowther Trust – Reduction in Subsidy Costs for 2019/20

Following the conclusion of the legal dispute in respect of the Lowther Trust it is possible to reduce the estimate of the level of required subsidy that the Council will provide to the Lowther Trust for 2019/20.

St Annes Neighbourhood Plan

The Council is currently waiting to see if permission to appeal to the Supreme Court is granted against an earlier Court of Appeal decision which challenged the St Annes Neighbourhood Plan. However, it is now extremely unlikely that a consequential Neighbourhood Planning referendum will be required to be held in 2019/20 and therefore this funding has now been re-phased into 2020/21.

Fleet Cost Savings

During 2019/20 there have been a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 18 months, replacing older and more expensive to maintain vehicles. Additionally, fuel costs during 2019/20 have, to date, been lower than anticipated. It is therefore appropriate to reflect these cost-reductions within this latest update to the Financial Forecast.

Latest General Fund Budget Forecast 2019/20 to 2023/24

	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	Adverse / Favourable
Forecast approved at Council on 5th March 2019	10,241	10,166	10,433	10,658	10,658	
Forecast Changes - per November Forecast Update	350	297	219	209	624	
Forecast Changes - per Appendix C	-179	-35	-61	-63	46	
Forecast Budget Requirement	10,412	10,428	10,591	10,804	11,328	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	6,212	6,456	6,660	6,869	7,084	
Sub Total - Council Tax Income	6,212	6,456	6,660	6,869	7,084	
Business Rates Funding:						
Retained Rates (including pooling benefit & pilot impact 2019/20)	3,757	3,427	2,200	2,244	2,289	
Sub Total - Business Rates Income	3,757	3,427	2,200	2,244	2,289	
New Homes Bonus	1,412	1,822	1,431	1,380	1,380	
Less - NHB distribution to Town & Parish Councils	- 69	- 76				
Sub Total - Other Income	1,343	1,746	1,431	1,380	1,380	
Forecast Financing	11,312	11,629	10,291	10,493	10,753	
Forecast surplus(-)/deficit for year	- 900	- 1,201	300	311	575	
Reserves						
Forecast surplus/deficit (-) for year from above:	900	1,201	- 300	- 311	- 575	
Less: Proposed Transfer to Capital Investment Reserve	- 900	- 1,201				
Balance of surplus/deficit(-) remaining:	0	0	- 300	- 311	- 575	
Balance of General Fund Reserves b/f	3,927	3,927	3,927	3,627	3,316	
Less transfer to/from(-) General Fund Reserves in year			- 300	- 311	- 575	
Forecast Reserves at Year End	3,927	3,927	3,627	3,316	2,741	
Band D Council Tax (Excl Parish Precepts)	£206.60	£210.71	£214.91	£219.19	£223.56	
Band D Average Council Tax Increase	£4.99	£4.11	£4.20	£4.28	£4.37	
Band D Average Council Tax Increase	2.48%	1.99%	1.99%	1.99%	1.99%	

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	6
SENIORITY LIST – OFFICE OF THE MAYOR			

PUBLIC ITEM

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

SUMMARY

The Constitution Review Group, established through the Audit and Standards Committee, has requested that consideration be given to the seniority list by the Finance and Democracy Committee to take into account cumulative service. At present the position of Mayor is determined on years' service from the start of the most recent election to office. For example, if a member was elected in 2011, and re-elected in 2015 and 2019, they would have a total eight years' service under the current arrangements.

However, if they had been a serving member in the past, with broken service, this previous term of office is largely disregarded under the present arrangements.

The Constitution Review Group suggested that cumulative service should be used as the basis for determining seniority.

As the mayoralty falls under the Terms of Reference of the Finance and Democracy Committee, the Audit and Standards Committee referred to particular issue to the Finance and Democracy Committee for consideration. Terms of Reference of the Finance and Democracy Committee, Part 3 (Responsibility for Functions) of the Council's Constitution refers namely *"To consider any issues in relation to the mayoralty, civic functions or civic ceremonial"*.

Section 3 of the Local Government Act 1972 provides that the chairman of a principal council shall be elected annually from among the councillors. Section 245 provides that when a district council has the status of a borough, the chairman is entitled to the style of mayor. A council may elect any of its members to be mayor, and is not bound by any seniority list or other policy that it has adopted.

The current methodology has been broadly custom and practice for a number of years and members of the Audit and Standards Committee noted that if any change was to be agreed that it might be instigated following the 2023 elections in order to give due notice.

RECOMMENDATIONS

To consider the proposal of the Constitution Review Group to base the Seniority List for the Office of the Mayor on cumulative service or to re-state support for the current policy

SUMMARY OF PREVIOUS DECISIONS

Cabinet, 14th November 2007 (set out within the body of the report)

CORPORATE PRIORITIES

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

REPORT

Policy on the Mayoralty 2007

- At its meeting held on 14th November 2007, the Cabinet considered, and approved, the recommendations of the Policy and Service Review Scrutiny Committee regarding the mayoralty. This followed consideration of the issue by a cross-party Working Group. The resolutions of the Cabinet are set out below.
 - that the selection of the Mayor be based on a method of order of seniority
 - If in an election-year the Mayor-Elect is not re-elected the position of Mayor be offered to the next member of the list. If declined, the list is followed until an acceptance is received
 - if a member becomes eligible for office on the list but declines the position then it be ascertained if they wish to decline the position permanently – and if so, place their name at the bottom of the list with this intent stated; but if they still wish to be considered for the position then their name be moved to the top of the list the following year
 - That a councillor should only be eligible for the office of the Mayor once only and after that their name should be removed from the seniority list
 - that if a number of councillors become eligible for the office of Mayor during the same year, those members decide between themselves the order in which they will take up office or in the circumstances that agreement cannot be reached, the current Mayor will conduct a draw to determine the order of office
 - If a member, having previously stated they don't want to be considered for Mayor subsequently changes their mind, they be placed on the seniority list at a point to be agreed by the Chief Executive in consultation with the Leader
 - If a member has broken service then the member should join the list at the most recent term elected, but be elevated to a higher ranking than others elected in the same election term

Proposal from the Constitution Review Group 2019

- The Constitution Review Group, established through the Audit and Standards Committee, requested that consideration be given to the seniority list. At present the position of Mayor is determined on years'

service from the start of the current term of office. For example, if a member was elected in 2011, 2015 and returned to office in 2019, at this point, they would have eight years' service under the current arrangements.

3. However, this does not take into account that they may have been a serving member in the past, and this period of office is largely disregarded under the present arrangements (point g above refers). For example if a member had served previously in 2003 to 2007, in addition to the term illustrated in para 2 above, they would still be considered to have had eight years continuous service when returned to office in 2019.
4. If the service was based on cumulative service, they would have been deemed to have twelve years' service for the purpose of the seniority list, thereby elevating them on the list. The Constitution Review Group felt that past service should be taken into account.
5. The current methodology has been custom and practice for a number of years and members of the Audit and Standards Committee noted that if any change was to be considered by the Finance and Democracy Committee members may wish to postpone its implementation to follow the next term of office in 2023 in order that members can duly plan for any change.
6. The existing seniority list is attached at Appendix A using the present methodology.
7. Appendix B shows the seniority list if the method was based on cumulative service instead.

IMPLICATIONS	
Finance	None arising from the report
Legal	Section 3 of the Local Government Act 1972 provides that the chairman of a principal council shall be elected annually from among the councillors. Section 245 provides that when a district council has the status of a borough, the chairman is entitled to the style of mayor. A council may elect any of its members to be mayor, and is not bound by any seniority list or other policy that it has adopted
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
Tracy Manning	01253 658521 Tracy.manning@fylde.gov.uk	18 December 2019

Appendices

- A. The seniority list using the present methodology.
- B. The seniority list if the method was based on cumulative service instead.

FYLDE BOROUGH COUNCIL MAYORALTY SENIORITY LIST – 2020/21		
	COUNCILLOR	START OF PRESENT TERM
1	CHERYL LITTLE*	2007
2	BEN AITKEN	2007
3=	KAREN BUCKLEY	2007
3=	ELAINE SILVERWOOD	2007
3=	KAREN HENSHAW	2010 (past service 2003-2007)
6	FRANK ANDREWS	2010
7	JULIE BRICKLES	2011
8=	ALAN CLAYTON	2011
8=	PAUL HODGSON	2011
8=	EDWARD NASH	2011
8=	RICHARD REDCLIFFE	2011
8=	VIV WILLDER	2011
8=	ROGER LLOYD	2015 (past service 1991-1995)
14=	ROGER SMALL	2015 (past service 1997-2011)
14=	BRENDA BLACKSHAW	2015
16=	DELMA COLLINS	2015
16=	SHIRLEY GREEN	2015
16=	VINCE SETTLE	2015
16=	RAY THOMAS	2015
16=	PETER ANTHONY	DEC 2015
21	MARK BAMFORTH	FEBRUARY 2017 (past service 1991-1999 and 2014-2017)
22	JOHN KIRKHAM	MAY 2017
23	JAYNE NIXON	NOVEMBER 2017
24	SALLY NASH	APRIL 2018
25	CHRIS DIXON	AUGUST 2018
26	TIM ARMIT	2019 (past service 2011-2015)
27=	PAULA BREARLEY	2019
27=	ELLIE GAUNT	2019
27=	BRIAN GILL	2019
27=	NOREEN GRIFFITHS	2019
27=	GAVIN HARRISON	2019

27=	WILL HARRIS	2019
27=	MATTHEW LEE	2019
27=	MICHELLE MORRIS	2019
27=	DAVID O'ROURKE	2019
27=	BOBBY RIGBY	2019
27=	MICHAEL SAYWARD	2019
27=	STAN TRUDGILL	2019
27=	MICHAEL WITHERS	2019

	KIRAN MULHOLLAND	1991 Does not wish to be considered for Mayoralty (Declared August 2009)
	THOMAS THRELFALL	1995
	PAUL HAYHURST (has already been Mayor in 2000\1)	1979
	TREVOR J. FIDDLER (has already been Mayor in 2004\5)	1979 (broken service 1995-99)
	SUSAN FAZACKERLEY (has already been Mayor 2008/9)	1987
	LIZ OADES (has already been Mayor 2010-2011)	1991
	HEATHER SPEAK (has already been Mayor 2012/13)	1999
	LINDA NULTY (has already been Mayor 2013/14)	1999
	PETER HARDY (has already been Mayor 2015- 16)	1999
	JOHN SINGLETON (has already been Mayor 2017-18)	2007
	PETER COLLINS (has already been Mayor 2018- 19)	2003
	ANGELA JACQUES (Mayor 2019-20)	2007

*Councillor Little appointed as Mayor Elect at Council meeting July 2019

FYLDE BOROUGH COUNCIL MAYORALTY SENIORITY LIST – PROPOSED CUMULATIVE		
	COUNCILLOR	COMPLETE YEARS OF SERVICE
1=	CHERYL LITTLE*	12 (2007-)
2	ROGER SMALL	18 (1997-2011, 2015-)
3	KAREN HENSHAW	13 (2003-7, 2010-)
4=	BEN AITKEN	12 (2007-)
4=	MARK BAMFORTH	12 (1991-9, 2014-6, 2017-)
4=	KAREN BUCKLEY	12 (2007-)
4=	ELAINE SILVERWOOD	12 (2007-)
8=	FRANK ANDREWS	9 (2010-)
8=	ROGER LLOYD	9 (1991-5, 2015-)
10=	JULIE BRICKLES	8 (2011-)
10=	ALAN CLAYTON	8 (2011-)
10=	PAUL HODGSON	8 (2011-)
10=	EDWARD NASH	8 (2011-)
10=	RICHARD REDCLIFFE	8 (2011-)
10=	VIV WILLDER	8 (2011-)
16=	TIM ARMIT	4 (2011-2015)
16=	BRENDA BLACKSHAW	4 (2015-)
16=	DELMA COLLINS	4 (2015-)
16=	SHIRLEY GREEN	4 (2015-)
16=	VINCE SETTLE	4 (2015-)
16=	RAY THOMAS	4 (2015-)
22	PETER ANTHONY	3 (2015-)
23=	JOHN KIRKHAM	2 (2017-)
23=	JAYNE NIXON	1 (2017-)
23=	SALLY NASH	1 (2018-)
23=	CHRIS DIXON	1 (2018-)
27=	PAULA BREARLEY	0
27=	ELLIE GAUNT	0
27=	BRIAN GILL	0
27=	NOREEN GRIFFITHS	0
27=	GAVIN HARRISON	0
27=	WILL HARRIS	0
27=	MATTHEW LEE	0
27=	MICHELLE MORRIS	0
27=	DAVID O'ROURKE	0
27=	BOBBY RIGBY	0
27=	MICHAEL SAYWARD	0

27=	STAN TRUDGILL	0
27=	MICHAEL WITHERS	0

	KIRAN MULHOLLAND	27 (1991-) Does not wish to be considered for Mayoralty (Declared August 2009)
	PAUL HAYHURST	39 (1979-) (has already been Mayor in 2000-1)
	TREVOR FIDDLER	35 (1979-95, 1999-) (has already been Mayor in 2004-5)
	SUSAN FAZACKERLEY	31 (1987-) (has already been Mayor 2008-9)
	LIZ OADES	27 (1991-) (has already been Mayor 2010-11)
	HEATHER SPEAK	19 (1999-) (has already been Mayor 2012-3)
	LINDA NULTY	19 (1999-) (has already been Mayor 2013-4)
	PETER HARDY	19 (1999-) (has already been Mayor 2015-6)
	JOHN SINGLETON	11 (2007-) (has already been Mayor 2017-8)
	PETER COLLINS	15 (2003-) (has already been Mayor 2018-9)
	THOMAS THRELFALL	23 (1995-)
	ANGELA JACQUES	12 (2007-)

*Councillor Little appointed as Mayor Elect at Council meeting July 2019

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	9
WEBCASTING			

PUBLIC ITEM

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

SUMMARY

The technology to live webcast Council meetings was installed as part of Phase 6 of the Accommodation Project refurbishment works of the Town Hall. A subsidiary of Blackpool Council provide the technical know-how to facilitate the mixing of the images for live broadcast, on a rolling six-monthly contract.

Live webcasting provides another avenue to engage with the wider public in the work of the Council, and for those who are unable to attend, but have an interest, feel involved in the process of decision making. It also allows attendees in the Chamber, seated in the public gallery, feel included in the meeting.

At the meeting of the Committee held on 24th June 2019, members agreed to continue with the arrangements with Blackpool Council on a rolling basis with a view to a member of the Governance Team working alongside them to develop the expertise in-house.

An updated report was sought in early 2020 to update on progress.

RECOMMENDATION

That the agreement with Blackpool Council to provide webcasting for Council meetings be extended on a rolling annual basis, the funding of which to be provided from within existing approved budgets

SUMMARY OF PREVIOUS DECISIONS

Accommodation Working Group (AWG) - agreed initial 12 month trial

Finance and Democracy Committee – 24th June 2019

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. Recording and uploading of Council meetings to the Council's YouTube channel has been undertaken for many years, to improve accessibility to and increase the openness and transparency of our decision making process. It provides a level of scrutiny, available to a wider audience, which is different to attending a meeting in person.
2. However due to the peripatetic nature of the meetings, the facilities at meeting locations provided many technological challenges, and as a result sound and picture quality often suffered.
3. When the Council Chamber was reinstated into the Town Hall, in 2018, as part of the Accommodation Project, the Accommodation Working Group, a working party of 6 members, considered many options for the audio visual offer in the Chamber.
4. Live webcasting was considered the most natural progression from the previously filmed and uploaded meetings to YouTube. Live webcasting allows for the public to view the meetings as they happen via links on the Council's website as well as the Council's YouTube channel. The live streams are also viewable after the meeting has occurred, as happened previously.
5. When webcasting was considered, options for the delivery were explored. There were various different options available, with large differences in quality and price. These included livestreaming via a social media platform such as Facebook, but with dubious sound and picture quality to bespoke companies specialising in broadcast of council meetings but with high initial outlay and ongoing costs.
6. Research was undertaken seeking feedback and advice from colleagues not only across the North West but across the country, as well as viewing webcasts from those councils and making an assessment regarding quality of audio and ease of accessibility for the public. Other considerations such as whether to purchase or rent suitable equipment were also weighed.
7. After due consideration, Blackpool Council was approached to provide the technical knowledge and facilitate the webcast. Until more recently Blackpool had used a market leader to provide their webcasts, however they had been disappointed by numerous technology issues, lack of support and high costs. A commercial branch of their ICT team, who supported the media offer at the CLC in Grange Park, took over the provision in 2016.
8. The Blackpool team provided various quotes for their service, with numerous cost variables such as payment on a six-monthly basis versus hourly rate. Rental of their equipment, webcast of all committees or just Council meetings.
9. In order to more fully control the sound and visual quality of the webcast, as well as remove the need for ongoing rental costs, the cameras, microphones and additional equipment were purchased. The cost is detailed below;

Equipment

3 x Cameras and Joystick Keyboard = £5,880

Blackmagic HD Television Studio Kit (includes cables etc) = £2,025

10. Blackpool was asked to livestream full Council meetings only (not the Annual Meeting) at an annual cost of £5,281, payable in two instalments during the year. Any additional meetings would be charged at £125 per hour although this facility has not been taken up to date.
11. No further contractual arrangements are in place and there is no commitment beyond the current expended period which runs its course at the end of the financial year 2019/2020. However, Blackpool Council would be keen to continue.
12. Prior to his departure from the Council, the previous ICT Team manager was working with Blackpool with a long term view of bringing the provision of webcasting wholly in-house. This did

have staff resource and training implications, but with all equipment owned by Fylde, the cost saving was felt to be worth exploring. The new ICT Manager felt that this work could not be accommodated within the IT Team due to a range of other on-going projects and commitments. The Governance Team however expressed an interest in the matter and one of the team members was identified to work alongside Blackpool Council with a view to developing in-house expertise to film Council meetings.

13. This report provides the outcome of this trial which has not proved to be successful. Principally, the filming of the Council meetings to the current professional standard is a specialist skill that cannot be developed by sitting alongside someone on an infrequent basis; the skill set is niche in nature. The skills of the Blackpool Council employees who provide the service have been built up through attaining professional qualifications in this area, and continuous use and development of expertise. The Governance Team has concluded that they would not be not only be confident in web-casting meetings going forward, but team members have also concluded that they would be unable to attempt to do so as they do not have the requisite skills. This is no reflection on the enthusiasm of the team and their interest in this but is simply a reflection that this area of work requires a professional skill-set which they do not have.
14. This gives the Council two options to now consider, to either commission Blackpool Council to undertake this service on a rolling basis or to cease the service.
15. In giving consideration to possible extension of the offer to the public, the live viewing figures for Council meetings are as follows:
 - 14/11/2019 = 21 Views
 - 15/07/2019 = 17 Views
 - 25/03/2019 = 18 Views
 - 05/03/2019 = 7 Views
 - 11/02/2019 = 30 Views
 - 10/12/2018 = 11 Views
 - 22/10/2018 = 7 Views
 - 16/07/2018 = 25 Views
 - 16/04/2018 = 2 Views
 - 05/03/2018 = 6 Views
16. Whereas the most up-to-date cumulative viewing figures (i.e. live stream views and views following broadcast) for council meetings during the last 12 months are, at the time of writing this report, set out below:
 - 14/11/2019 = 123 Views
 - 15/07/2019 = 103 Views
 - 25/03/2019 = 173 Views
 - 05/03/2019 = 82 Views
 - 11/02/2019 = 102 Views
 - 10/12/2018 = 58 Views
 - 22/10/2018 = 70 Views
 - 16/07/2018 = 90 Views
 - 16/04/2018 = 92 Views
 - 05/03/2018 = 271 Views
17. The meeting on 5 March 2018 was both Budget Council and the first meeting in the Town Hall Chamber which may explain the high viewing figures. However with the public now having the

opportunity to either view in real time (live stream) or watch later via YouTube, and with a better quality of audio as well as a more professional offer than previously, the viewing figures continue to rise. Indeed the meetings from the last 12 months generally have higher viewing figures than past uploaded meetings.

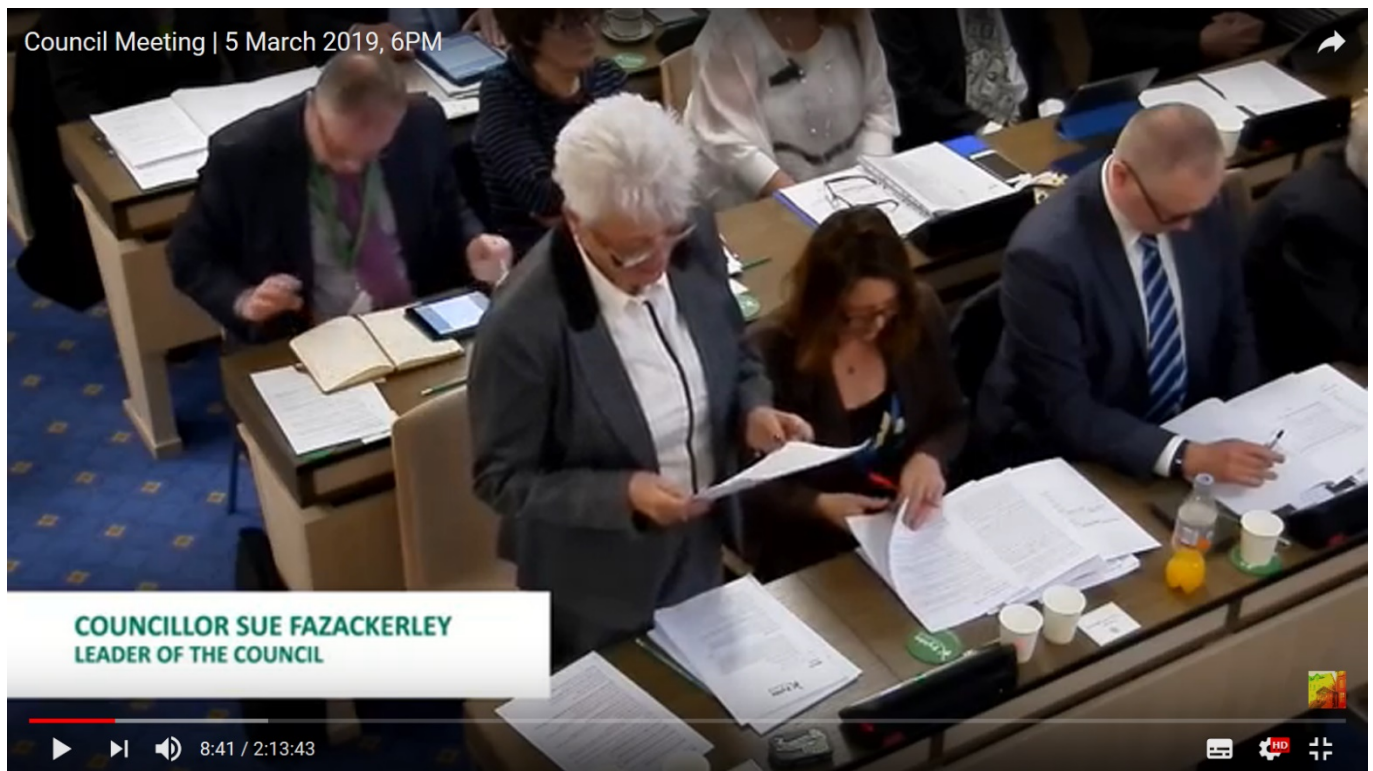
18. If members are minded to continue with the agreement it could be facilitated as an annual rolling agreement as a small contract using informal procedures.

IMPLICATIONS	
Finance	The costs of extending the agreement with Blackpool Council to provide webcasting for Council meetings would be met from existing approved budgets.
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
Tracy Manning	tracy.manning@fylde.gov.uk	5 June 2019

Attached: screen shot of a recent webcast

Screenshot of a recent webcast



INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	8
BUDGET SETTING – REVENUE BUDGET 2020/21 - FIRST DRAFT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2020/21 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2020/21 – First Draft

LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/revenue-budget-2020-21-first-draft/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2020/21 Revenue Budget to the Council's Programme Committees allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee Lead Officer, Service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2020/21 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2020/21 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2020 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2020/21 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 4th March 2020.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	9
REVENUE BUDGET MONITORING REPORT 2019/20 – POSITION AS AT 30 th NOVEMBER 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30th November 2019 and specifically for those services under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2019.

LINK TO INFORMATION

General Fund Revenue Budget Monitoring Report 2019/20 as at 30th November 2019:

<http://www.fylde.gov.uk/council/finance/budget-monitoring>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

Attached : General Fund Revenue Budget Monitoring Report 2019/20 - position as at 30 November 2019

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2019/20

POSITION AS AT 30TH NOVEMBER 2019

Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30th November 2019. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30th November 2019.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2019/20 budget at its meeting on 5th March 2019. Subsequently on 24th June 2019 the Finance and Democracy Committee approved the Council's outturn position for 2018/19. The impact of those approvals, including savings and growth options approved at Council and slippage from 2018/19 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2019 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2019. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

3. Budget Areas to Note

As would be expected, because monitoring is being undertaken as a comparison to recently revised budgets, there are only a small number of variances from that revised position to note. The main variances are described below:

i. Employee Costs

The budget forecast which was approved by Council in March 2019 assumes Employee Cost Savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of savings in excess of this. This budget will be kept under review during the remainder of the financial year.

ii. Crematorium Income

The number of cremations held this year has been below that forecast and the level of income received has reduced accordingly. The income budget for cremations has been raised year-on-year as previous income forecasts have been exceeded, but there is a concern that the level may now be set too high. A review of future income forecasts will be undertaken to consider the appropriate levels of future income expectations. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.

iii. Computer Services

An underspend is currently recorded against these budgets, however this period does not account for the renewal and ongoing services of our server operating system infrastructure licensing, Office 365, or desktop operating system licensing which are due calendar year end. Similarly, development works around the enhancement of user journeys on the website- from payment through to back office system and service fulfilment- which have completion delivery conditions upon them are also not accounted for in this period. With that in mind we do anticipate these variances to reduce significantly in the next period. Network improvement projects incorporating new technologies in the face of changing security compliance considerations are also planned for early 2020 which will require investment in the purchase of computer equipment. Due to the timing of these projects a proportion of the budgets may need to be rephased into 2020/21 as part of the next update to the Financial Forecast.

iv. Fleet and Plant Expenditure

There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 18 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next budget right-sizing exercise.

4. Conclusions

- 4.1 The updated financial forecast, as presented to the Finance and Democracy Committee in November 2019, shows projected surpluses for 2019/20 and 2020/21 followed by a period of uncertainty as the national framework for the financing of local government will be subject to review. 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.
- 4.2 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.3 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Council's website.

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS

All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	9,197,862	6,245,617	6,202,559	-43,058	FAV	GREEN	The budget forecast which was approved by Council in March 2019 assumes Employee Cost Savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of savings in excess of this. This budget will be kept under review during the remainder of the financial year.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAV	GREEN	The Council is currently waiting to see if permission to appeal to the Supreme Court is granted against an earlier Court of Appeal decision which challenged the St Annes Neighbourhood Plan. However it is unlikely that a Neighbourhood Planning referendum will be required in 2019/20 and this funding may ultimately be rescheduled to 2020/21. This budget will be kept under review during the remainder of the year and re-phased as necessary.

OPERATIONAL MANAGEMENT COMMITTEE

Vehicles & Plant	FMS Materials Cost	145,670	97,211	71,362	-25,849	FAV	GREEN	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 18 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next budget right-sizing exercise.
	Repairs by Commercial Garages	23,400	15,698	10,493	-5,205	FAV	GREEN	
	Fuel Costs	313,406	208,984	186,728	-22,256	FAV	GREEN	
	Tyres - Renewal	34,636	23,186	13,642	-9,544	FAV	GREEN	
Car Parks	Cash Collection - Pay and Display	11,000	7,336	18,052	10,716	ADV	AMBER	The cost of collecting cash from the pay and display machines, along with card-processing charges, have increased in recent years and it will be necessary to review this budget as part of the next budget right-sizing exercise.

Appendix A (Cont'd)

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

OPERATIONAL MANAGEMENT COMMITTEE (Cont'd)

Fylde Waste Schemes	Other Sales	-50,000	-33,340	-67,382	-34,042	FAV	GREEN	This is additional unbudgetted income arising from the increased sale of chargeable wheeled bins in respect of newly built properties. This additional income will be reflected in the next update to the Financial Forecast.
Computer Services	Purchase of Computer Equipment, Program Licence Charges, Development Costs, Miscellaneous.	448,372	298,979	113,311	-185,668	FAV	GREEN	An underspend is currently recorded against these budgets, however this period does not account for the renewal and ongoing services of our server operating system infrastructure licensing, Office 365, or desktop operating system licensing which are due calendar year end. Similarly, development works around the enhancement of user journeys on the website- from payment through to back office system and service fulfilment- which have completion delivery conditions upon them are also not accounted for in this period. With that in mind we do anticipate these variances to reduce significantly in the next period. Network improvement projects incorporating new technologies in the face of changing security compliance considerations are also planned for early 2020 which will require investment in the purchase of computer equipment. Due to the timing of these projects a proportion of the budgets may need to be rephased into 2020/21 as part of the next update to the Financial Forecast.

TOURISM AND LEISURE COMMITTEE

Parks Development - Lytham & St Annes	Parks Furniture	16,100	10,736	22,390	11,654	ADV	AMBER	The year to date has seen additional expenditure for the purchase of memorial benches. It is anticipated that this additional cost will be offset by increased income for commemorative benches during the remainder of the year. This budget will be kept under review during the remainder of the financial year and may require adjustment as part of the next update to the Financial Forecast.
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Appendix A (Cont'd)

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Cemetery & Crematorium	Cremations	-1,140,000	-760,152	-702,365	57,787	ADV	AMBER	The number of cremations held this year has been below that forecast and the level of income received has reduced accordingly. The income budget for cremations has been raised year-on-year as previous income forecasts have been exceeded, but there is a concern that the level may now be set too high. A review of future income forecasts will be undertaken to consider the appropriate levels of future income expectations. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.
Taxi Licensing	Hackney Carriage Driver Licences	-16,094	-10,732	-20,749	-10,017	FAV	GREEN	A change in legislation 3 years ago introduced annual and 3 yearly licences. This year is the first renewal for the 3 yearly licence leading to an increase in income in the current year. The number of new application has also increased. As this is anticipated to be a recurring increase in income the budgets will be amended as appropriate as part of the next update to the financial forecast. Additionally, the number of applications for new and replacement vehicles has increased, leading to additional income from the issue of new licences.
	Private Hire Vehicle Licences	-25,296	-16,868	-26,811	-9,943	FAV	GREEN	

Appendix A (Cont'd)

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

PLANNING COMMITTEE

Development Management	Consultants Fees	25,000	16,668	5,910	-10,758	FAV	GREEN	The council employs external consultants in order to provide specialist advice on particular planning matters as and when necessary. Expenditure against this budget is very much dependant upon the nature of applications received. A number of applications currently before the Council for consideration will require specialist advice. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.
Planning Appeals	Planning Appeal Hearing Costs	50,000	33,340	660	-32,680	FAV	GREEN	Since the local plan was adopted, the number of planning appeals considered following public inquiry, which is the most costly method to the council, has reduced. As the local plan is now 12 months old and cannot be regarded as 'recently adopted' for the purposes of applying national planning policy, it may be that developers will once again seek to challenge the decisions of the council. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.
Planning Enforcement	Enforcement Costs	25,000	16,668	0	-16,668	FAV	BLUE	Legal action in regard to a number of sites is currently underway and it is likely that there will be a call on this budget during the remainder of the current financial year. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.
Planning Policy	Local Development Framework Costs	15,000	10,004	0	-10,004	FAV	BLUE	The local plan is currently under review and costs will be incurred in the latter part of the financial year as this process continues. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	10
CAPITAL PROGRAMME MONITORING REPORT 2019/20 POSITION AS AT 30 NOVEMBER 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 30th November 2019 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2019.

LINK TO INFORMATION

Capital Programme monitoring Report to 30th November 2019:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the Capital Programme monitoring reports for those schemes under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

Attached - Capital Programme Monitoring Report 2019/20

CAPITAL PROGRAMME MONITORING REPORT 2019/20 –

POSITION AS AT 30TH NOVEMBER 2019

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2019/20, together with an update on the overall Five Year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2019/20. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 5th March 2019. That update showed a balanced capital programme position from 2019/20 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2019. The Programme has also been rolled forward to include the year 2023/24.

2. Notes on Specific Schemes

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

i) Coast Protection Scheme

The Fairhaven and Church Scar Coast Protection Scheme budget is £21.8m, being funded by Flood Defence Grant-in-Aid (which is an Environment Agency eligible cost reimbursable grant) of up to £21.4m; alongside a contribution from Fylde Council of £0.4m.

Work started on site in December 2017 and has progressed well. The revised Contract Completion Date is December 2020, but it is anticipated that contract Completion will be closer to summer 2020.

In addition to the core sea defence works a range of public realm enhancements to the scheme have been added with a budget of £360k (plus an extra £50k for an automated car park barrier system), funded by Fylde Council from the Capital Investment Reserve.

ii) Fairhaven Lake & Promenade Gardens Restoration including the Adventure Golf Scheme

The main building and landscape works contract will now be undertaken between September 2020 and April 2021. Consequently this supplementary scheme has now been re-phased into 2020/21 to reflect this as part of the latest update to the Financial Forecast. Events and Activities at the lake and gardens will continue throughout this period.

The Adventure Golf scheme has been delayed from the original dates set out within the Committee reports due to physical constraints arising from the Heritage Lottery Fund works at the location. The Adventure Golf works has now be rescheduled into 2020/21 as part of the latest update to the Financial Forecast. The proposed start date for physical works is April 2020 with a completion target of summer 2020.

iii) Disabled Facilities Grants

The grant allocation has been increased for 2019/20 to a total of £1,090k which, together with slippage of £13k from 2018/19 and a further £40k from New Fylde Housing in relation to DFG works on properties that they own, provides total funding for 2019/20 of £1,143k. This revised allocation will be reflected in the next update of the Financial Forecast. Grant awards are progressing well and it is anticipated that the majority of the grant allocation will be spent in 2019/20.

iv) St Annes Regeneration Schemes

The next phase of regeneration works in St Annes was agreed to be Wood Street, subject to agreement with landowners following the usual model. However, despite several meetings with tenants and owners there remain difficulties in securing authority to carry out works to all forecourts for implementation of the easterly side of the works. As a result it is now recommended that the westerly side (The Council's car park side) be finalised initially with a view to commencement in the spring of 2020. In addition it is proposed to extend the Pier link scheme/ Clifton Drive South to include other elements of the town centre regeneration plan as set out in the 2020 Vision document. It is anticipated that works will commence in February 2020, with an element of the scheme now being rescheduled into 2020/2021 as part of the next update to the Financial Forecast.

v) Lytham Regeneration Schemes

In respect of the major capital scheme for Lytham Town Centre, a number of suggestions have been made from the Business Group and other parties. Some of which require careful consideration with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan drawn together. This will have a phased programme of works to be considered by planning committee. It is envisaged that the first phase will be commenced this financial year.

3 Conclusions

- 3.1 Actual expenditure to 30th November 2019 is £7.521m against an updated full year budget of £15.872m. This equates to 47% of the latest budget. Certain schemes will be adjusted or re-phased into 2020/21 as part of future Financial Forecast updates that are reported to Members during the year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2019/20 onward. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2020/21.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure.

The balance of this reserve at 31st March 2019 was £4.385m. Of this, £3.398m is committed to deliver existing approved capital schemes in future years, leaving an unallocated balance on the reserve of £0.987m.

Further transfers into the reserve in the total sum of £1.830m (£0.721m for 2019/20 and £1.109m for 2020/21) are estimated in the November update to the financial forecast as presented to the Finance and Democracy Committee, which would result in a revised unallocated balance on the reserve of £2.817m. These estimated transfers into the reserve are, of course, subject to change as actual expenditure and income levels will undoubtedly differ to the forecast amounts over the next two financial years.

Additional future projects will be subject to further consideration as part of the budget setting process for 2020/21. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Accommodation Project - Phase 8 - Town Hall Car Park	General asset disposal receipts	0	33	0	33	17	16	This scheme (the final element of the Accommodation Project) has now been completed. The only outstanding element of the scheme relates to the final invoices and the retention amounts, which are expected to be finalised during 2019/20.
Purchase of Land Adjacent to Squires Gate Station	Capital Investment Reserve	0	0	5	5	0	5	Negotiations with the landowner have commenced for the Council to purchase a small parcel of land to facilitate the creation of an accessible route to Squires Gate Railway Station platform. Once purchased the Council will grant a long ground lease of this land to Network Rail to include the transference of responsibility for management and maintenance of the land.
Sub total		0	33	5	38	17	21	
<u>TOURISM & LEISURE COMMITTEE</u>								
St Annes Pool	No external finance - funded by borrowing / general asset disposal receipts	93	0	-93	0	0	0	No expenditure is currently planned. This budget has been removed and any further updates will be reflected in future reports to Committee.
Fairhaven Lake & Promenade Gardens Restoration	Capital Investment Reserve	120	0	148	268	135	133	The main building and landscape works contract will now be undertaken between September 2020 and April 2021. Consequently this supplementary scheme has now been re-phased into 2020/21 to reflect this as part of the latest update to the Financial Forecast. Events and Activities at the lake and gardens will continue throughout this period.
Promenade Footways	No external finance - funded by borrowing / general asset disposal receipts	40	-5	40	75	0	75	A scheme is being developed to utilise this funding to complement the 'St Annes Road West – Square to Pier Link and Gateway' capital scheme. It is anticipated that the proposed scheme will be submitted to the Tourism and Leisure Committee for consideration in March 2020 for delivery in 2020/21. Consequently this scheme will be re-phased as part of the next update to the financial forecast.
Staining Playing Fields Development Scheme	Capital Investment Reserve	129	151	-94	186	168	18	Phases 1 and 2 of the scheme commenced in April 2019 and the works are due to be complete by March 2020 within the budget of £186,000. Whilst the contractor was 'on site' to undertake these phases it became apparent that the secondary drainage works and additional levelling of the site (phase 3 of the scheme) needed to be undertaken at the same time to ensure best value for money and a fully competent drainage scheme. The remaining budget for Phase 3 is £94,000 and a scheme for these works are being designed in consultation with the parish council and community groups. It is expected that physical works will start in March/April 2020 with an anticipated finish date of May 2020. Therefore the £94,000 budget for phase 3 of the scheme has been re-phased into 2020/21 to reflect this as part of the latest update to the Financial Forecast.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (cont'd.)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
TOURISM & LEISURE COMMITTEE (cont'd.)								
Ashton Gardens Play Area	Capital Investment Reserve	20	0	0	20	0	20	This project is expected to be completed in December 2019 within budget.
Ashton Gardens Nursery Improvements	Capital Investment Reserve	30	0	0	30	0	30	The works for this scheme have been tendered and are planned to be undertaken during January 2020 with the scheme expected to be completed within budget during 2019/20.
Coastal Signage Improvements	Capital Investment Reserve	60	0	-60	0	0	0	A proposed scheme is currently being developed. It is intended that the scheme will be presented to the Tourism and Leisure Committee for consideration in March 2020. As the scheme will no longer commence in 2019/20 it has been re-phased into 2020/21 as part of the latest update to the Financial Forecast.
Open Space access control measures	Capital Investment Reserve	15	0	0	15	0	15	Further consultation has been undertaken with ward members and residents to establish the exact need of access controls at King George V Playing Fields and Blackpool Road Playing Fields This consultation has not proved decisive in establishing public need for access controls at the site. Officers will monitor the situation and a report will be presented at a future meeting of the Tourism and Leisure Committee and any changes will be reflected in the next update to the Financial Forecast.
Coastal Explorers	Capital Investment Reserve	20	0	0	20	0	20	Officers are developing external funding bids to support this project. An 'expression of interest' to the 'Big Lottery' fund has been submitted which, if successful, will require a full funding bid to be prepared and submitted. This would be for a grant in the sum of £150,000. A further funding bid will be submitted to Arts Council England in 2020 in the sum of £50,000. As the outcome of these bids will not be known by the end of the financial year it is anticipated that the £20,000 Council contribution will not now be required until 2021. Consequently the scheme will be re-phased as part of the next update to the Financial Forecast.
Weeton Village Hall - public open space improvements	S106 Developer Contributions	0	0	7	7	7	0	A Service Level agreement has been prepared between Fylde and Weeton Parish Council. The scheme is expected to be completed within budget during 2019/20.
Fylde Sand Dunes Improvement Scheme	S106 Developer Contributions / Specific Grants	0	0	52	52	0	0	A proposed scheme was presented to the Tourism & Leisure Committee in November 2019, and subsequently approved by the Finance & Democracy Committee, with funding in the sum of £25,000 being provided by developer s106 contributions. In December 2019 it was announced that the grant application to the Lancashire Wildlife Trust in the sum of £27,000 had been successful, and consequently all of the required funding for the scheme has now been secured.
Sub total		527	146	0	673	310	311	

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
<u>OPERATIONAL MANAGEMENT COMMITTEE</u>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	471	148	0	619	376	243	It is anticipated that all vehicle purchases will be completed to budget in 2019/20. If any vehicle orders are delayed due to specific build time this may lead to the re-phasing of a proportion of the budget into 2020/21.
Car Park Improvements	No external finance - funded by borrowing / general asset disposal receipts	30	0	0	30	0	30	A proposed scheme will be presented for consideration to the Operational Management Committee at either the January or March 2020 meeting of the committee for delivery in 2020/21. Consequently this scheme will be re-phased into 2020/21 as part of the next update to the financial forecast.
Public Transport Improvements	S106 Developer Contributions	48	30	13	91	31	60	This funding is being spent as projects are developed. To date £13,200 has been allocated to Staining Parish Council to support a free local bus service. A number of other schemes are being developed and negotiations with Lancashire County Council, as the commissioning body for bus services for the borough, are continuing in order to assess the viability of each scheme. Not all of this funding may be expended in 2019/20 and it may be necessary to re-phase the unspent element into 2020/21 as part of the next update to the financial forecast.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	7,330	2,276	0	9,606	5,573	4,033	Delivery of the scheme remains on schedule, with further information provided within the body of this report. Any changes or re-phasing will be reflected in future updates to the financial forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	260	100	0	360	0	360	A report on this scheme is being presented to special meetings of the Operational Management and the Finance and Democracy Committees in December 2019. Any changes to the scheme arising from the deliberations of those committees will be reflected in the next update to the financial forecast.
Accommodation/ facilities at Snowdon Rd Depot	Capital Investment Reserve	200	0	0	200	0	200	An updated and enhanced scheme will be proposed to the January meeting of the Operational Management Committee requesting support for a capital growth bid for 2020/21 in respect of the additional funding required. Consequently this scheme will be not now be commenced in 2019/20 and will therefore be re-phased into 2020/21 as part of the next update to the financial forecast.
North Beach Car Park: Development of Toilet Facilities	Capital Investment Reserve	185	0	-185	0	0	0	In November 2019 the Finance and Democracy Committee approved the virement of the funding for this scheme into an alternative scheme for toilet provision at the Splash Park facility.
Toilet facilities and perimeter fencing at the Splash Park facility	Capital Investment Reserve	0	0	185	185	0	185	In November 2019 the Finance and Democracy Committee approved the virement of the funding from the North Beach Car Park Toilet Facilities to an alternative scheme for toilet provision and the installation of perimeter fencing at the Splash Park facility in the same amount. The works are expected to commence in 2019/20 with completion anticipated before the main 2020 tourist season.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE (cont'd)								
Stanner Bank car park - barrier scheme	Capital Investment Reserve	50	0	0	50	0	50	This scheme will be delivered alongside the Fairhaven and Church Scar Public Realm Works scheme, a report on which is being presented to special meetings of the Operational Management and the Finance and Democracy Committees in December 2019. Any changes to the scheme arising from the deliberations of those committees will be reflected in the next update to the financial forecast.
Charging Infrastructure for Electric Taxis	Specific Government Grant	0	0	150	150	0	150	A scheme is currently being developed to provide electricity charging points for taxis. Four Rapid Charging points are proposed to be installed across the Fylde Borough to provide suitable locations at key hubs that taxis stop or pass. The Car Park Working Group supported the installation of one of the charging points on Lytham Station car park. The contract is to be issued in December with new chargers to be installed from March to August 2020. Consequently as this scheme will not now be delivered in 2019/20 it will be re-phased into 2020/21 as part of the next update to the financial forecast.
Sub total		8,574	2,554	163	11,291	5,980	5,311	

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Disabled Facilities Grants (DFG) Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,050	13	80	1,143	818	325	The grant allocation has been increased for 2019/20 to a total of £1,090k which, together with slippage of £13k from 2018/19 and a further £40k from New Fylde Housing in relation to DFG works on properties that they own, provides total funding for 2019/20 of £1,143k. This revised allocation has been reflected in the latest update of the Financial Forecast. Grant awards are progressing well and It is anticipated that the majority of the grant allocation will be spent in 2019/20.
Housing Needs Grant	DFG Grant Repayments	0	16	25	41	2	39	The income from returned DFG grants is intended to be used for incidental costs relating to abortive DFG works e.g. architect fees. As this requirement is unplanned it is not readily predictable as to when costs will be incurred. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2020/21.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	-460	0	0	0	0	This scheme was completed to budget in March 2019.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	0	0	275	275	0	This scheme was completed to budget in August 2019.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	8	0	8	1	7	This funding is intended to provide financial support for means-tested affordable warmth measures undertaken by CHiL (Cosy homes in Lancashire) Scheme as and when required. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2020/21.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
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ENVIRONMENT, HEALTH & HOUSING COMMITTEE (cont'd)

CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	0	27		27		27	It has been agreed by the Environment, Health and Housing Committee that capital expenditure will only be made on essential work or replacement CCTV when necessary and subject to approval. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2020/21.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294	75	219	This scheme is currently being delivered and it is expected to be completed by the end of January 2020.
Sub total		2,079	-396	105	1,788	1,171	617	

PLANNING COMMITTEE

St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	315	0	0	315	10	305	The next phase of regeneration works in St Annes was agreed to be Wood Street, subject to agreement with landowners following the usual model. However, despite several meetings with tenants and owners there remain difficulties in securing authority to carry out works to all forecourts for implementation of the easterly side of the works. As a result it is now recommended that the westerly side (The Council's car park side) be finalised initially with a view to commencement in the spring of 2020. In addition it is proposed to extend the Pier link scheme/ Clifton Drive South to include other elements of the town centre regeneration plan as set out in the 2020 Vision document. It is anticipated that works will commence in February 2020, with an element of the scheme now being rescheduled into 2020/2021 as part of the next update to the Financial Forecast. #
St Annes Road West – Square to Pier link and Gateway	Capital Investment Reserve	110	0	0	110	0	110	This scheme is being progressed in consultation with various agencies including Lancashire County Council and the owners of adjoining land. The works are expected to commence in April 2020. The scheme will be re-phased into 2020/21 as part of the next update to the Financial Forecast.
Lytham Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	400	0	0	400	0	400	In respect of the major capital scheme for Lytham Town Centre, a number of suggestions have been made from the Business Group and other parties. Some of which require careful consideration with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan drawn together. This will have a phased programme of works to be considered by planning committee. It is envisaged that the first phase will be commenced this financial year.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	0	5	0	5	0	5	It is expected that this scheme will be delivered within budget during this financial year.
M55 Link Road	S106 Developer Contributions / M55 Link Road Reserve	0	103	1,000	1,103	20	1,083	Discussions are ongoing with the developer of the residential land at Queensway and other public bodies to secure funding to enable the accelerated delivery of the M55 link road. Given deadlines attached to other funding streams that have been secured to accelerate the delivery of the link road, it is expected that a decision on the accelerated delivery of the road will be made this financial year.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	0	10	0	10	0	10	It is expected that this scheme will be delivered within budget during this financial year.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
PLANNING COMMITTEE (cont'd)								
St Annes Pier - Coastal Revival Fund	Specific Grant	0	24	0	24	13	11	It is expected that this scheme will be delivered within budget during this financial year. This project has been tied to the phasing of a wider scheme of works by the Pier Company.
Tree Planting	Capital Investment Reserve	25	0	0	25	0	25	It is expected that this scheme will be delivered within budget during this financial year.
Kirkham and Wesham Station	S106 Developer Contributions	0	0	15	15	0	15	The procurement of a feasibility study to examine the options available to deliver a park and ride facility at Kirkham and Wesham Station is currently underway. It is expected that the study will be completed during the current financial year.
Future High Street Fund: Kirkham	Specific Grant	0	0	75	75	0	75	The initial confirmed allocation of £75,000 provides the resource for the development of a substantive full bid under the Future High Street Fund (FHSF) programme - the substantive bids are expected to be in the £5m - £10m range. A further application has been made for an additional £75,000 funding to develop the full bid which is expected to be confirmed or otherwise in early 2020. The Planning Committee in November 2019 approved the broad approach to the development of the Future High Street Fund Business Case, which will also form part of a longer term regeneration strategy for the town centre, and agreed to adopt the Future High Street Consultants Brief for the purposes of commissioning the appropriate consultants to assist with the preparation of the Business Case.
Sub total		850	142	1,090	2,082	43	2,039	
Total Expenditure		12,030	2,479	1,363	15,872	7,521	8,299	

UPDATED 5 YEAR CAPITAL PROGRAMME 2019/20 TO 2023/24 - BY SCHEME

	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000	Estimate 2023/2024 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 8 - Town Hall Car Park	33				
Purchase of Land Adjacent to Squires Gate Station	5				
Sub total	38	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Fairhaven Lake & Promenade Gardens Restoration	268	2,045	125		
Fairhaven Adventure Golf	0	505			
Promenade Footways	75	0	40	40	40
Staining Playing Fields Development Scheme	186	94			
Ashton Gardens Play Area	20				
Ashton Gardens Nursery Improvements	30				
Coastal Signage Improvements	0	60			
Open Space access control measures	15				
Coastal Explorers	20				
Weeton Village Hall	7				
Fylde Sand Dunes Improvement Scheme	52				
Sub total	673	2,704	165	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	619	562	119	306	971
Car Park Improvements	30	30	30	30	30
Public Transport Improvements	91	48	48	30	
Fairhaven and Church Scar Coast Protection Scheme	9,606				
Fairhaven and Church Scar Coast Public Realm Works	360				
Accommodation/ facilities at Snowdon Rd Depot	200				
North Beach Car Park: Development of Toilet Facilities	185				
Stanner Bank car park - barrier scheme	50				
Charging Infrastructure for Electric Taxis	150				
Sub total	11,291	640	197	366	1,001
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,143	1,130	1,130	1,130	1,130
Housing Needs Grant	41				
Affordable Housing Scheme - Sunnybank Mill, Kirkham	0				
Church Road Methodist Church, St Annes	275				
Affordable Warmth Scheme	8				
Rapid Deployment CCTV Replacement Projects	27				
Cemetery and Crematorium - Infrastructure Works	294				
Sub total	1,788	1,130	1,130	1,130	1,130
PLANNING COMMITTEE					
St Annes Regeneration Schemes	315				
St Annes Road West – Square to Pier link and Gateway	110				
Lytham Regeneration Schemes	400	300	100		
Kirkham Public Realm Improvements	5				
M55 Link Road - S106 monies for design work	1,103				
Ansdell / Fairhaven - Public Realm scheme	10				
St Annes Pier - Coastal Revival Fund	24				
Tree Planting	25				
Kirkham and Wesham Station	15				
Future High Street Fund: Kirkham	75	75			
Sub total	2,082	375	100	0	0
Total Expenditure	15,872	4,849	1,592	1,536	2,171

UPDATED 5 YEAR CAPITAL PROGRAMME 2019/20 TO 2023/24 - FINANCING

	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000	Estimate 2023/2024 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,103	1,090	1,090	1,090	1,090
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	41				
Section 106 Monies - St Annes	265				
Section 106 Monies - Lytham	130				
Section 106 Monies - Church Road Methodist Church, St Annes	275				
Section 106 Monies - M55 Link-Road	103				
Section 106 Monies - Public Transport Improvements	91	48	48	30	
Section 106 Monies - Staining Chain Lane Playing Fields	174				
Section 106 Monies - Kirkham and Wesham Station	15				
Section 106 Monies - Weeton Village Hall	7				
Section 106 Monies - Fylde Sand Dunes Improvement Scheme	25				
Capital Investment Reserve	1,356	625			
Capital Investment Reserve	875	410	100		
Capital Investment Reserve - Underwriting max £343k - Fairhaven	0	32			
M55 Link-Road Reserve	1,000				
Funding Volatility Reserve - Fairhaven Restoration Project	0	400			
Other External Finance (see analysis below)	9,837	1,652	165	40	40
Direct Revenue Finance					
Prudential Borrowing	505	522	119	306	971
Total Financing	15,872	4,849	1,592	1,536	2,171

Total surplus (-) / shortfall in year	0	0	0	0	0
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Cumulative surplus (-) / shortfall	0	0	0	0	0
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See note below for external funding available to finance the above schemes:

Other External Finance: Analysis

LSP Performance Reward Grant	27				
Environment Agency - Fylde Coastal Preliminaries	9,206				
Lancashire County Council - Affordable Warmth Scheme	8				
Coastal Revival Fund - St Annes Pier	24				
Central Government Grant - Future High Street Fund: Kirkham	75	75			
Staining Parish Council	11	14			
Friends of Staining Open Spaces	1				
John Lees Charitable Trust	0	30			
New Fylde Housing - DFG Contribution	40	40	40	40	40
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	27				
Heritage Lottery Fund - Fairhaven Restoration Project	268	1,084	125		
Sport England - Fairhaven Restoration Project - confirmed	0	100			
United Utilities - Fairhaven Restoration Project	0	60			
Lytham Schools Foundation - Fairhaven Restoration Project	0	15			
RSPB - Fairhaven Restoration Project	0	8			
Coastal Communities Fund - Fairhaven Restoration Project	0	130			
Lawn Tennis Association - Fairhaven Restoration Project	0	51			
Lancashire Environmental Fund - Fairhaven Restoration Project	0	30			
Café Tenant Contribution - Fairhaven Restoration Project	0	15			
Central Government - Charging Infrastructure for Electric Taxis	150				
	9,837	1,652	165	40	40

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY	27 JANUARY 2020	11
MID-YEAR PERFORMANCE 2019/20			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2019/20. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

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

LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Fylde Council performance information suite

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

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

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

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

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

PM05: Percentage of sickness absence as a result of long-term sickness is 23.2% compared to last year's 29.6%. The current target is 30.

Initiatives to support employees on long term sick and phased back to work options have contributed to a reduction in long term sickness absence, the number of long term sick cases is low with almost none as a result of stress, anxiety and depression, which had previously been higher.

PM66a: Average number of calendar days for processing New Claims for Housing Benefit is 15.96 days compared to last year's 19.85. The current target is 19 days.

The Benefits Service continues to monitor outstanding work and bring about improvements wherever possible, including looking at new ways of working and increasing the use of automation processes wherever possible. The later part of the financial year can be more challenging as incoming work increases prior to the new financial year, but we will strive to maintain these good performance rates.

PM67a: Average number of calendar days for processing changes in circumstances for Housing Benefit is 6.47 days compared to last year's 9.09. The current target is 12 days.

The Benefits Service continues to monitor outstanding work and bring about improvements wherever possible, including looking at new ways of working and increasing the use of automation processes wherever possible. The later part of the financial year can be more challenging as incoming work increases prior to the new financial year, but we will strive to maintain these good performance rates.

PM67b: Average number of calendar days for processing changes in circumstances for Council Tax Reduction is 5.64 days compared to last year's 9.39. The current target is 12 days.

The Benefits Service continues to monitor outstanding work and bring about improvements wherever possible, including looking at new ways of working and increasing the use of automation processes wherever possible. The later part of the financial year can be more challenging as incoming work increases prior to the new financial year, but we will strive to maintain these good performance rates.

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

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






PM14: Percentage of invoices paid within 30 days or within agreed payment terms is 91.5% compared to last year's performance of 86%. The current target is 95%.

Staff turnover during the past 12 months have contributed to a temporary drop in performance, a full complement of staff is now in place, together with system developments within the invoice scanning system resulting in improved performance and it is expected that the target figure of 95% can be achieved.

PM86: Percentage of FOIs responded to within the statutory deadline of 20 days is 87.1% compared to last year's 98.8%. The current target is 100%.

Staff turnover has impacted on performance particularly given that administration of FOI's is primarily down to one postholder, the function itself is not a full-time requirement so is an added responsibility to another post. The responsibility has been taken on by another employee and of requests received and replied to since September 1, 98.2% have been responded to within the statutory time limits.

PERFORMANCE KEY ICON STATUS

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

APPENDIX 1: Performance Measures mid-year performance (1st April 2019 - 30th September 2019)

Finance and Democracy						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2018 SEP 2018	APR 2019 SEP 2019	Mid-Year Target	Performance Status
PM02: Average number of days sickness per Full Time Employee	Monthly	Smaller is Better	5.54	5.13	5.5	
PM05: Percentage of sickness absence as a result of long-term sickness	Quarterly	Smaller is Better	29.62	23.2	30	
PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)	Quarterly	Bigger is Better	86	91.49	95	
PM66a: Average days for processing New Claims for Housing Benefit	Quarterly	Smaller is Better	19.85	15.96	19	
PM66b: Average days processing new claims for Council Tax Reduction	Quarterly	Smaller is Better	19.82	17.21	19	
PM67a: Average days processing changes in circumstances for Housing Benefit	Quarterly	Smaller is Better	9.09	6.47	12	
PM67b: Average days processing changes in circumstances for Council Tax Reduction	Quarterly	Smaller is Better	9.39	5.64	12	
PM68: Proportion of Council Tax collected	Quarterly	Bigger is Better	56.7	56.36	50	
PM69: Percentage of Business Rates, which should have been received, received	Quarterly	Bigger is Better	54.07	55.17	50	
PM86: Percentage of FOIs responded to within the statutory deadline of 20 days	Monthly	Bigger is Better	98.8	87.1	100	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	12

REPORTS OF THE VARIOUS OUTSIDE BODIES

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 15 July 2019, Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

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

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

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

INFORMATION ATTACHED

Outside Bodies Reports and Summary

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact Tracy Manning, Director of Resources – tracy.manning@fylde.gov.uk

Outside Body		Councillor	Report Status
Finance & Democracy Committee, 27/1/20 meeting			
	Blackpool Airport and Hillhouse Enterprise Zone Project Board	Chairman of F&D	Attached
	Fylde Community Projects Fund	The Mayor	Attached
	North West Employers Organisation	Chair of F&D – Karen Buckley	Attached
	NW of England & Isle of Man Reserve Forces & Cadets Association	Ed Nash	Attached



Hello Fylde Borough Council,

This email has been sent to you from Fylde Council by one of your customers. They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4943185
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile Phone 1234567890
Home Phone -
Email Address anonymous@mycouncilservices.com
Address England, United Kingdom

Information

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director):-

Cllr Karen Buckley

Email

cllr.kbuckley@fylde.gov.uk

Period this report covers (date)

Up to 15 January 2020

Name of Outside Body

Blackpool Airport Enterprise Zone

How often does the organisation meet?

Approximately every 6 weeks

How often have you attended?

I attend the majority of meetings

What are the key issues arising for Fylde Borough Council

Economic development, connectivity, jobs

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

A member of our Regeneration Team has been seconded to the EZ for some time. He has now secured employment elsewhere and a replacement is sought. The planning application referred to in my previous report is to be re-worked for traffic considerations and submitted Q1 2020. Fibre Blackpool was launched in November to benefit the Fylde Coast and bring gigabit capable internet speeds. Details at www.fibreblackpool.com.

Who did you inform of these issues within Fylde Borough Council?

Leadership Board

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?

Yes

Any further comments?

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body *(for example, Observer, Trustee, Director):-*

Councillor Angela Jacques - Mayor

Email:- cllrajacques@fylde.gov.uk

Period this report covers (date):-

May 2019 – May 2020

Name of Outside Body:- Community Projects Fund

How often does the organisation meet? And how often have you attended?:-

Three times per financial year for the larger bids (£300-£2000) and the smaller bids (£1-£300) are assessed electronically as they are received. I have attended the two meetings thus far and am due to attend one more.

Key issues arising for Fylde Borough Council:-

The amount of money that can be distributed to good causes is constrained by the budget that is allocated.

Who did you inform of these issues within Fylde Borough Council?:-

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?:-

Yes, as even as small amount can make a difference either to the continuation of an existing organisation or enable it to grow. but all can make a difference and enhance the lives of the people who use in Fylde.

Any further comments?:-



Hello Fylde Borough Council,

This email has been sent to you from Fylde Council by one of your customers. They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4905452
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile Phone 1234567890
Home Phone -
Email Address anonymous@mycouncilservices.com
Address England, United Kingdom

Information

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director):-

Cllr Karen Buckley

Email

cllr.kbuckley@fylde.gov.uk

Period this report covers (date)

to January 2020

Name of Outside Body

North West Employers

How often does the organisation meet?

Annual meeting for pay consultation plus other meetings and events as and when

How often have you attended?

I attend the pay consultation meeting - the last one being on 11 September 2019

What are the key issues arising for Fylde Borough Council

Budget planning for staff pay increases

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

See above

Who did you inform of these issues within Fylde Borough Council?

-

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?

Yes

Any further comments?

Negotiations between the unions and employers were halted due to the General Election. Soundings were taken from North West councils as to their MTFs planning for future pay increases and common terms and conditions. We await the outcome of negotiations.

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body *(for example, Observer, Trustee, Director):-*

Ed Nash

Email:- cllrenash@fylde.gov.uk

Period this report covers (date):- 2019

Name of Outside Body:- Reserve Forces and Cadets Association NW and IOM Member

How often does the organisation meet? And how often have you attended?:-

Annually in June/July

Key issues arising for Fylde Borough Council:-

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

New Army Cadet Force Detachment established at Carr Hill Kirkham

Who did you inform of these issues within Fylde Borough Council?:- Ian Brookes

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?:-

Yes they support our Armed Forces Covenant

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	27 JANUARY 2020	13
THE CORPORATE PLAN 2020-2024			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The draft of the emerging Corporate Plan 2020-2024 can be accessed using the link included in this report. The Corporate Plan outlines the key strategic objectives and aims of the council for the period 2020-2024. The plan is renewed every four years with annual progress reports and reviews, the strategic objectives and aims in the plan inform the operational business plans for each service area.

This is the first draft of the 2020-2024 plan that is currently subject to consultation feedback from all stakeholders. The draft plan is available on the council web site with details on how to provide feedback. The draft plan considers the statutory responsibilities of the council focusing on the strategic initiatives that are pertinent to Fylde which are additional to the day to day operation of the council. The Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities and is informed by partners, elected members and external organisations.

The Corporate Plan is a key strategic document that forms part of the Council's budget and policy framework. The plan is presented as a one page 'poster' that presents the longer-term objectives and the key actions / commitments that will be delivered to achieve the objectives. The plan is part of the performance management framework linking with the Directorate Service Plans developed each year which include more detail on actions required to deliver the strategic objectives.

The current Corporate Plan comes to its conclusion on 1st April 2020. For the new Corporate Plan 2020-24, a consultation period will be held externally from 2nd January 2020 to 17th February 2020 allowing for partnership and public feedback. Members can also submit comments, suggestions or feedback by emailing alex.scrivens@fylde.gov.uk or using the online facility on the website that all stakeholders have access to. The consultation will be promoted via Social Media and a press release produced for the local press. The final draft of the Corporate Plan 2020-2024 will be presented to Full Council on April 20th, 2020.

SOURCE OF INFORMATION

- Current legislation in all service areas
- Local Government Association guidance
- District Council Network advice, initiatives and projects
- Directorate Service Plans
- Partner consultation, research and feedback
- Medium Term Financial Forecast
- Resident Survey and other customer feedback

LINK TO INFORMATION

Appendix 1: Corporate Plan 2020-24 DRAFT 271119

Appendix 2: [Corporate Plan 2020-24 Consultation LINK](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is being included on the agenda of every committee in the January 2020 cycle of meetings to ensure that all elected members are aware of the opportunity to provide comment, suggestion, feedback and ideas as well as seek clarification on the emerging Corporate Plan 2020-2024.

FURTHER INFORMATION

Allan Oldfield, allan.oldfield@fylde.gov.uk 01253 658500

Alex Scrivens, alex.scrivens@fylde.gov.uk 01253 658543

DRAFT: CORPORATE PLAN 2020/24

Economy

Environment

Efficiency

Tourism

AMBITIONS

To create a vibrant and healthy economy we will:

- Develop & deliver Master Plans for the town centres
- Support and promote appropriate development
- Facilitate improved transport infrastructure and connectivity
- Maximise the use of all council owned assets
- Work with partners to attract new employment and create vibrant economic communities
- Retain and enhance the identity of our local communities

To deliver services customers expect we will:

- Reduce the use of plastics & increase recycling
- Enhance the natural environment
- Improve coast and countryside accessibility
- Address anti-social behaviour
- Create clean, safe and healthy communities
- Provide high quality parks and open spaces
- Provide safe, clean and accessible coast and countryside facilities
- Provide coastal defences and drainage infrastructure to protect against flooding
- Implement energy efficient initiatives

By spending money in the most efficient way we will:

- Keep council tax as low as possible whilst delivering first class services
- Adopt a 'Customer First Attitude'
- Actively seek feedback to improve service delivery
- Apply technology to deliver services in the most efficient way possible
- Continuously review every service to meet changing customer expectation
- Champion and enhance the reputation of the council
- Keep customers informed through open and transparent communication

To create a great place to live and visit we will:

- Provide high quality leisure, tourism, arts, sports and recreation facilities
- Deliver and support a diverse programme of events across the Fylde coast and countryside
- Develop and promote unique destination points across the coast and countryside
- Maintain public swimming provision
- Provide parking solutions that meet the needs of residents, workers and visitors
- Support and facilitate heritage and arts

ACTIONS

- Develop policy to protect the character of communities i.e. heritage assets, listed features, town centre markets
- Implement means of influencing legislation for leasehold arrangements on residential dwellings
- Work with partners to deliver the M55 Link Road and other transport infrastructure i.e. rural bus routes
- Deliver enough housing of appropriate type, tenure, design, density and mix to meet local need
- Work with partners in town centres to:
 - increase shopping footfall and the retail offer
 - encourage activity after 6pm
 - implement a zero-tolerance litter policy
 - provide car parking to attract customers
- Consult with interested parties and agree the future use of Lytham Institute in accordance with the terms of the Trust
- Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry
- Support the regeneration of our towns and villages
- Deliver next phase of St Anne's regeneration
- Deliver Kirkham High Street regeneration project
- Progress Lytham regeneration programme
- Apply the Commercial Strategy to council assets and future investment to secure best value
- Work with local business and partners to improve town centre shopping experiences and markets
- Explore opportunities for income generation from use of natural assets i.e. location filming, event hire
- Channel business rates funding opportunities to economic development.
- Review leases and Service Level Agreements

- Implement carbon reduction policies including: plastics reduction, tree planting, energy efficiency and recycling
- Design education and awareness programmes to support carbon reduction policies and actions
- Work with partners to deliver the carbon reduction policy actions i.e. reduce, re-use, recycle, tree planting
- Identify priority locations for tree planting to include numbers and types of trees
- Develop coast & countryside walks and pathways, improving signage and incorporating ranger events
- Educate and enforce to prevent littering, fly tipping, illegal signage, dog fouling and anti-social activity
- Develop the cemetery & crematorium project to address parking, green energy efficiency and long-term expansion
- Work with partners on flood prevention measures and drainage infrastructure to protect properties
- Engage with partners on health & wellbeing issues in the community and assist residents with accessing support
- Further reduce the number of empty homes and encourage the development of quality energy efficient affordable homes to rent or buy
- Create and maintain high quality parks and open spaces working with volunteer groups to achieve Green Flags
- Maintain our seaside award and work toward Blue Flag status
- Explore opportunities to introduce electric car charging points
- Proactively enforce against illegal encampments
- Deliver a regeneration programme for St Anne's coastal strip including sea defences
- Deliver public realm and drainage infrastructure to enhance rural areas

- Implement measures to seek grant funding, sponsorship, advertising and partnership working
- Explore income generating opportunities and maximise return from assets in line with the commercial policy
- Develop innovative ways of using signage, including advertising, use of digital screens to communicate with customers
- Promote the resident's car parking permit and simplify the offer
- Provide access to council services through all possible means with particular focus on the most vulnerable
- Enable customers to provide feedback on service at the point of delivery and use it to improve the service
- Review all emergency plans and incorporate measures for responding to incidents
- Use bin stickers and vehicles to promote council services
- Review the Public Space Protection Orders as means of enforcement
- Implement a code of conduct scheme for professional / multiple dog walkers
- Implement the signage strategy to create greater awareness of what is available, how we perform and enhance our reputation
- Support the Boundary Commission with the review of Fylde for 2023
- Review bus shelter provision and maintenance including income generating opportunities
- Implement new toilet provision at locations based on demand and investigate income opportunities

- Deliver an events programme that covers the coast and countryside including:
 - Strengthening our existing events
 - Investigating new opportunities
 - Marketing and promoting events
 - Supporting galas, club days and carnivals
- Represent the council on Lowther Trust ensuring the purpose of the Trust is achieved and the council's interests are protected
- Deliver the Fairhaven Lake project to include:
 - Completing the HLF bid
 - Introduce Adventure Golf and other activities
 - Improve facilities i.e. café, car parking, kiosk
- Promote the Parks Development approach to partnerships across the Borough on parks and open space
- Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset
- Pursue registration of LSA art collection and options available for display with partners
- Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision
- Develop leisure offer along the coast to cater for residents and visitors all year round eg, pier, Island, Fairhaven
- Review motor home parking provision