



# Agenda

## Finance and Democracy Committee

Date:	Tuesday, 24 June 2019 at 6:30 pm
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	<b>Declarations of Interest:</b> 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	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">18 March 2019</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Medium Term Financial Strategy (MTFS) – General Fund Revenue, Capital Programme &amp; Treasury Management Outturn Position for 2018/19</b>	3 – 29
5	<b>Purchase of Land Adjacent to Squires Gate Station</b>	30 – 33
6	<b>Webcasting</b>	34 – 37
7	<b>Appointment To Outside Bodies/Working Groups</b>	38 – 41
8	<b>Fully Funded Addition to Capital Programme – Kirkham and Wesham Station</b>	42 – 44
9	<b>Fully Funded Addition to Capital Programme – Staining Bus Service</b>	45 – 46

	<b>INFORMATION ITEMS:</b>	
<b>10</b>	<b>Local Elections</b>	<b>47 – 48</b>
<b>11</b>	<b>Community Projects Fund</b>	<b>49 – 51</b>
<b>12</b>	<b>Year-End Performance 2018/19</b>	<b>52 - 55</b>

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

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	4
<b>MEDIUM TERM FINANCIAL STRATEGY (MTFS) – GENERAL FUND REVENUE, CAPITAL PROGRAMME &amp; TREASURY MANAGEMENT OUTTURN POSITION FOR 2018/19</b>			

### PUBLIC ITEM

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

### SUMMARY

On 5<sup>th</sup> March 2019 the Council set its budget for 2019/20 and also set a revised budget for 2018/19. This report sets out for Members: the expected General Fund Revenue, Capital, and Treasury Management Outturn position for the financial year 2018/19; the major variations between the latest approved budget and the actual outturn expenditure; quantifies the impact on the Council's reserves; and includes a summary of the Council's Treasury Management operations for the financial year.

### RECOMMENDATIONS

**The Finance and Democracy Committee is recommended to:**

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

### SUMMARY OF PREVIOUS DECISIONS

The outturn position for the prior financial year is considered by members annually. There are no previous decisions in respect of the 2018/19 financial outturn.

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

## REPORT

### 1. Introduction

- 1.1 The Revenue Budget Forecast Update was reported to the Finance and Democracy Committee in both November 2018 and January 2019 and to Council in December 2018 and February 2019, with the Medium Term Financial Strategy (MTFS) and budget decisions presented to full Council for approval in March 2019. This report sets out the outturn position at the end of the financial year to 31st March 2019.

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

- 2.1 On the 5th March 2019, Council approved a revised Revenue Budget net requirement of £9.482m for 2018/19. The outturn position for 2018/19 is a net requirement of £8.934m resulting in a favourable variance (before financing and slippage) of £0.548m. A £0.241m favourable variance against the budgeted total of financing received during the year has resulted in a Revenue Budget underspend, before slippage requests, of £0.789m.
- 2.2 The underspend position is summarised in Table 1 below:

**Table 1 – Estimated General Fund Revenue Outturn Position:**

	<u>Budget</u> <u>£m</u>	<u>Actual</u> <u>£m</u>	<u>Variance</u> <u>£m</u>	
Net expenditure for the year	(9.482)	(8.934)	(0.548)	(Fav)
Financing for the year	10.881	11.122	(0.241)	(Fav)
<b>Surplus of resources for the year</b>	<b>(1.399)</b>	<b>(2.188)</b>	<b>(0.789)</b>	(Fav)
Less:				
Budgeted transfer to Capital investment Reserve	(1.399)	(1.399)	-	
<b>Balance – underlying outturn variance</b>	<b>-</b>	<b>(0.789)</b>	<b>(0.789)</b>	(Fav)
<b><u>Analysis of further recommended transfers to reserves:</u></b>				
- Transfer of Government Grant to EU Exit Reserve	-	(0.017)	(0.017)	(Fav)
- Required transfer to GF balances re slippage transfer	-	(0.242)	(0.242)	(Fav)
- Further transfer to Capital Investment Reserve	-	(0.530)	(0.530)	(Fav)
<b>Recommended further transfers to reserves</b>	<b>0</b>	<b>(0.789)</b>	<b>(0.789)</b>	(Fav)

- 2.3 A more detailed analysis of the General Fund Revenue Account comparing actual expenditure against the revised approved estimate, analysed by service, is set out in **Appendix A**. A detailed list of the significant variances within services which contribute to the outturn position is set out in **Appendix B**.
- 2.4 The analysis of the 2018/19 financing at **Appendix A** includes a favourable variance of £0.241m in relation to government grants and council tax and business rate income. The majority of this relates to additional business rate income received during the year, including the consequence of the timing differences in the required accounting transactions between the Council's General Fund and the Collection Fund.

- 2.5 There are a number of budget variances arising from slippage and other adjustments that are recommended for operational effectiveness. These items total £0.242m and are listed in **Appendix C. It is recommended that this sum is transferred to general fund balances at year end such that this expenditure can be met in 2019/20.** During the year the Government announced that it would provide funding to each local authority to manage any local financial consequences arising from the UK departure from the European Union, now scheduled to be no later than 31<sup>st</sup> October 2019, in the sum of £17k in 2018/19 and a further £17k in 2019/20. **It is proposed that this funding will be put aside into a new earmarked reserve to provide funding for any such financial impacts of 'Brexit' as and when they arise.**
- 2.6 The underlying underspend after accounting for this transfer and for slippage is therefore reduced from £0.789m to £0.530m. **It is recommended that the sum of £0.530m is transferred to the Capital Investment Reserve to provide additional financing resources for future capital projects.** This would result in a current forecast balance of the reserve in the sum of £5.340m including the currently budgeted transfer into the reserve of £0.955m in respect of 2019/20. Of this £2.856m is already committed to deliver existing approved capital schemes in the years 2019/20 to 2021/22, leaving a forecast unallocated balance on the reserve of £2.484m.
- 2.7 Work continues to be undertaken to interrogate and verify the nature of any budget variances in order to continue the budget rightsizing work carried out during the last financial year. The outcome of this work will be reflected in future updates of the MTFs.

### **3. Council Tax and Business Rates Income – The Collection Fund**

- 3.1 As a Council Tax and Non-Domestic Rates (NDR) Billing Authority, the Council is required by legislation to collect council tax and business rates within the borough on behalf of central government, Town and Parish Councils and major preceptors, and to account for that income through a 'Collection Fund'. Under the Collection Fund accounting arrangements any surplus or deficit on the fund each year is split between the Government and the other precepting bodies in proportion to their shares.
- 3.2 **For Council Tax only**, there was a surplus on the fund as at 31st March 2019 of £234k. This will be shared between Fylde Council, the County Council, the Police Authority and the Fire & Rescue Authority in 2019/20 & 2020/21. Fylde Council's share of the surplus is £30k.
- 3.3 **For Non-Domestic Rates only**, there was a deficit on the fund as at 31st March 2019 of £429k. The deficit will be shared between Central Government, Fylde Council, the County Council and the Fire & Rescue Authority in 2019/20 & 2020/21. Fylde Council's share of the deficit is £172k.

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

Many businesses within the borough, and indeed nationwide, have lodged appeals against the level of their business rating valuations, with many long-outstanding appeals yet to be settled. These appeals are often supported by specialist rating agents and the outcome can be backdated to the date of the appeal or the last revaluation. This scenario can result in significant in-year business rate refunds being made to businesses whose appeals are successful. The VOA have committed to reducing the backlog of appeals within the system and each year a number of the appeals are either settled or dismissed by the VOA.

A proportion of the collection fund deficit arises as a result of the increase in the provision for outstanding Business Rate appeals against the Valuation Office assessment of the Rateable Value of business properties. The total value of the provision for appeals has been increased to £4.865m from £3.656m in 2017/18, with Fylde Council's share of the provision at year end being £1.946m (2017/18 £1.463m). It is expected that this revised level of provision is sufficient to meet the full cost of known and anticipated rating appeals.

The Council joined the Lancashire Business Rate Pool with effect from 1st April 2017 in order to benefit from a higher level of retained Business Rates. Further to this, as part of the December 2018 Local

Government Finance Settlement announcement, the bid by Lancashire councils to be selected as one of the '75% Business Rate Retention Pilot' schemes for 2019/20 was confirmed as being successful.

Under the previous pooling arrangements business rate income raised in Fylde was first split with 50% going to the government and the rest being shared between Fylde Council (40%), LCC (9%) and Lancashire Fire and Rescue Service (1%). From 2019/20 under the new pilot scheme this initial split will change to 25% government and 75% local preceptors, with Fylde's initial share increasing from 40% to 56%, prior to the application of a tariff. This increases the reward possible from growth of business rate income, but there is also a greater risk of adverse consequences if income declines.

The government is consulting on the reform to the Business Rates system due to be implemented for all authorities in 2020/21. Currently the forecast assumes a reduced level of business rate income from 2020/21 onwards at a level that is closer to the current baseline level. This will be kept under close scrutiny and future estimates of business rate income may be amended when the outcome of the review are known.

- 3.4 The collection fund accounting processes mean that there are significant timing differences between when a deficit or surplus on the collection fund occurs and when the relevant payments or receipts are made to or from the relevant parties to the collection fund. The Council's Financial Forecast will be updated during 2019/20 to reflect the anticipated timing of cash flows to and from the collection fund.

#### 4. Statement of General Fund Revenue Balances

- 4.1 Table 2 details the Council's General Fund Balances position, as a result of the estimated Outturn at 31<sup>st</sup> March 2019:

**Table 2 – Statement of General Fund Revenue Balances**

	<u>Budget</u>	<u>Actual</u>	<u>Variation</u>	
	<u>£m</u>	<u>£m</u>	<u>£m</u>	
Opening Balance 01/04/2018	3.685	3.685	-	
In-year surplus transferred to reserves re slippage	-	0.242	0.242	(Fav)
<b>Closing Balance 31/03/2019</b>	<b>3.685</b>	<b>3.927</b>	<b>0.242</b>	<b>(Fav)</b>

- 4.2 The first call on revenue balances in 2019/20 is the proposed slippage of £0.242m as set out in **Appendix C** leaving general fund balances after allowing for these items at £3.685m.

#### 5. General Fund Revenue Outturn Conclusions

- 5.1 The favourable outturn position for revenue allows for a further contribution to be made to the Capital Investment Reserve in the sum of £0.530m to provide additional financing resources for future capital projects.
- 5.2 This favourable revenue outturn represents an improvement to the overall financial position of the Council. Future updates to the Financial Forecast during 2019/20 will reflect this improvement. In light of the potential for future reductions in central government funding and uncertainties around 75% business rate retention from 2020/21 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and provided contributions to reserves over recent years.
- 5.3 Through continued focus on the importance of financial stability the Council has delivered a significant savings programme in recent years and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain high quality frontline services to customers. This work has yielded ongoing savings to help improve the Council's financial position over that period and to continue to provide high quality services to residents. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves

which allows the necessary time to determine how this council can best respond to the increased challenges.

## 6. Capital Outturn 2018/19

- 6.1 The summary outturn position for capital is set out in table 3 below. The latest approved expenditure budget in the capital programme for 2018/19 was £17.577m, and outturn expenditure was £15.087m leaving a net underspend of £2.490 for the year.

After adjusting for slippage of £2.479m the overall outturn position for 2018/19 is an in-year £11k favourable variance against the latest updated estimate (as shown in table 3). Capital programme expenditure for 2018/19 and details of variances for all capital schemes are shown in Appendix D.

**Table 3 - Latest Estimate Compared with Outturn 2018/19**

	Notes	£m
MTFS 05/03/19:		
<b>Approved Capital Programme: Latest Estimate</b>		<b>17.577</b>
Less Outturn Expenditure		(15.087)
<b>Net Underspend for Year</b>		<b>2.490</b> (Fav)
Less Slippage (as per Note 1 below)	<b>1</b>	(2.479)
<b>Underlying Variance at Outturn</b>		<b>0.011</b> (Fav)

**Note 1: Capital Schemes Slippage Requests to 2019/20** (Full slippage explanations contained in **Appendix E**)

	£'000
Accommodation Project - Phase 8 - Town Hall Car Park	33
Promenade Footways ( <i>Re-phasing of expenditure</i> )	-5
Staining Playing Fields Development Scheme	151
Replacement Vehicles	148
Public Transport Improvements	30
Fairhaven and Church Scar Coast Protection Scheme	2,276
Fairhaven and Church Scar Coast Public Realm Works	100
Disabled Facilities Grants Programme	13
Housing Needs Grant	16
Affordable Housing Scheme Sunnybank Mill, Kirkham	-460
( <i>Re-phasing of expenditure</i> )	
Affordable Warmth Scheme	8
CCTV Replacement Schemes	27
Kirkham Public Realm Improvements	5
M55 Link Road	103
Ansdell / Fairhaven - Public Realm Scheme	10
St Annes Pier - Coastal Revival Fund	24
<b>Total Slippage requested</b>	<b>2,479</b>

- 6.3 The first periodic update of the Five Year Capital Programme for 2019/20 will be amended to reflect the outturn results and any other changes approved to date.

## 7. Usable Capital Receipts 2018/19

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

**Table 4 - Useable Capital Receipts 2018/19**

	Latest Estimate	Outturn	Variance +/-	
	£'000	£'000	£'000	
Opening Balance at 01/04/2018	63	63	0	
Capital Receipts received in year	115	132	17	Fav
<b>Sub Total</b>	<b>178</b>	<b>195</b>	<b>17</b>	Fav
Capital Receipts applied in year		(195)		
<b>Closing Balance at 31/03/2019</b>		<b>0</b>		

- 7.2 The favourable variance of £17k arises mainly from vehicle sales being greater than budgeted for.

## 8. Capital Financing 2018/19

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

**Table 5 - Capital Financing 2018/19**

	£'000
<b>EXPENDITURE:</b>	<b>15,087</b>
<b>FINANCING:</b>	
Grants & Contributions	12,915
Internal Borrowing	1,067
Capital Receipts	195
Revenue Contribution	136
Performance Reward Grant Reserve	11
Capital Investment Reserve	763
<b>Total Capital Financing</b>	<b>15,087</b>

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



## **9. Capital Outturn – Conclusions**

- 9.1 After allowing for slippage the outturn position has produced an underlying programme favourable variance of £11k compared to the latest forecast reported to Members.
- 9.2 The outturn position will be reflected in future capital programme updates.
- 9.3 Full details of the capital outturn position on a scheme-by-scheme basis have been presented to each of the programme committees during the current meetings cycle.

## **10. Treasury Management Annual Report**

### **10.1 Background**

This section of the report covers Treasury Management operations for the financial year to 31<sup>st</sup> March 2019. The Local Government Act 2003 requires the Council to adopt the CIPFA (the Chartered Institute of Public Finance and Accountancy) Prudential Code and produce Prudential Indicators.

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

The Prudential Indicators and Treasury Management Strategy for 2018/19 were originally approved in the Medium Term Financial Strategy 2018/19 Report to Council on 5<sup>th</sup> March 2018. The Prudential Indicators are updated as required and changes have been approved by Council in the Mid-Year Prudential Indicators & Treasury Management Monitoring Report on 10<sup>th</sup> December 2018 and the Medium Term Financial Strategy Report to Council on 5<sup>th</sup> March 2019. The Prudential Indicators and the outturn position for 2018/19 are shown at **Appendix F**.

## **11. Treasury Management & Economic Summary**

### **11.1 Economic Background**

The UK's progress negotiating its exit from the European Union, together with its future trading arrangements, dominated much of the economic stage during 2018/19 and is expected to continue to be a major influence on the economy in the near future.

The Bank of England's Monetary Policy Committee (MPC) voted unanimously for a bank base rate rise of 0.25% in August 2018, taking the Bank of England base rate to 0.75%. The MPC has since maintained the base rate at 0.75%.

The Bank has recently reiterated the message that inflationary pressures may lead to further increases in the bank base rate but that any future increases will be gradual and measured.

The headline rate of UK Consumer Price Inflation fell back to 1.8% year-on-year in March 2019 from 2.7% in August 2018 and as such is now within the Bank of England 2.0% target rate, easing immediate pressures for an interest rate rise.

While external inflationary pressures from energy costs and import prices are expected to subside, domestic pressures are projected to build over the medium term with the balance of these effects may take inflation back above the Bank of England's target throughout most of their forecast period, meaning that strong real income growth is unlikely to materialise any time soon.

Gilt yields have remained at low levels. Some upward movement from current levels is anticipated based on a transitional Brexit period. However, the near economic outlook is projected to be weak with volatility being anticipated arising from both economic and political events.

### **11.2 Borrowing**

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

Existing long term borrowing has only been undertaken for a capital purpose and the statutory borrowing limit (the Authorised Limit) of £7.0m was not breached.

The Council's only borrowing at 31<sup>st</sup> March, 2019 was at a fixed interest rate (average rate 3.91%) and is shown in Table 6, below.

**Table 6 – Analysis of Borrowing**

Type of Loan	Balance 31.03.19 £m
Public Works Loan Board (PWLb)	1.0
<b>Gross Borrowing</b>	<b>1.0</b>
<b>Operational Boundary</b>	<b>1.0</b>

The Council is due to repay its outstanding £1m of PWLB borrowing in December 2019, therefore the £1m of long-term borrowing has been reclassified as short-term borrowing in the annual accounts. The figures in this report are based on the actual amounts borrowed and invested and so may differ from those in the final statutory annual accounts by items such as accrued interest and other statutory accounting adjustments.

### 11.3 Investments

The security of investments is the Council's main investment objective. This is achieved by adhering to the Treasury Management Strategy approved by Council on 5<sup>th</sup> March 2018 by investing with organisations with high credit quality. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

### 11.4 Internally Managed Funds

During the year the Council held an average cash balance of £22.5m of internally managed funds, which were invested with approved banks, money market funds, Lancashire County Council and a number of other Local Authorities in line with the approved Treasury Management Strategy.

The overall performance was a gross return of 0.62%, compared with a benchmark return of 0.51%. Interest earned was £140k compared to a revised budget of £118k. The level of interest from investments was in excess of the revised budget as the actual level of external investments was higher than anticipated due to the Council benefitting from a more favourable cash-flow position than was forecast.

## 12. Prudential Indicators

- 12.1 The Council complied with all of its Prudential Indicator limits for 2018/19. Details can be found in Appendix F.

## 13. Overall Outturn Conclusions 2018/19

- 13.1 The favourable outturn position for revenue allows for a further contribution to be made to the Capital Investment Reserve in the sum of £0.530m to provide additional financing resources for future capital projects. This additional contribution is beneficial to the overall financial position of the Council and thus is to be welcomed.
- 13.2 The forecast financial position of the Council has improved since the 2018/19 budget was set in March 2018 and the finances of the Council remain robust. Whilst challenges remain, and will no doubt continue to be present given the reduction in central government funding for future years, prudent financial management has provided a relatively stable financial environment which allows the necessary time for the Council to assess and respond to the challenges it faces.
- 13.3 At a strategic level, activity and resources are focussed on the delivery of the key objectives of the Council as set out within the Council's approved Corporate Plan. Given the level of reserves that has been generated in recent years the budget deficits in the final years of the forecast appear to be at manageable levels. However in an uncertain financial environment the position can change in unexpected ways. It is important that the Council continues to operate in a sound and prudent manner in order to maintain a

stable financial position and to explore all opportunities by which the financial position can be further strengthened, whilst continuing to provide high quality services to residents and to deliver the priorities set out in the Corporate Plan.

IMPLICATIONS	
Finance	Detailed financial implications are included within the body of the report
Legal	For 2018/19 there is a statutory requirement for the Chief Financial Officer to sign off a completed Annual Statement of Accounts for the Council by 31 <sup>st</sup> May 2019, in preparation for the Council's external auditors Deloitte to carry out an annual audit.
Community Safety	Not applicable
Human Rights and Equalities	Not applicable
Sustainability and Environmental Impact	Not applicable
Health & Safety and Risk Management	Not applicable

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue, Chief Financial Officer	01253 658566	June 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy 2018/19 to 2022/23	5 <sup>th</sup> March 2019	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar.aspx</a>

#### Attached documents

- Appendix A** – General Fund Summary Revenue Expenditure & Income Account
- Appendix B** – General Fund Outturn 2018/19 – Variations from Revised Estimates
- Appendix C** – Revenue Budget Slippage Items requested
- Appendix D** – Capital Outturn 2018/19
- Appendix E** – Capital Outturn Slippage Items requested
- Appendix F** – Prudential Indicators

**GENERAL FUND OUTTURN 2018/19**

Summary Revenue Account				
	Outturn 2018/19			
	Latest Estimate	Outturn	Variance + Over / (Under)	Favourable / Adverse
<b>Net Service Expenditure</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Tourism and Leisure Committee	2,218	2,299	81	Adv
Operational Management Committee	3,417	3,223	(194)	Fav
Environment, Health and Housing Committee	597	903	306	Adv
Planning Committee	1,126	1,085	(41)	Fav
Finance and Democracy Committee	2,859	2,968	109	Adv
Contingency	(300)	0	300	Adv
<b>Net Cost of Services</b>	<b>9,917</b>	<b>10,478</b>	<b>561</b>	Adv
Contributions to / (from) other Funds	(1,073)	(774)	299	Adv
Capital Accounting Adjustments	51	(1,006)	(1,057)	Fav
Interest payable and similar charges	39	39	0	-
Interest and investment income	(118)	(140)	(22)	Fav
Minimum Revenue Provision	666	666	0	-
Pension accounting adjustment	0	(327)	(327)	Fav
Accumulated Absences Adjustment	0	(2)	(2)	Fav
<b>Sub-Total of Appropriations</b>	<b>(435)</b>	<b>(1,544)</b>	<b>(1,109)</b>	Fav
<b>Total Net Requirement (See App B, part 1 for variance details)</b>	<b>9,482</b>	<b>8,934</b>	<b>(548)</b>	Fav
<b>Financing</b>				
General Government Grants:				
- New Homes Bonus	(1,284)	(1,284)	0	-
- Other Government Grants	4	(66)	(70)	Fav
Revenue Support Grant	(47)	(47)	0	-
Council Tax Outturn (incl previous years surplus/deficit)	(5,963)	(5,963)	0	-
Business Rates Outturn (incl previous years surplus/deficit)	(2,540)	(2,614)	(74)	Fav
Business Rates - s31 Grants	(1,051)	(1,148)	(97)	Fav
<b>Total Net Requirement</b>	<b>(10,881)</b>	<b>(11,122)</b>	<b>(241)</b>	Fav
<b>Surplus of resources for the year</b>	<b>(1,399)</b>	<b>(2,188)</b>	<b>(789)</b>	Fav
<b>Approved Transfer to/from Reserves</b>				
Transfer to Capital Investment Reserve	1,399	1,399	0	-
<b>Recommended transfers to reserves</b>	<b>0</b>	<b>(789)</b>	<b>(789)</b>	Fav
<b>Analysis of recommended Transfers to/from Reserves:</b>				
Recommended transfer from general fund revenue balances				
- transfer to general fund revenue balances re slippage	0	(242)	(242)	Fav
- transfer to Brexit Reserve	0	(17)	(17)	Fav
- transfer to Capital Investment Reserve	0	(530)	(530)	Fav
<b>Recommended transfers to reserves</b>	<b>0</b>	<b>(789)</b>	<b>(789)</b>	Fav
<b>Statement of General Fund Revenue Balances</b>				
<b>General Fund Revenue Balances b/f</b>	<b>(3,685)</b>	<b>(3,685)</b>	<b>0</b>	-
Recommended transfer to general fund revenue balances	0	(242)	(242)	Fav
<b>General Fund Revenue Balances c/f</b>	<b>(3,685)</b>	<b>(3,927)</b>	<b>(242)</b>	Fav

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

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

STAFFING COSTS AND AUTHORITY WIDE BUDGETS						
Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
Authority Wide	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,897	8,697	-200	FAV	The budget which was approved by Council in March 2018 assumed reduced payroll costs (including those as a result of 'turnover savings' i.e. natural delays in the recruitment to vacant posts) of £200k per annum. This target was reviewed during 2018/19 and increased to £300k for 2018/19 onwards. The actual level of savings achieved in relation to direct employee costs for 2018/19 were in excess of this level by £200k.
Authority Wide	Computer licence costs	363	325	-38	FAV	A number of planned improvements to the back-up ICT server room located at Snowdon Road have been identified following an externally commissioned audit into ICT resilience and recovery arrangements at the council. These improvements are now planned to be carried out during 2019/20 and a slippage request from the computer licence costs budget is now being made to allow this work to be completed.
Authority Wide	Utility Costs	102	126	24	ADV	Utility prices have risen above the budgeted amounts during the year resulting in this adverse variance. These budgets will be reviewed as part of the budget right-sizing exercise during 2019/20 and adjusted as necessary.
Authority Wide	Repairs and maintenance of council assets	306	231	-75	FAV	A number of the works which had originally been anticipated to be undertaken during 2018/19 did not take place and will now be carried out in later years, resulting in this favourable outturn variance.
Sub total		9,668	9,379	-289	Favourable	

#### Tourism and Leisure Committee

Service Area	Detailed Description	Latest Full Year	Actual Outturn	Variance £'000	Adverse/ Favourable	Reason for Variance
Lowther Gardens Trust	Grant Support - Lowther Pavilion	206	59	-147	FAV	This budget was increased during 2018/19 to provide a resource for the defence of the legal challenge to Lowther Trust. At the time when the additional funding of £175,000 was approved by Council in November 2018 it was unclear when the funds would be required. Up to March 2019 some funds have been expended. The remaining monies needs to be slipped to 2019/20 to provide sufficient funding to resolve/settle the case.
Grounds Maintenance External Contracts	Contribution to Overheads - External Contracts	-115	-151	-36	FAV	This favourable outturn variance has arisen as a result of increased income that has been generated from additional grounds maintenance work in relation to external contracts.
Sub total		91	-92	-183	Favourable	

Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
Interest and Investment Income	Investment & Bank Interest Received	-118	-140	-22	FAV	It has been possible to generate additional investment interest income from Treasury Management activities during 2018/19 due to the favourable cash-flow position during the year.
Housing Benefit	Rent Allowances Expenditure	18,530	18,663	133	ADV	Housing benefit expenditure during the year has been higher than forecast whilst government funding to support this was lower than the budgeted level, partly as a consequence of the move to Universal Credit as the main benefit that provides support for housing costs. The budgets will be reviewed as part of the budget right-sizing exercise during 2019/20 and adjusted as necessary.
	Rent Allowance Income, including subsidy from govt, Discretionary Housing Payments and Overpayment recovery	-18,715	-18,702	13	ADV	
Council Tax Collection Costs	Council Tax Costs Recovered	-200	-177	23	ADV	The level of income raised from council taxpayers from court costs relating to enforcement activity has been lower than expected during 2018/19. The budgets will be reviewed as part of the budget right-sizing exercise during 2019/20 and adjusted as necessary.
Legal Services Team	Legal Fees and Court Costs	10	28	18	ADV	The majority of this adverse variance is due to the costs of expert advice or representation from counsel for a variety of matters. In some instances the Council was successful and will be able to recover these costs.
Miscellaneous Properties (incl. Pleasure Island)	Additional income from revised rent agreements	-226	-295	-69	FAV	A review of rent and licence agreements within the Estates Team has resulted in a number of increased rentals and licence fees which has resulted in this favourable outturn variance. The budgets will be reviewed as part of the budget right-sizing exercise during 2019/20 and increased levels of rental income may be assumed in future years as appropriate.
Elections - Other / Referendum	Neighbourhood Plan	26	0	-26	FAV	This budget is intended to cover the cost of a possible referendum in respect of the St. Annes Neighbourhood Plan. A slippage request has been submitted to fund a potential referendum if the council is not successful in defending the legal challenge to the St. Annes Neighbourhood Plan brought by landowners.
St Annes Public Offices	Legal Fees and Court Costs & General Maintenance of Grounds	0	22	22	ADV	The Council incurred various unbudgetted expenses during 2018/19 relating to the delayed disposal of the St. Annes Public Offices, including legal fees relating to potential sale and/or lease options, as well as additional grounds maintenance costs as remedial works to the site were necessary following complaints of grass and weed overgrowth.
Sub total		-693	-601	92	Adverse	

OPERATIONAL MANAGEMENT COMMITTEE

Appendix B (cont'd)

Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
Car Parks	Car Parking Fees	-630	-678	-48	FAV	With the settled and dry weather throughout much of the 2018 summer season, visitor numbers to the Borough were increased over an extended period of time, many of whom used public car parks owned by the Council resulting in increased income and hence this favourable outturn variance.
Land Charges	Land Charges Fees and additional government grant	-52	-80	-28	FAV	Income from land charges services exceeded the expected levels during the year whilst the government provided a further 'New Burdens' grant to local authorities to compensate for past changes to the provision of these services by local authorities. Taken together these two factors have led to this favourable outturn variance.
Trade Waste Service	LCC-Landfill Levy/Tipping Chgs	173	149	-24	FAV	During 2018/19 the Council incurred reduced levels of tipping charges due to a general decrease in the overall tonnage of trade waste that was collected and thus required transfer to landfill sites, resulting in this favourable outturn variance.
Waste Schemes	Vehicle Running Costs	396	378	-18	FAV	There are several favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 12 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs have been lower than anticipated.
Sub total		-113	-231	-118	Favourable	

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
Housing Standards	Disabled Facilities Grant Fees	-180	-137	43	ADV	During 2018/19 the Council received a reduced level of income than was anticipated in respect of grant administration charges for Disabled Facilities Grant works. This was despite the fee levels being raised from 5% to 15% with effect from 1st April 2018. This is due to a number of the agreements for works in 2018/19 being finalised during the period prior to these changes taking effect and were thus at the earlier fee level of 5%.
Cemetery and Crematorium	Interments	-215	-224	-9	FAV	Income from interments was modestly in excess of the forecast, whilst in respect of cremation income, despite earlier concerns that the revised forecast of income levels for 2018/19 would not be achieved, an increase in activity towards the latter part of the year recovered that position. With regard to cremator repairs and maintenance, no structural repairs were required during 2018/19 resulting in this favourable outturn variance.
	Cremations	-985	-1,012	-27	FAV	
	Contract Repair and Maintenance	60	21	-39	FAV	
Sub total		-1,320	-1,352	-32	Favourable	

Service Area	Detailed Description	Latest Full Year Budget £'000	Actual Outturn £'000	Variance £'000	Adverse/ Favourable	Reason for Variance
Building Control	Building Control Fee income	-81	-115	-34	FAV	The increased levels of Building Regulations Building Notice Fee income reflects both a change in application trends from full plan applications and a buoyant construction industry. The budget will be reviewed during 2019/20 as part of the budget right-sizing exercise and adjusted as appropriate.
Development Management	Consultants Fees	41	13	-28	FAV	The nature of planning applications received during 2018/19 has been such that it has not been necessary to seek external assistance to the originally expected extent. Accordingly this budget has been underspent.
	Planning Application Fees	-625	-592	33	ADV	The number of major planning applications received during the year has been lower than expected and income has consequently been reduced as compared to the revised budget estimate. The budget for 2019/20 and future years will be reviewed during 2019/20 as part of the budget right-sizing exercise and adjusted as necessary to reflect amended expectations.
Planning Enforcement	Enforcement Costs	15	0	-15	FAV	This funding was specifically identified to cover the costs associated with the potential enforcement action relating to unauthorised development of a particular site. Breach of Condition notices have been prepared, but any action to secure compliance with these notices would now fall in 2019/20. A slippage request has been submitted in order to provide for the costs of enforcement action as necessary during 2019/20.
Sub total		-650	-694	-44	Favourable	

Other minor variances	26	Adverse
Total Variances - Net Budget Requirement	-548	Favourable



Requests to transfer 2018/19 budget to 2019/20

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

Revenues and Benefits Service - Central Costs	Council Tax Reduction Scheme (CTRS) - Hardship Fund	6	Balance of the original £10k allocation of funding for this purpose carried forward to next financial year to provide some budget provision for potential claimants during the new year - as per the management of the CTRS scheme as adopted.	The Council has a legal obligation to provide a hardship fund for CTRS recipients - this represents the resource to meet that obligation.
Electoral Registration	Individual Elector Registration (IER)	24	IER Funding from Cabinet Office to cover implementation of individual elector registration.	The slippage is required to enable the delivery of electoral registration forms to householders. If this is not carried out the grant funding would be returned to central government.
		-24		
Elections - Other / Referendum	Neighbourhood Plan	26	Slippage request to fund a potential referendum if the Council is not successful in defending the legal challenge to the St.Annes Neighbourhood Plan brought by landowners.	The Council would be required to find funding from elsewhere to cover the cost of re-running the St.Annes Neighbourhood Plan referendum, if the council is not successful in defending the legal challenge to the plan brought by landowners.
<b>Sub-total</b>		<b>32</b>		

**OPERATIONAL MANAGEMENT COMMITTEE**

Computer Services	Improvements to ICT resilience and recovery arrangements.	38	A number of planned improvements to the back-up ICT server room located at Snowdon Road have been identified following an externally commissioned audit into ICT resilience and recovery arrangements at the council. These improvements are now planned to be carried out during 2019/20.	Failure to carry out the improvements will result in increased vulnerability to resilience and recovery risks in relation to core ICT systems across the council.
<b>Sub-total</b>		<b>38</b>		

Service Area	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if not approved
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>				
Community Safety	Community Safety Initiatives	13	Community Safety funding is now significantly diminished due to the fact that external grants are no longer being received, other than for smaller amounts of funding, for example, from the Police and Crime Commissioner. The intention is to manage the limited resources prudently and when such usage is most effective. As a result during 2018/19 a relatively small amount of funding has been granted to support a number of partnership projects and consequently a slippage request has been made to transfer the remaining resource into 2019/20. It is possible that not all of this will be used in 2019/20 and a future request to transfer funding beyond 2019/20 may be made. The Grant monies are specifically for Community Safety Initiatives as stipulated by the LSP until such time as the money is fully spent.	If the slippage were not to be approved this would have a detrimental effect on the funding local community safety initiatives. The initiatives are aimed at addressing particular crime or anti-social behaviour issues within Fylde and the monies would have to be repaid to Lancashire County Council.
		-13		At the cessation of the LSP an undertaking was given to utilise the funding for the agreed purposes. It is unclear what would be the consequence if that undertaking were not honoured.
Housing, Homelessness and Housing Advice	Mortgage Repossessions - Grants & Loans	27	In 2009/10 DCLG allocated £23.5k to Fylde Council to assist in preventing homelessness as a result of mortgage repossession or landlord repossession and in 2012 provided a further £30k for the same purpose. A policy is in place such that the unspent balance of funding is carried forward to be used the following year, subject to general budget pressures permitting.	If the slippage were not to be approved the mortgage repossession prevention work could not continue. As this is grant funding that can only be used for mortgage repossession prevention work the funding would need to be returned to central government if not used for the intended purpose.
		-27	Funding for project as described above.	
Housing, Homelessness and Housing Advice	Flexible Homelessness Grant	15	Homeless Reduction Act Initiatives are new initiatives to implement new services. There has been an underspend for the year as some initiatives were still funded by Trailblazer funding in 2018/19.	Funding has to be spent on initiatives for the implementation of the Homeless Reduction Act.
		-15	Funding for project as described above.	
Housing, Homelessness and Housing Advice	16 / 17 Year old homelessness Grant	2	The grant has been used to deliver an E-learning course developed by YMCA to be to run for 3 years from 01/04/2019.	This grant funding can only be used for projects associated with preventing homelessness for 16/17 year olds.
		-2	Funding for project as described above.	
Housing, Homelessness and Housing Advice	Landlord Incentive Scheme	4	Private Sector landlords within Fylde are a valuable resource which support the Council's homeless prevention work under the Homeless Reduction Act. During 18/19 priorities for the project were limited to supporting the initiative to assist vulnerable households into tenancies with either a rent bond or rent in advance and consequently not all of the funding was expended in 2018/19.	The slippage is required to enable us to develop a project throughout 2019/20 that incentivises private sector landlords to work collaboratively with the Council to maximise the housing resources available within the private rented sector within Fylde.
<b>Sub-total</b>		<b>4</b>		

Service Area	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if not approved
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#### PLANNING COMMITTEE

Planning Enforcement	Enforcement Costs	15	This funding was specifically identified to cover the costs associated with the potential enforcement action relating to unauthorised development of a particular site. Breach of Condition notices have been prepared, but any action to secure compliance with these notices would now fall in 2019/20.	The carrying out of the effective enforcement action has been identified in the corporate plan. Failure to secure compliance with the notices will render them ineffective and the continued harm to the environment may continue unabated.
Economic Regeneration	Conservation	3	These budgets have been identified to contribute to the ongoing refurbishment, maintenance and management of the town centre as part of the wider corporate initiative. The materials identified for this project will not now be received until the first weeks of 2019/20.	The planned maintenance of St. Annes Square, which is a key project identified in the Corporate Plan, will not be able to implemented ahead of the coming tourist season which will have an adverse impact on the quality and reputation of the seaside resort.
	Urban Design	3		
Sub-total		21		









#### TOURISM AND LEISURE COMMITTEE



TOURISM AND LEISURE COMMITTEE				
Lowther Gardens Trust	FBC Grant Support - Lowther Pavilion	147	At the time the additional funding of £175,000 was approved by Council in November 2018 to provide a resource for defending the legal challenge on Lowther Trust it was unclear when the funds would be required. Up to March 2019 some of the funds have been expended. The remaining monies are required in 2019/20 to provide sufficient funding to reslove/settle the case.	There would not be sufficient budget allocation available in 2019/20 to defend the legal challenge.
Coast and Countryside	Environmental Projects - Persimmon Project	10	This environmental project spans two financial years and the undspend has been identified to be carried forward to deliver the balance of the project in 2019 / 20.	If not used for the specific project the Section 106 monies would have to be returned to the developer.
		-10	S106 contributions approved to fund the project.	
Sub-total		147		






Total Revenue Slippage	242	
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**CAPITAL OUTTURN 2018/19**






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




APPROVED SCHEMES	Financing Source	Latest Budget 2018/19 £000	Actual Outturn 2018/19 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>								
Accommodation Project - Phase 8 - Town Hall Car Park	Capital Investment Reserve / borrowing / general asset disposal receipts	238	205	33	Underspent		33	This scheme relates to the final element of the Accommodation Project comprising car parking, civic garden and associated landscaping works. The project has been a key scheme for the Council and sees the accomplishment of a long-held ambition to refurbish the town hall premises. The contractor for the works was unable to complete all aspects within the initial timescale and the project is now expected to be completed by early 2019/20. Slippage is now requested to provide the necessary funding for this final element in 2019/20.
<b>Sub total</b>		<b>238</b>	<b>205</b>	<b>33</b>			<b>33</b>	
<b>TOURISM &amp; LEISURE COMMITTEE</b>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	120	120	0	On target		0	The scheme has been completed within the approved budget during the year.
Fairhaven Lake & Promenade Gardens - First round	Specific Grant (Heritage Lottery Fund)	112	108	4	Underspent		0	The scheme has been completed within the approved budget during the year.
Promenade Gardens Water Play Facility	Capital Investment Reserve	259	259	0	On target		0	The scheme has been completed within the approved budget during the year.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	45	-5	Overspent		-5	There has been an accelerated spend on promenade footway improvements in 2018/19 to achieve future years savings. The budget will be reduced by £5k in 2019/20 to offset the additional spend for 2018/19.
Staining Playing Fields Development Scheme	Capital Investment Reserve	152	1	151	Underspent		151	The commencement of this project has been delayed due to the time required to obtain planning approval (which was longer than originally anticipated) and a change to the scope of works through the design and build process agreed in consultation with the Parish Council and the Friends Group. The amended scheme involves the inclusion of sand slitting and levelling works. The scheme was originally planned to commence in late 2018/19 but this has slipped into the start of 2019/20. Slippage is requested to provide the necessary funding for the scheme to be delivered in 2019/20 and into 2020/21.
Town Hall Arts Store Improved Storage Facilities	Capital Investment Reserve	50	47	3	Underspent		0	The scheme has been completed within the approved budget during the year.
Lytham Hall Restoration - Coastal Revival Fund	Specific Grant	43	43	0	On target		0	The scheme has been completed within the approved budget during the year.
<b>Sub total</b>		<b>776</b>	<b>623</b>	<b>153</b>			<b>146</b>	

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




APPROVED SCHEMES	Financing Source	Latest Budget 2018/19 £000	Actual Outturn 2018/19 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Replacement Vehicles	Capital Investment Reserve / Borrowing / S106 Developer Contributions / Direct Revenue Finance	1,462	1,314	148	Underspent		148	A number of operational vehicles of a bespoke specification and with long build times have been commissioned but were not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicles are now expected to be received in the early part of the financial year 2019/20.
Coastal Cleansing and the Provision of Beach Bins	Capital Investment Reserve	25	25	0	On target		0	The scheme has been completed within the approved budget during the year.
Public Transport Improvements	S106 Developer Contributions	48	18	30	Underspent		30	This scheme relates to developer contributions (s106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the s106 agreement allows for payments to be made up until 2028. Slippage of the unspent amount of £30k is requested in order that the full amount may be paid to LCC in later years at the appropriate point in time.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	11,500	9,224	2,276	Underspent		2,276	Delivery of this major scheme remains broadly on schedule. However not all of the forecast expenditure for 2018/19 has been achieved. Assuming that the slippage is approved as requested the expenditure forecast will be re-phased to reflect the current expectations regarding the timing of the delivery of the scheme. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported regularly to members.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	100	0	100	Underspent		100	As a consequence of the re-phasing to the delivery of the main project as outlined above, the timing of the delivery of the public realm element has been re-phased into 2019/20. Slippage is now requested in order to provide sufficient resource for the entirety of the planned public realm scheme.
<b>Sub total</b>		<b>13,135</b>	<b>10,581</b>	<b>2,554</b>			<b>2,554</b>	

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

APPROVED SCHEMES	Financing Source	Latest Budget 2018/19 £000	Actual Outturn 2018/19 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,473	1,460	13	Underspent		13	This budget has seen a significant increase in central government funding since 2016/17 which has facilitated the clearance of the backlog / waiting list for disabled facility works. The slippage of £13k reflects the residual balance from 2018/19. An annual monitoring report on DFG's is due to be considered by the Environment, Health and Housing Committee later in the year. The £13k is fully allocated and represents the on-going work within the section. The slippage has allowed the service to continue into the current financial year as the Council has only recently received confirmation of the 2019/20 DFG allocation.
Housing Needs Grants	DFG Grant Repayments	19	3	16	Underspent		16	It has previously been agreed that this funding is to be used to provide additional funding - to that provided by Lancashire County Council (LCC) - to provide affordable warmth measures to qualifying persons. During 2018/19 the funding available from LCC was committed to schemes in the first instance resulting in this underspend in the Fylde Council element. It is requested that this balance of funding is made available for further affordable warmth measures in 2019/20 when a reduced level of funding from LCC will be available for this initiative.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	31	23	8	Underspent		8	In 2018/19 funding was provided by Lancashire County Council (LCC) for the Affordable Warmth Scheme in Fylde. Most of the funding from LCC has been spent or committed at 31st March 2019. The slippage requested is expected to be fully-utilised in 2019/20, if approved.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	56	56	0	On target		0	The scheme has been completed within the approved budget during the year.
Affordable Housing Scheme - Sunnybank Mill, Kirkham	S106 Developer Contributions	0	460	-460	Overspent		-460	Although the scheme was initially scheduled to be delivered during 2018/19 a number of delays in the construction phase led to the payment being re-profiled during 2018/19 into the following year within the capital programme. However, towards the latter part of the year the scheme experienced a degree of acceleration and the payment was actually then processed during 2018/19 in accordance with the funding agreement. The scheme is now complete.

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

APPROVED SCHEMES	Financing Source	Latest Budget 2018/19 £000	Actual Outturn 2018/19 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE (Cont'd)</b>								
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840	840	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
Affordable Housing Scheme - Church Road Methodist Church, St Annes	S106 Developer Contributions	275	275	0	On target	☺	0	The element of the scheme scheduled to be delivered in 2018/19 has been completed within the approved budget during the year. The remaining element in the sum of a further £275k will be completed during 2019/20.
CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	38	11	27	Underspent	▲	27	This funding provides the necessary resource to replace CCTV cameras in the future in line with the agreed policy that cameras are only replaced as and when necessary. Consequently slippage of the balance of funding is requested. If the slippage is not approved there is no other approved resource to provide for future camera replacement.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	110	106	4	Underspent	▲	0	The scheme has been completed within the approved budget during the year.
<b>Sub total</b>		<b>2,842</b>	<b>3,234</b>	<b>-392</b>			<b>-396</b>	

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

APPROVED SCHEMES	Financing Source	Latest Budget 2018/19 £000	Actual Outturn 2018/19 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<b>PLANNING COMMITTEE</b>								
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	50	45	5	Underspent	▲	5	The scheme was substantially completed during 2018/19 and this final unspent amount will be paid when the work has been completed to the required standard and any snagging works carried out. Slippage of £5k is requested to provide for this final aspect of this phase of the scheme.
M55 Link Road - Design Fees	S106 Developer Contributions	358	255	103	Underspent	▲	103	This scheme relates to the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed rather than as an upfront payment. Accordingly payments will be spread across a number of financial years and slippage into 2019/20 in the sum of £103k is now requested. The design works are expected to be completed by June 2019.
Coastal Footpath Enhancements	S106 Developer Contributions	20	20	0	On target	😊	0	The scheme has been completed within the approved budget during the year.
Ansdehl / Fairhaven - Public Realm Scheme	Capital Investment Reserve	110	100	10	Underspent	▲	10	The scheme was substantially completed during 2018/19 and this final unspent amount will be paid when the work has been completed to the required standard and any snagging works carried out. Slippage of £10k is requested to provide for this final aspect of this phase of the scheme.
St Annes Pier - Coastal Revival Fund	Specific Grant	48	24	24	Underspent	▲	24	The scheme commenced during 2018/19 and the works are progressing well. The grant funding for the full scheme is in place with completion expected during the first quarter of 2019/20. Slippage of £24k is requested to provide for this remainder of the works.
<b>Sub total</b>		<b>586</b>	<b>444</b>	<b>142</b>			<b>142</b>	
<b>Total Expenditure</b>		<b>17,577</b>	<b>15,087</b>	<b>2,490</b>			<b>2,479</b>	



**Capital Slippage 2018/19**  
**Requests to transfer 2018/19 Budget to 2019/20**

**Appendix E**

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

Accommodation Project - Phase 8 - Town Hall Car Park	Building Works and Improvements	33	This scheme relates to the final element of the Accommodation Project comprising car parking, civic garden and associated landscaping works. The project has been a key scheme for the Council and sees the accomplishment of a long-held ambition to refurbish the town hall premises. The contractor for the works was unable to complete all aspects within the initial timescale and the project is now expected to be completed by early 2019/20. Slippage is now requested to provide the necessary funding for this final element in 2019/20.	If the slippage were not to be approved there would be insufficient approved funding in 2019/20 to carry out all the remaining work.
	<b>Sub-total</b>	<b>33</b>		

**TOURISM & LEISURE COMMITTEE**

Staining Playing Fields Development Scheme	Building Works and Improvements	151	The commencement of this project has been delayed due to the time required to obtain planning approval (which was longer than originally anticipated) and a change to the scope of works through the design and build process agreed in consultation with the Parish Council and the Friends Group. The amended scheme involves the inclusion of sand slitting and levelling works. The scheme was originally planned to commence in late 2018/19 but this has slipped into 2019/20. Slippage is requested to provide the necessary funding for the scheme to be delivered in 2019/20 and into 2020/21.	If the slippage were not to be approved there would be insufficient approved funding in 2019/20 and 2020/21 to deliver the scheme.
Promenade Footways	Building Works and Improvements	-5	There has been an accelerated spend on promenade footway improvements in 2018/19 to achieve future years savings. The budget will be reduced by £5k in 2019/20 to offset the additional spend for 2018/19.	Approval to the accelerated spend in 2018/19 will effectively reduce the budget in 2019/20 to bring the programme back into balance.
	<b>Sub-total</b>	<b>146</b>		

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if Slippage is not approved
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>				
Replacement Vehicles	Purchase of Vehicles	148	A number of operational vehicles of a bespoke specification and with long build times have been commissioned but were not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicles are now expected to be received in the early part of the financial year 2019/20.	If the slippage were not to be approved the vehicle would have to be funded from the 2019/20 budget for vehicle replacements which would impact on the delivery of future years of the vehicle replacement schedule.
Public Transport Improvements	Payment of S106 Developer Contributions to Lancashire County Council for enhanced public transport provision	30	This scheme relates to developer contributions (s106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the s106 agreement allows for payments to be made up until 2028. Slippage of the unspent amount of £30k is requested in order that the full amount may be paid to LCC in later years at the appropriate point in time.	If the slippage were not to be approved the payments to LCC under the agreement would have to be funded from other resources which would adversely impact the delivery of services elsewhere.
Fairhaven and Church Scar Coast Protection Scheme	Building Works and Improvements	2,276	Delivery of this major scheme remains broadly on schedule. However not all of the forecast expenditure for 2018/19 has been achieved. Assuming that the slippage is approved as requested the expenditure forecast will be re-phased to reflect the current expectations regarding the timing of the delivery of the scheme. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported regularly to members.	The Environment Agency grant to deliver the Coast Protection Scheme is restricted in its permitted application to the approved scheme. If the slippage is not approved the required funding would have to be sought elsewhere.
Fairhaven and Church Scar Coast Public Realm Works	Building Works and Improvements	100	As a consequence of the re-phasing to the delivery of the main project as outlined above, the timing of the delivery of the public realm element has been re-phased into 2019/20. Slippage is now requested in order to provide sufficient resource for the entirety of the planned public realm scheme.	If the slippage were not to be approved there would be insufficient funding in 2019/20 to deliver the full scheme as specified.
<b>Sub-total</b>		<b>2,554</b>		

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if Slippage is not approved
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>				
Disabled Facilities Grants Programme	Grants	13	This budget has seen a significant increase in central government funding since 2016/17 which has facilitated the clearance of the backlog / waiting list for disabled facility works. The slippage of £13k reflects the residual balance from 2018/19. An annual monitoring report on DFG's is due to be considered by the Environment, Health and Housing Committee later in the year. The £13k is fully allocated and represents the on-going work within the section. The slippage has allowed the service to continue into the current financial year as the Council has only recently received confirmation of the 2019/20 DFG allocation.	The Better Care Fund grant that provides the resource for the award of disabled facilities grants is restricted in its usage for this purpose. If the slippage were not to be approved it would reduce the total of funding for disabled facilities grants in 2019/20.
Housing Needs Grants	Grants	16	This funding provides an additional resource - to that provided by Lancashire County Council (LCC) - to provide affordable warmth measures to qualifying persons. During 2018/19 the funding available from LCC was committed to schemes in the first instance resulting in this underspend in the Fylde Council element. It is requested that this balance of funding is made available for further affordable warmth measures in 2019/20 when a reduced level of funding from LCC will be available for this initiative.	If the slippage were not to be approved the number of Affordable Warmth Grants that can be awarded for 2019/20 would be reduced.
Affordable Warmth Scheme	Grants	8	In 2018/19 funding was provided by Lancashire County Council (LCC) for the Affordable Warmth Scheme in Fylde. Most of the funding from LCC has been spent or committed at 31st March 2019. The slippage requested is expected to be fully-utilised in 2019/20, if approved.	If the slippage were not to be approved the improvements identified through the grant scheme would not be delivered and any unspent funding will have to be returned to Lancashire County Council.
Affordable Housing Scheme - Sunnybank Mill, Kirkham	Building Works and Improvements	-460	Although the scheme was initially scheduled to be delivered during 2018/19 a number of delays in the construction phase led to the payment being re-profiled during 2018/19 into the following year within the capital programme. However, towards the latter part of the year the scheme experienced a degree of acceleration and the payment was actually then processed during 2018/19 in accordance with the funding agreement. The scheme is now complete.	Approval to the accelerated spend in 2018/19 will effectively reduce the budget in 2019/20 to bring the Capital Programme back into balance.
CCTV Replacement Schemes	Replacement of equipment	27	This funding provides the necessary resource to replace CCTV cameras in the future in line with the agreed policy that cameras are only replaced as and when necessary. Consequently slippage of the balance of funding is requested.	If the slippage were not to be approved there would be no approved resource to provide for future cctv camera replacement and consequently the system would cease to function effectively.
<b>Sub-total</b>		<b>-396</b>		

**Appendix E (Cont.)**

Scheme	Detail	Slippage Requested £000	Explanation of Slippage	Effect on service delivery if Slippage is not approved
<b>PLANNING COMMITTEE</b>				
Kirkham Public Realm Improvements	Regeneration Scheme	5	The scheme was substantially completed during 2018/19 and this final unspent amount will be paid when the work has been completed to the required standard and any snagging works carried out. Slippage of £5k is requested to provide for this final aspect of this phase of the scheme.	The slippage is required to provide for the final account payment during 2019/20, marking the completion of the scheme and fulfilment of the agreed contract.
M55 Link Road - Design Fees	Design fees	103	This scheme relates to the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed rather than as an upfront payment. Accordingly payments will be spread across a number of financial years and slippage into 2019/20 in the sum of £103k is now requested. The design works are expected to be completed by June 2019.	If the slippage were not to be approved the delivery of the M55-Heyhouses link road would be further delayed as funding would only be provided based on the original triggers set out in the planning permission for the residential development at Queensway. Facilitation of the M55 Link Road is a key action within the Council's approved Corporate Plan.
Ansdell / Fairhaven - Public Realm Scheme	Regeneration Scheme	10	The scheme was substantially completed during 2018/19 and this final unspent amount will be paid when the work has been completed to the required standard and any snagging works carried out. Slippage of £10k is requested to provide for this final aspect of this phase of the scheme.	The slippage is required to provide for the final account payment during 2019/20, marking the completion of the scheme and fulfilment of the agreed contract.
St Annes Pier - Coastal Revival Fund	Building Works and Improvements	24	The scheme commenced during 2018/19 and the works are progressing well. The grant funding for the full scheme is in place with completion expected during the first quarter of 2019/20. Slippage of £24k is requested to provide for this remainder of the works.	The Department for Housing, Communities and Local Government grant to deliver the St Annes pier improvement works is restricted in its permitted application to the approved scheme. If the slippage is not approved the required funding would have to be sought elsewhere or the scheme would not be able to be completed.
<b>Sub-total</b>		<b>142</b>		
<b>Total Capital Slippage</b>		<b>2,479</b>		

## Prudential Indicators

Prudential Indicator	Revised Indicator 2018/19 £m	Actual 2018/19 £m	Note
Authorised limit for external debt	7.0	1.0	1
Operational boundary for external debt	1.0	1.0	2
Principal sums invested > 364 days	5.0	0	
Limit on fixed interest rate debt	7.0	1.0	
Limit on variable interest rate debt	1.0	0.0	
Maturity structure of borrowing (Upper limits):-			
Under 12 months	100%	100%	
12 months – 2 years	100%	0%	
2 years – 5 years	100%	0%	
5 years – 10 years	100%	0%	
10 years and above	100%	0%	
External Debt – Gross Borrowing	1.0	1.0	2
Investments	16.5	19.8	3
Capital Expenditure	17.6	15.1	
Capital Financing Requirement	6.4	6.1	
Ratio of Financing Costs to Net Revenue Stream	5.4%	5.1%	

Notes

1. The Authorised Limit indicator of £7.0m is set deliberately higher than the actual forecasted borrowing amount as it needs to take into account any unexpected cash movements, and becomes the Authority's statutory limit.
2. The Operational Boundary is the expected borrowing position of the Council during the year. It is not a limit and can be breached.
3. This is the actual investments held at 31<sup>st</sup> March 2019.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	5
<b>PURCHASE OF LAND ADJACENT TO SQUIRES GATE STATION</b>			

### PUBLIC ITEM

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

### SUMMARY

The Council has been asked to assist with the creation of an accessible route to Squires Gate Station platform which has long been desired. It has been agreed that the cost of constructing such access will be met by Persimmon Homes; however they do not own all the land required to facilitate such access. Fylde Council have agreed Heads of Terms to purchase a small parcel of land to enable the proposed access to be completed and propose to grant a long lease to Network Rail to ensure that future maintenance is not funded by the residents of Fylde.

### RECOMMENDATIONS

The Committee are recommended:

1. To approve the purchase of approximately 35.6 square metres of land adjacent to Squires Gate Station for the sum of £3,000 plus payment of the vendor's legal costs up to £2,400 i.e. to a total cost of no more than £5,400;
2. To approve an addition to the Council's Capital Programme for 2019/20 in the sum of £5,400 to be met from the Capital Investment Reserve for the purchase of the land adjacent to Squires Gate Station as described above;
3. To approve expenditure in the maximum sum of £5,400 for the purchase of the land adjacent to Squires Gate Station as described above;
4. To approve the granting of a long ground lease of this land, once purchased, to Network Rail to include the transference of responsibility for management and maintenance of the land.

### SUMMARY OF PREVIOUS DECISIONS

This matter has not been considered previously.

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

## REPORT

1. Access to Squires Gate Station platform is currently from Squires Gate via a steep set of steps and as such is inaccessible to those with mobility issues. It has long been a desire of Ward Councillors and the South Fylde Community Rail Partnership, on which Fylde Council is represented by the Council's Technical Support Manager, that some form of accessible access be created.
2. Planning consent was granted to Persimmon Homes in 2017 for the construction of 353 dwellings on the former Pontins site on Clifton Drive North. The design included an access footpath from New Road towards, but not up to, Squires Gate Station platform. As part of the consent, Persimmon agreed to fund improvements to Squires Gate Station under an S278 agreement with Lancashire County Council.
3. There is a small section of land between the Persimmon site and Squires Gate Station platform. Fylde Borough Council has taken the lead to discover the owner and negotiate the purchase of the land in question. In addition, Fylde Council Officers have obtained agreement between Persimmon and Lancashire County Council that the S278 funding would be discharged on the provision that Persimmon installed the access to the station platform at their expense presuming the section of land can be obtained.
4. There is no funding available for the purchase of this land and the proposed accessible route has wide support in the community. It is felt that the Council's intervention would demonstrate excellent community service.
5. The "owner" of the land has advised that they would need to produce a statutory declaration to claim title to the land, which would then enable the transfer to take place. The "owner" will not commence this process until the Council have agreed the purchase in principle for £3,000 and given an undertaking regarding payment of the "owner's" legal costs capped at £2,400 (£2,000 plus VAT).
6. It is proposed that funding of the purchase of the land would be added to the approved capital programme. Draw down of this funding would enable the purchase of the land to be initiated. Creation of the access would be scheduled into Persimmon's work programme, likely to be delivered early 2020. It is proposed that a long term lease will be agreed with Network Rail to assume liability and responsibility of maintenance.
7. Without the Council's involvement, the proposed accessible route to Squires Gate Station is extremely unlikely to proceed.

IMPLICATIONS	
Finance	This report requests approval to an addition to the Capital Programme for 2019/20 in the sum of £5,400 for the purchase of land adjacent to Squires Gate Railway Station for the purposes as set out within the report. It is proposed that this is to be met from the Capital Investment Reserve.
Legal	Purchase of land asset and grant of long lease to Network Rail
Community Safety	Enabling an accessible route to Squires Gate Station to be created, thereby improving safe access for people with disabilities
Human Rights and Equalities	Improving accessibility for people with disabilities
Sustainability and Environmental Impact	A small area of waste land will be regenerated where the access route passes over.
Health & Safety and Risk Management	Improving the health and safety of people with disabilities

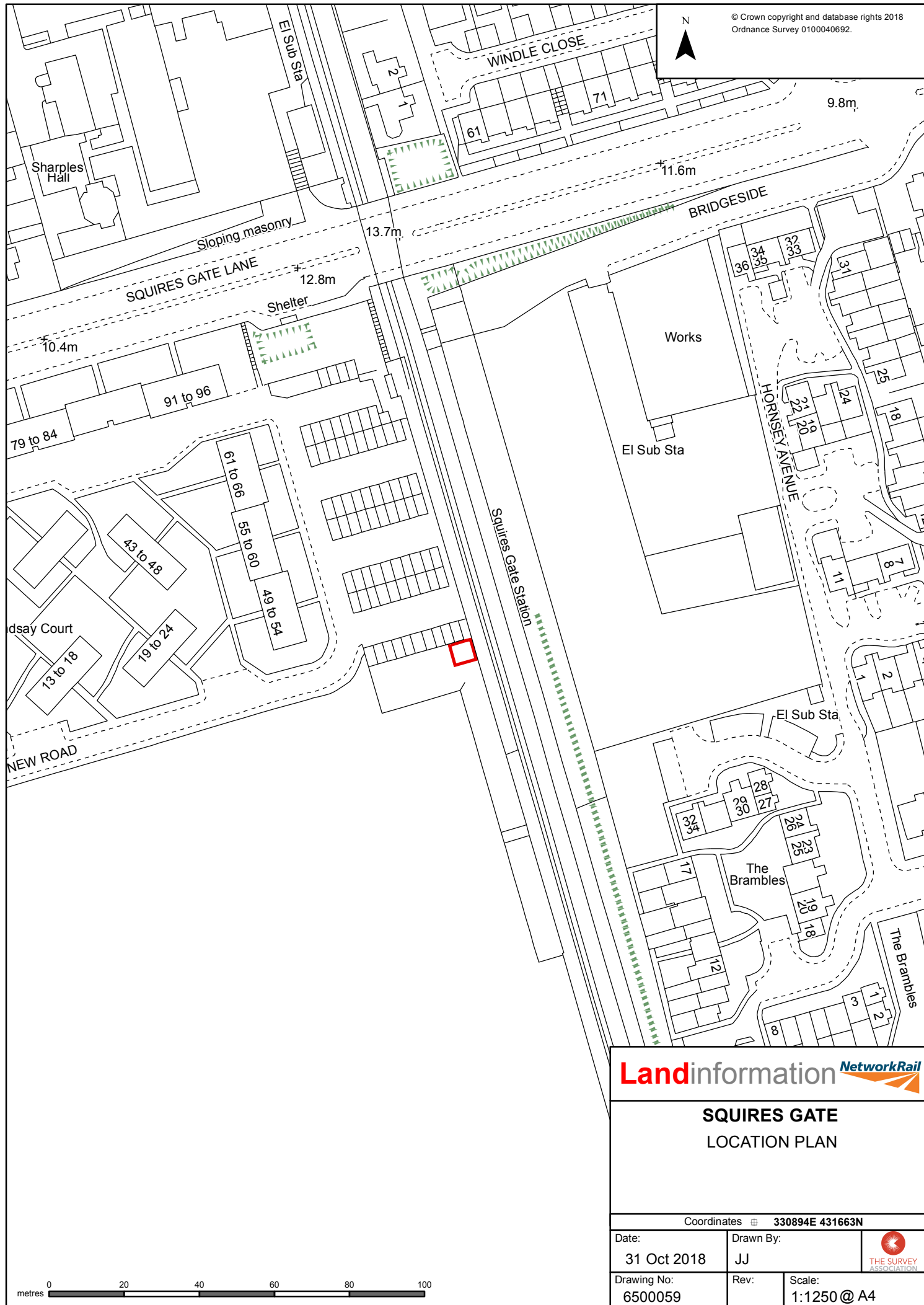
LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Loynd	andrew.loynd@fylde.gov.uk & Tel 01253 658 527	04/06/2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Land adjacent to Squires Gate Station – location plan





## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	6
<b>WEBCASTING</b>			

### 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.

### RECOMMENDATION

1. That the current arrangements for Blackpool Council to film Council meetings be continued on a rolling six month basis, with a member of the Governance Team working alongside the Blackpool Council team with a view to developing in-house expertise to film Council meetings in the first instance, with the potential to widen out the facility to other meetings.
2. That an updated report be brought forward in early 2020 to report progress

### SUMMARY OF PREVIOUS DECISIONS

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

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

### 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 were approached to provide the technical knowledge and facilitate the webcast. Until very 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 were 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 last payment. Blackpool Council would be keen to continue. If the Committee are minded to approve the extension of the arrangement with Blackpool Council in the short-term, the cost of this can be met from the approved revenue budget for the IT Service.
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 does have staff resource and training implications, but with all equipment owned by Fylde, the cost saving could be worth exploring.
13. In addition to the filming of full Council meetings, the in house equipment is used to film Planning Committee meetings, which are the meetings alongside full Council that attract most public interest. These meetings are not livestreamed or uploaded, unless there is significant public interest in a particular item.
14. The filming set up for the Planning Committee is different to Council meetings, there is only one wide shot of the Chamber and a shot of the Chairman's bench, whereas at Council, a mix of shots are employed including wide shot, close ups, and captioned shots, which identifies the speaker.

15. The committee filming also does not require a member of staff to be present throughout the committee to facilitate filming. The filming is started as committee commences and stopped when committee ends. With the mixing of shots required at Council, a staff member is required for the duration of the meeting.
16. Consideration could be given to extending the filming of all committee meetings for either livestreaming or later upload. If undertaken on the same basis as Planning Committee currently, this would need minimal staff input to facilitate.
17. In giving consideration to possible extension of the offer to the public, the live viewing figures for Council meetings are as follows;

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

18. 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:

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

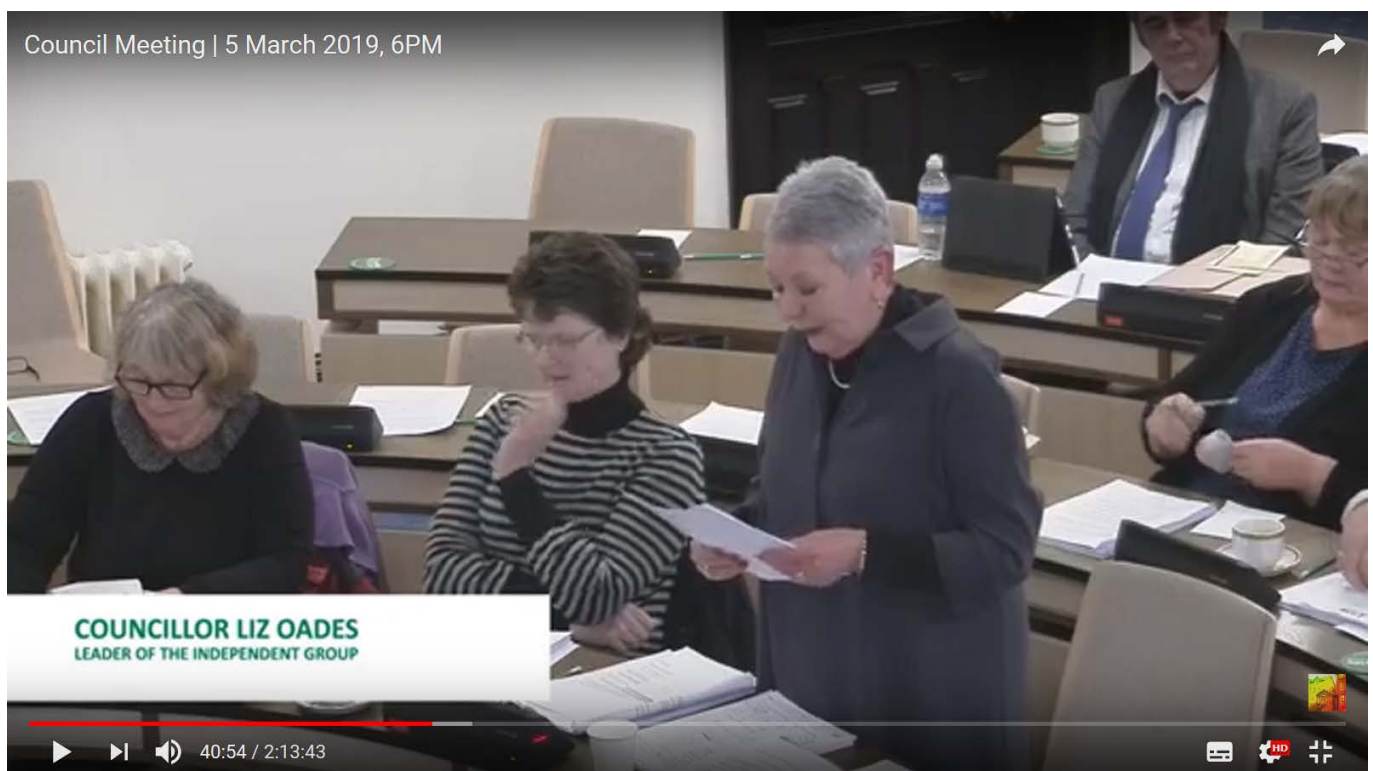
19. The meeting on 5 March 2018 was both Budget Council and the first meeting in the Town Hall Chamber which may explain the high viewing figures. However with the public now having the opportunity to either view in real time (live stream) or watch later via YouTube, and with a better quality of audio 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.

IMPLICATIONS	
Finance	This report proposes an extension to the arrangement with Blackpool Council for the webcasting of meetings, the cost of which can be met from the approved revenue budget for the IT Service.
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 shots of a recent webcast

Screenshots of a recent webcast





## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	7
<b>APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS</b>			

### PUBLIC ITEM

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

### SUMMARY

Each year full Council appoints members to outside bodies for the forthcoming municipal year.

In May 2015 Council asked that the programme committees make recommendations from within their respective memberships for those outside bodies relating to the brief for the committee.

This report covers those nominations that relate to the Finance and Democracy Committee.

### RECOMMENDATIONS

The committee is invited to

1. recommend nominations to the outside bodies listed for consideration by council
2. confirm the establishment of the working groups(s) listed which will meet as and when required

### SUMMARY OF PREVIOUS DECISIONS

20th May 2015 - Council sought recommendations from individual programme committees as to nominations for representation.

6 July 2015 – Council confirmed the nominations from the programme committees.

11 April 2016 – Council confirmed the nominations from the programme committees.

3 April 2017 - Council confirmed the nominations from the programme committees.

16 April 2018 – Council confirmed the nominations from the programme committees

22 May 2019 – Council sought the recommendations from individual programme committees for nominations

### CORPORATE PRIORITIES

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

## REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year. In May 2015, the Council deferred the decision to appoint to '*... allow the various programme committees the opportunity to recommend appointments from within their respective memberships for those outside bodies relating to the brief of their committee*'. In May 2019, Council reiterated this decision.
2. The Council needs to make appointments to outside bodies at its meeting on 15 July 2019 for the forthcoming municipal year 2019/20. Nominations are sought from the programme committees for representatives to the outside bodies.
3. This report deals with the outside bodies that relate to the terms of reference for the Finance and Democracy Committee. The first table below includes the name of the body/group, the role/purpose and which elected member currently represents the Council. The committee is invited to recommend nominations for consideration by Full Council.
4. Under the previous governance arrangements there existed the facility through scrutiny for members to establish specific task and finish groups to look in some depth at particular issues and make recommendations to Cabinet. With the adoption of the new governance arrangements that is no longer possible. However programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.
5. The second table below lists those working groups that relate to the terms of reference of the Finance and Democracy Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
6. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
7. The members nominated should ideally be a member of the programme committee to which the matter relates to.
8. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.
9. The conclusion of any working group would be brought to committee in a formal report as previously occurred in scrutiny.

Finance and Democracy Committee- Outside bodies/partnerships			
Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Blackpool Airport and Hillhouse Enterprise Zone Project Board	Responsible for the operational delivery of the two EZs, with a remit encompassing activity including commercial, financial, development, legal, planning, land, infrastructure, and highways works and, marketing and promotion.	As required	Chairman of Finance and Democracy – Councillor Karen Buckley
Fylde Community Project Fund	Decision making body allocating small grants to local volunteer groups and organisations from the Community Project Fund	3 x p/a plus smaller bids considered by email	The Mayor
North West Employers Organisation	Provides a network of support, advice and consultancy regarding human resources, policy and practice, leadership, development, organisational design and performance. It works with regional and national partners representing North West authorities as employers including consultation on pay and conditions.	Quarterly (4xp/a)	Chairman of Finance and Democracy (plus a named substitute)
North West of England & the Isle of Man Reserve Forces & Cadets Association	To support and maintain Armed Forces Reserves and Cadets in North West England.	Annually with two optional outside days	Councillor Ed Nash

Finance and Democracy Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Budget Working Group	To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of the overall financial position of the Council, capital bid expectations, fees and charges levels etc	The establishment of this working group was considered and recommended for approval by the Governance Working Group. The group meet as and when required during the annual budget setting cycle. It is recommended that the group includes representation from each of the main programme committees in order to ensure a corporate cross-cutting approach to budget setting	Councillors Fazackerley, Buckley, Little, Aitken, Fiddler, Redcliffe, Small and Settle.
Accommodation Working Group	To oversee and give a steer to the implementation of the council's overall accommodation rationalisation strategy	The group meets as and when required	Councillors Fazackerley, Oades, Buckley, Fiddler, Jacques, and one vacancy.
The Transformation Strategy	To review the consultation on the strategy and provide input.	Formed 17/6/17	Councillors Susan Fazackerley, Karen Buckley, Liz Oades, Linda Nulty, Richard Redcliffe and one vacancy.



IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Democratic Services	democracy@fylde.gov.uk	23/05/19

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	8
<b>FULLY FUNDED ADDITION TO CAPITAL PROGRAMME – KIRKHAM AND WESHAM STATION</b>			

### PUBLIC ITEM

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

### SUMMARY

Officers have been working with Network Rail, Northern Rail and Lancashire County Council in order to examine whether there is potential to provide park and ride facilities at Kirkham and Wesham Railway Station. The council currently holds Section 106 contributions paid in accordance with planning permissions granted for various development sites in the Kirkham and Wesham Area, secured in order to improve sustainable transport initiatives in the vicinity of those sites. The next phase in this work would be to commission an Options and Design Report in order to progress the project to the next stage and Members are requested to authorise the use of these funds for this purpose.

A report on this matter was submitted to the Planning Committee on 12 June 2019.

### RECOMMENDATIONS

The Committee is recommended:

1. To approve of a fully-funded increase to the Capital Programme in the sum of £15,000 for 2019/20 for the Kirkham and Wesham Station Car Parking Options and Design Report, to be met in full from S106 developer contributions for delivery of improvements at the railway station currently held by the Council for this purpose;
2. To authorise the proposed expenditure in respect of the GRIP 3 Options and Design Report in the total sum of £15,000 as detailed within this report.

### SUMMARY OF PREVIOUS DECISIONS

Planning Committee – 12 June 2019

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

## REPORT

1. Improvements to Kirkham and Wesham Station that will help to encourage greater use of sustainable modes of transport form a key element of the Infrastructure Delivery Plan which, in turn, informed the policies of the Fylde Local Plan to 2032. In addition, the lack of car parking at Kirkham and Wesham Station has resulted in inconsiderate on street parking which causes problems for local residents and wider highway safety issues. As services stopping at this particular station improve following the electrification of the Blackpool North Line, it is expected that there will be additional demand from rail users to park in the area, which will further exacerbate the parking issues if not addressed.
2. These ongoing issues have been recognised and officers have been working with staff from Network Rail and Northern Railways to understand whether there are any opportunities to provide additional off street parking at the station. Recent track rationalisation work has provided a number of opportunities to provide additional car parking that can be further, but it will be necessary to commission a piece of work to fully explore the constraints and opportunities that exist at the station.
3. The rail industry utilise a management and control process known as GRIP – Governance for Railway Investment Projects - developed to minimise and mitigate the risks associated with projects to enhance or renew the operational railway and projects. GRIP divides a project into eight distinct stages as set out in the diagram below.



**Figure 1 – GRIP lifecycle**

4. The next stage of the process would be to commission a GRIP 3 Options and Design Report which is estimated will cost in the region of £15,000.
5. When granting planning permission for various developments in the Kirkham and Wesham area, Section 106 contributions have been secured in order to improve facilities at the railway station, including the provision of park and ride facilities. In particular, the Council has received a payment of £62,500 in regard to the section 106 agreement relating to application reference 13/0655 at Mill Farm, Wesham. This payment, which is a phased payment of a larger sum of £125,000, is to provide improved transport facilities, including *“Improved sustainable travel measures at and on route to Kirkham and Wesham Station (including potential park and ride facilities, cycle storage and stands).”* It is recommended that some of these Sn 106 monies be used to finance the Options and Design Report, which will allow the options available and the likely costs of delivering those options to be established.
6. If agreed, officers will continue to work with railways staff and officers of Lancashire County Council in order to examine potential options ahead of reporting the findings back to Planning Committee.

IMPLICATIONS	
Finance	This reports requests an addition to Capital Programme in the sum of £15,000 for 2019/20 for the Kirkham and Wesham Station Car Parking Options and Design Report, to be met in full from S106 developer contributions currently held by the Council for this purpose.
Legal	Included in report
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	The project will improve access to sustainable modes of transport, reducing individual intermediate and long distance car journeys with attendant improvements to pollution, CO2 emissions and traffic congestion.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	<a href="mailto:mark.evans@fylde.gov.uk">mark.evans@fylde.gov.uk</a> – 01253 658460	May 2019

BACKGROUND PAPERS		
Name of document	Date Approved	Where available for inspection
Application reference 13/0655 – Mill Farm, Wesham	17/02/2015	<a href="http://www3.fylde.gov.uk/online-applications/">www3.fylde.gov.uk/online-applications/</a>
Planning Committee Minutes – 12 June 2019	12/6/19	<a href="#">Planning Committee</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	9
<b>FULLY FUNDED ADDITION TO CAPITAL PROGRAMME – STAINING BUS SERVICE</b>			

### PUBLIC ITEM

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

### SUMMARY

The report addresses the matter of payment of a developer contribution (generated from the development at Baines Farm, Staining in relation to application 09/0505) in the total sum of £13,200 to Staining Parish Council, to provide a once weekly return service from Staining to Poulton on market day (Monday) for two years.

Approval for this will be required from the Finance and Democracy Committee following consideration by the Operational Management Committee at the meeting to be held on 20<sup>th</sup> June 2019.

### RECOMMENDATIONS

The Finance and Democracy committee is requested to:

1. Approve a fully-funded addition to the Capital Programme in 2019/20 in the sum of £13,200, to be met from section 106 monies received from the development at Baines Farm, the monies to be paid to Staining Parish Council to fund a bus service between Staining and Poulton-le-Fylde.

### SUMMARY OF PREVIOUS DECISIONS

16 December 2009 – 09/0505 Planning permission for the erection of 11 bungalows.  
 20 June 2019 - Operational Management Committee

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

## REPORT

1. Permission was granted for the development of 11 dwellings at Baines Farm, Staining in 2010 under application 09/0505. This was the subject of a section 106 agreement, which included a contribution towards public transport. The agreement for £13,200 (extract below) states:

*Sums payable under this part of the schedule are intended to be used by the Council to provide or to facilitate the improvement of public transport or the development and implementation of sustainable transport initiatives in the vicinity of the site.*

2. This S106 contribution must be spent appropriately or repaid by 18/04/2021.
3. Lancashire County Council have recently confirmed that this money is not enough to improve or implement a transport initiative. The opinion of Staining Parish Council was sought on a suitable scheme. The Parish Council have developed a proposal to utilise the funding by April 2021 which would meet the requirements of the S106 agreement.
4. The Parish Council propose to initiate a new bus service for residents of Staining. It will operate between Staining and Poulton-le-Fylde once a week on Mondays (market day in Poulton) with the outward journey in the morning collecting from two bus stops (outside The Plough and at Normoss) and a return journey in the afternoon. It is hoped this new service will help to counter the isolation experienced by some residents as a result of cuts to other bus services.
5. Coastal Coaches will be contracted by the Parish Council to operate the service which is similar to another service they deliver on behalf of another Parish Council.
6. It is intended that this S106 funding will enable the service to operate for almost two years to establish whether the route is viable to be funded long-term. Should this be the case then Staining Parish Council will look to fund the continuation of the service by allocating restricted reserves.

IMPLICATIONS	
Finance	The report requests the Finance and Democracy Committee approval for an addition to the approved Capital Programme in 2019/20 in the sum of £13,200. The funding will provide for a bus service between Staining and Poulton-le-Fylde as described within this report and is to be met in full from S106 monies held by the Council for this purpose.
Legal	The Council is obliged to use the contributions
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Democracy	democracy@fylde.gov.uk	12/6/19

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Operational Management	20/6/19	<a href="#">Operational Management Committee</a>

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	10
<b>LOCAL ELECTIONS</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

Local Elections were held on Thursday 2 May 2019.

Members are reminded that a new charging method for Town and Parish Councils was to be piloted, and the related decision from the Finance and Democracy Committee held on 26 November 2018 is set out below:

- 1. Replace the present methodology for calculating recharges for parish council elections with the methodology based on the size of the eligible electorate, divided into bands being for the £500 for the first 1,000 electors on the electoral roll for the parish or parish ward plus £250 for each subsequent 500 Electors (or part thereof).*
- 2. Increase the fee, where an election is uncontested, to cover the known cost of the administration of the election to £100;*
- 3. Agree that the recharge methodology and the amended fee arrangements are piloted for the May 2019 elections and thereafter reviewed by the Democratic Services team with a report to committee on the Effectiveness of the pilot being presented to a subsequent meeting of this Committee.*

Five Town and Parish Councils elections were contested in the local elections as follows: Elswick, Kirkham North and St Annes on the Sea – Ashton, Kilnhouse and St Leonards.

Invoices will be issued over the forthcoming month for both the contested and uncontested elections and in the autumn, feedback will be invited from the Town and Parish Councils, through the District-Parish Liaison Group, on the charging pilot. A subsequent report will then be brought forward to this committee.

In addition, members will appreciate that much of the work associated with managing elections must comply with statutory requirements for which we are accountable to the Electoral Commission. The role of the Returning Officer must be impartial and the role is to ensure that the conduct of the elections is in accordance with the law. The Returning Officer's responsibility is one of a personal nature distinct from the duties of an employee of the Council as a reflection of this. However, where the Returning Officer is able to make adjustments and improvements, she does so year-on-year. With this in mind, feedback has also been invited from candidates and agents on the overall running of the local elections. These comments will be considered as a part of the usual post-election review process undertaken by Tracy Manning, the Returning Officer for the elections, and her core team which will take place in late June. The report being brought back to this committee as outlined will therefore also be reflective of the outcomes of this review.

**SOURCE OF INFORMATION**

Finance and Democracy Committee report 26 November 2018.

**WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?**

To provide members with an update.

**FURTHER INFORMATION**

Hazel McNicol, [electoral@fylde.gov.uk](mailto:electoral@fylde.gov.uk)



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	11
<b>COMMUNITY PROJECTS FUND</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The Community Projects Fund (CPF) was previously financed from legacy funding earmarked for this purpose by the former Local Strategic Partnership (LSP). This legacy fund ended in 2016/17. For 2017/18 funding in the sum of £25k was approved as a revenue growth item for that year only. Similarly For 2018/19 funding in the sum of £20k was approved as a revenue growth item for that year only. In November 2018 this committee recommended that a revenue budget growth item be presented as part of the budget-setting consideration for 2019/20 in the sum of £20k per annum for each year from 2019/20 onwards. Council approved the revenue growth items at its budget-setting Council meeting in March 2019.

### SOURCE OF INFORMATION

Director of Resources

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

In addition to the recommendation for ongoing funding, the Committee, at its November 2018 meeting, also resolved to receive an annual report. Below is the first such report for the period 2018/19.

### FURTHER INFORMATION

Contact Tracy Manning, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk)

## INFORMATION NOTE

### COMMUNITY PROJECTS FUND 2018/19

1. In 2018/19 the Council approved a revenue growth item for £20,000 to be allocated to the Community Projects Fund.
2. The Community Projects Fund is actually two funds, the larger fund for bids from £300-£2000, with bidding split over three rounds. Of the £20,000, £16,500 was allocated to the larger fund, with £5,500 (approximately) being allocated for each bidding round.
3. The successful bids for each round are set out below;

<b>Round 1</b>		
	Friends of Lytham Railway Station – for benches and planting	£2000
<b>Round 2</b>		
	Freckleton in Bloom – Memorial Stone in memory of the 1944 air disaster	£834
	Lowther Gardens Bowling Club – purchase of a defibrillator	£1000
<b>Round 3</b>		
	Mythop Road Allotment Association – purchase of self-assembly log cabin	£2000
	Lytham Operatic Junction 4 Productions – to increase space at the workshop	£1065.31
	Fylde Coast Youth Theatre Company – for refurbishment of the studio	£1030
	Lytham St Annes Photographic Society – new digital equipment	£900
	The Friends of Lytham Hall – to build a new access path	£2000
	Friends of Hope Street Park – new rebound ball-stop fencing for the existing MUGA	£2000
<b>Total allocated</b>		<b>£12829.31</b>

4. The smaller fund, for bids from £1-£300, was allocated £3,500 and is open to receive bids throughout the year. The bids received were as follows;

<b>Successful bids</b>	<b>Amount allocated</b>
Ansdell in Bloom for 2018 Britain in Bloom displays on a golf theme	£300
Lytham St Annes Civic Society for Heritage Walking Trail Pamphlet-	£245
Friends of St Annes Arts for Three Shure sm58 microphones with stage leads and stands	£291
Fylde Youth Theatre as a contribution towards costs of summer school performance	£300
Kilnhouse Community Group as a contribution towards family fun day	£200
St Annes on the Sea International Kite Festival as flyers for publicity	£300
Fylde Foodbank for alterations at new premises	£300
Autistic Youth Project - 'Special Angels' for board games	£300
Bryning with Warton Village Hall Trustees for Peace Garden planting	£300
St Annes Music Festival for the purchase of Gazebo	£253.99
Lytham Hall Parkrun for replacement signage	£110.70
<b>Total</b>	<b>£2900.69</b>

5. For the larger fund, monitoring forms are sent out after 6 months asking for feedback on how the money was spent and what difference it has made. For the vast majority of the projects, it is too early to have heard back from the groups, however historically many of the comments received is that the funding makes a big difference to the community groups in achieving delivery of their projects.

**FURTHER INFORMATION AVAILABLE FROM**

Contact Jo Collins, joanne.collins@fylde.gov.uk

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JUNE 2019	12
<b>YEAR-END PERFORMANCE 2018/19</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the financial yearend 2018/19. Performance is reported against the targets set for the year and commentary is provided by performance exception.

### SOURCE OF INFORMATION

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

### LINK TO INFORMATION

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

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

### FURTHER INFORMATION

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

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

### \*\*\*\*\* PERFORMANCE ABOVE TARGET \*\*\*\*\*

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

PM02: Average number of days sickness per Full Time Employee was 4.9 days and last year's outturn figure was 6.09 days, the target was 5.5 days.

*This is an area of the council that has been supported across all service areas without exception with managers doing everything possible to make the work environment desirable both physically and psychologically. Back to work and phased return programmes have been flexible aimed at supporting the needs of the employee and health and safety in the workplace is always a high priority that is managed collaboratively across the organisation. The outturn is amongst the best in the public sector and is a reflection of morale, motivation and satisfaction in the workplace with very limited sickness attributed to anxiety, stress and depression.*

PM05: Percentage of sickness absence as a result of long-term sickness was 22.38% and last year's outturn figure was 35.46%, target was 30%.

*As a direct consequence of the reduction in overall sickness outlined in PM02 the percentage of long term sickness has reduced and the year-end performance is below target. The long term sickness absence that contributed to most of the 22.38% was down to physical injuries rather than anxiety, depression and stress with several in operational areas where employees have physically demanding activities in all weather.*

PM67a: Average days processing changes in circumstances for Housing Benefit was 8.65 and last year's comparison figure was 8.26, target is 12.

*Performance against this indicator has been maintained within target despite the impact of Universal Credit Full Service roll-out from the start of December 2018. The Benefits Service continues to seek new and improved ways of working to help it deal with the very large number of changes in circumstance it has to deal with each year.*






### \*\*\*\*\* 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 was 90.03% and last year's comparison figure was 92.61%, target is 95%.

*Staff vacancies within the finance administration team earlier in the year resulted a temporary drop in performance. Performance has improved through the year, culminating in a quarter 4 performance of 98.48% and it is anticipated that performance will remain within the target figure of 95%, going forward.*

## PERFORMANCE KEY ICON STATUS

	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – 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.
	<b>Under Performance</b> – the indicator is under performing against target.
	<b>Missing Data</b> – 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.
<b>N/A</b>	<b>Not Applicable</b> – 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 (1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019)**

Finance and Democracy						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2017 MAR 2018	APR 2018 MAR 2019	Year-end Target	Performance Status
<a href="#">PM02: Average number of days sickness per Full Time Employee</a>	Monthly	Smaller is Better	6.09	<b>4.9</b>	5.5	
<a href="#">PM05: Percentage of sickness absence as a result of long-term sickness</a>	Quarterly	Smaller is Better	35.46	<b>22.38</b>	30	
<a href="#">PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)</a>	Quarterly	Bigger is Better	92.61	<b>90.03</b>	95	
<a href="#">PM66a: Average days for processing New Claims for Housing Benefit</a>	Quarterly	Smaller is Better	27.15	<b>18.91</b>	19	
<a href="#">PM66b: Average days processing new claims for Council Tax Reduction</a>	Quarterly	Smaller is Better	28.15	<b>18.72</b>	19	
<a href="#">PM67a: Average days processing changes in circumstances for Housing Benefit</a>	Quarterly	Smaller is Better	8.26	<b>8.65</b>	12	
<a href="#">PM67b: Average days processing changes in circumstances for Council Tax Reduction</a>	Quarterly	Smaller is Better	10.92	<b>10.45</b>	12	
<a href="#">PM68: Proportion of Council Tax collected</a>	Quarterly	Bigger is Better	96.8	<b>97.02</b>	97.5	
<a href="#">PM69: Percentage of Business Rates, which should have been received, received</a>	Quarterly	Bigger is Better	98.83	<b>97.51</b>	98	
<a href="#">PM86: Percentage of FOIs responded to within the statutory deadline of 20 days</a>	Quarterly	Bigger is Better	98.37	<b>98.66</b>	100	