

# Agenda



## ENVIRONMENT, HEALTH AND HOUSING COMMITTEE

Date:	Tuesday, 10 November 2015 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aiken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Maxine Chew, Delma Collins, Gail Goodman, Shirley Green, Roger Lloyd, Graeme Neale, Louis Rigby, Heather Speak, Richard Taylor, Thomas Threlfall</p>

### Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.  
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	<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 8 September 2015 as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Proposed Memorial Garden Lytham Park Cemetery / Feedback From Member Working Group</b>	3 - 13
5	<b>New Fylde Housing Limited Governance Review</b>	14 - 43
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Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at  
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	4

## PROPOSED MEMORIAL GARDEN LYTHAM PARK CEMETERY/FEEDBACK FROM MEMBER WORKING GROUP

### PUBLIC ITEM

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

### SUMMARY

The report concerns the selection of a location for the new memorial garden at Lytham Park Cemetery. Two possible locations are considered with a recommendation for the area, which will be the most popular with bereaved families.

The report also requests the Committee to approve the procurement process and engagement of contractor to construct the new memorial garden.

In addition, the report identifies progress with the key issues facing Lytham Park Cemetery, which were identified by the working group on the 15<sup>th</sup> July 2015.

The Capital Programme which was approved by Council on 3<sup>rd</sup> March 2015 includes a sum of £41k in 2015/16 for a scheme to create a new memorial garden at Lytham Park cemetery. The Environment, Health and Housing Committee on 9th June 2015 approved the letting of a contract to provide fencing as part of this scheme in the sum of £8k. This report seeks approval to progress the remainder of the scheme in the sum of the £33k balance of monies available.

### RECOMMENDATIONS

1. That location 2 (adjacent to the infant memorial garden fronting the Lake) be chosen as the site at which to construct the new memorial garden at Lytham Park Cemetery.
2. To approve the delivery of the remainder of the scheme through the engagement of contractors/suppliers to deliver the construction of the new memorial garden from the remaining £33k capital sum within the 2015/16 capital programme for the construction of a new memorial garden.
3. To note the progress with the items identified by the Environmental Health and Housing Committee working group.

<b>CORPORATE PRIORITIES</b>			
To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	√	To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

## **SUMMARY OF PREVIOUS DECISIONS**

Full Council 3<sup>rd</sup> March 2015

Resolved - 1. The Council approve and adopt, with the exception of matters relating to exceptional capital schemes in relation to the Freckleton Memorial Park and Lowther Gardens roof replacement:

(c) The updated Five Year Capital Programme including the changes proposed by Cabinet, as set out in Appendix G;

Environment, Health and Housing 9<sup>th</sup> June 2015

Resolved - to approve the letting of the replacement timber fence to the sum of £7,695 to Gary Carr Decorating and Maintenance, with a contingency of £305 to be held by Fylde Borough Council, this being part of the approved capital scheme in 2015/16 for the provision of a new memorial garden at Lytham Park Cemetery in the total sum of £41k.

Environment, Health and Housing 9<sup>th</sup> June 2015

Resolved - Councillors Aitken, Beckett, Chew, Goodman and Willder form a working group to look at long term issues regarding the crematorium including, but not limited to, capacity in light of housing developments in the borough.

## **REPORT**

### **New memorial garden**

#### **BACKGROUND**

1. Lytham Park Crematorium opened in 1958. It currently carries out around 1,700 cremations per year. The Crematorium was built within the Lytham Park Cemetery and a small area of land was set-aside as a Garden of Remembrance. Over the years, there have been several types of stone memorials placed within the Garden to commemorate persons whose ashes have been laid to rest within the Garden.
2. The bereavement services team currently have wall plaques available for sale however, families are increasingly unhappy with the remote location and the existing constraints on the type of wall plaques available. Memorial sales have been falling and there is limited wall space left to accommodate new plaques
3. The Capital Programme approved by Council in March 2015 includes a capital scheme in the sum of £41k to create a new memorial garden and boundary fence at Lytham Park Cemetery.
4. The Environment, Health and Housing Committee on the 9<sup>th</sup> June 2015 approved the letting of a contract for the replacement of boundary fencing to the rear of Lytham Park Cemetery as part of the delivery of the scheme at a cost of £8k.

## SCHEME DETAIL

5. Following the construction of the new infant memorial garden, it is now possible to create the new memorial garden in one of two possible locations. Location 1 is immediately behind the existing memorial garden to the rear of the Cemetery site and Location 2 is to the side of the existing infant memorial garden (see Appendix 1).
6. As the Cemetery has been laid out to a specific design, it is important in landscape terms to ensure that the new memorial garden fits into the wider landscape therefore a different landscape layout would be required for each location.
7. Location 1 is effectively an extension to the existing memorial garden and would need to be highly formal and echo the design of the existing memorial garden. The design is symmetrical with a central focal point flower alter laid out in a rectangular shape with footpaths around the perimeter of the garden which also cross the site. The memorial walls will be constructed around the edge of the memorial garden with a beech hedge to match in with the existing beech hedge demarcating the memorial garden site boundary. The garden will have four grass quadrangles and a number of memorial benches (see appendix 2).
8. Location 2, which is a much more prominent location, is to the side of the existing infant memorial garden and fronts onto the lake. The design of this area would suit a natural amphitheatre, which would make the most of its lakeside location. The area could be designed in a crescent shape with the memorial walls forming the arc of the crescent. Beech hedging would be used to create an enclosure to the rear of the site with the front of the garden being fully open to the lake. The area would suit a central focal point flower alter, some ornamental tree planting and access footpaths (see appendix 3).
9. On balance when weighing up the pros and cons of both locations it is felt that location 2 would be a more attractive location for this facility and it is therefore recommended that the new memorial garden be sited there.
10. The outcome of the project will be the creation of a new memorial garden to enable the Council to continue to offer space for memorial wall plaques.

## CONSTRUCTION

11. Phase 1 of the new memorial garden has now been completed with the fencing of the rear of the site. Phase 2 of the project will involve the construction of footpaths, new memorial walls and the soft landscaping of the site. The work packages will be split into footpath construction, memorial wall construction and the landscaping of the site.
12. It is proposed to engage contractors to undertake the footpath construction with the on-site staff to excavate the footpath prior to the contractor edging and surfacing the footpath. A building contractor will be engaged to build 2 memorial walls. Further expansion of the scheme will be dependent on the sale of memorial wall plaques. Finally the soft landscaping will be implemented by the on-site team who will require a soft landscape budget to purchase trees shrubs and landscape materials.
13. The Council's Technical Services team will project manage and supervise the construction of the new memorial garden.

## PROCUREMENT STRATEGY

14. The brief for Technical Services will include tendering and awarding the contracts for the footpath and construction of the memorial walls. This would be carried out in compliance with Fylde Council's contract procedure rules and so would be in accordance with the Council's financial regulations and contract rules and procedures.

15. The soft landscape elements have an estimated value of less than £2k and would therefore be dealt with as small contracts under Fylde's contract procedure rules.
16. The approach will see the footpath, construction of the memorial walls and flower alter tendered with the on-site staff being involved with the soft landscaping of the site. This approach will ensure the Council achieves value for money.

#### FINANCE

17. Currently the sale of memorials generates income of £35k per year. It is proposed to construct a new area of walls with room for expansion over the next decade and sell new upgraded plaques and benches to commemorate persons resting in the new garden.
18. Eight new walls would hold 1,224 plaques and it is anticipated that we would lease 160 plaque places per year.
19. The capital infrastructure costs of future memorial walls beyond the two that are being constructed as part of this phase of the project will be financed through the sale of memorials. The following fees are proposed for the new memorial walls which would cover infrastructure costs.

Single wall plaque	£132
Double wall plaque	£264
Triple wall plaque	£396

#### PROJECT COSTS

20. Full Council on the 3<sup>rd</sup> March 2015 approved the updated Capital Programme which included a sum of £41k in 2015/16 for the construction of a new memorial garden at Lytham Park Cemetery.
21. The Environment Health and Housing Committee on the 9<sup>th</sup> June 2015 approved the replacement of boundary fencing to the rear of Lytham Park Cemetery as part of the scheme at a cost of £8k.
22. This leaves a balance of £33k to construct the new memorial garden estimated cost plan.

Description	Estimated Cost
Wall Plaques	£18,000
Footpaths	£9,350
Flower Alter	£2,000
Soft Landscaping	£2,000
Contingency 5 %	£1,650
<b>Total</b>	<b>£33,000</b>

#### PROJECT DELIVERY

23. This scheme forms part of the Council's approved 2015/16 capital programme. The Environment, Health and Housing Committee is therefore requested to approve the methodology to construct the new memorial garden and approve the engagement of contractors.
24. Following the procurement process the Environment Health and Housing Committee is requested to approve the engagement of the lowest tenderer to undertake the footpath

construction work and construction of new memorial walls. Work of this nature is considered low risk and if tenders exceed the budget they will be value engineered in line with the available budget.

25. There are no additional ongoing revenue budget implications regarding this project as the Council has an in house team based at Lytham Park Cemetery who will maintain the new memorial garden.
26. The project is 'fully funded' through the Council's capital programme. Additionally there are contingency allowances within the overall scheme budget.

#### FUTURE MANAGEMENT AND MAINTENANCE

27. The new memorial garden will be managed and maintained by the Bereavement Services Team. As the team are based at the site and already manage and maintain the cemetery, there will be no additional revenue cost implications.

#### SUMMARY

28. Bereavement services need to be able to offer to bereaved families a range of memorials, which keeps the service competitive with other facilities on the Fylde coast. The location of the memorial garden is a major attraction to families wanting to purchase a memorial plaque.
29. Historically the wall plaques have been traditional as the engraving has been fairly limited. With the introduction of computer controlled engraving machines families can have more elaborate plaques, which should increase sales.
30. The new memorial walls enable a single double or triple size plaques to be available which are 35cm long are. These can be made of a variety of materials including, slate, granite, marble etc. and will be arranged to create a naturally coloured mosaic appearance.

#### WORKING GROUP

31. At the Environment, Health and Housing Committee meeting of the 19<sup>th</sup> June 2015 the committee resolved to establish a working group to look at the long term issues facing Lytham Park Cemetery and Crematorium.
32. The findings and recommendations of the working group are identified below –
  - The need to secure future burial land was paramount and negotiations with the relevant landowner should start as soon as possible.
  - The exit from the chapel near the toilets needed improvement, especially in terms of shelter from the wind, and separation between those exiting a service in the chapel and those needing to access the toilets. Suggestions of a glassed, unheated space were put forward. A scheme should be prepared for consideration in subsequent capital programme discussions.
  - Exploration of the feasibility of extending the chapel onto the 'patio' area of the repose garden, to provide more seating in the chapel, whilst retaining the garden and the light from the windows. Suggestions were made for a lightweight single storey extension, primarily constructed of glass to maintain the light and views of the garden. The extension should be structured in such a way to retain the gated access into the garden from the front of the chapel and doors out from the chapel into the garden. Timing of any such extension would be crucial to minimise disruption to the service. Suggestions were made that no work should be planned within the life of this council, but planned so as to coincide with the next planned relining of the cremators when they occur.

33. The progress so far with these recommendations includes the instruction to the Council's Principle Estates Surveyor to establish the extent of the land required and investigate adjacent land ownership. The canopy/screen on the exit of the Chapel has been worked up into a £60k capital scheme which is to be considered by this committee at this meeting as part of the 2016/17 capital programme process. Finally the extension of the chapel will be presented and considered as part of the 2018/19 capital programme process.

IMPLICATIONS	
Finance	The Capital Programme which was approved by Council on 3rd March 2015 includes a sum of £41k in 2015/16 for a scheme to create a new memorial garden at Lytham Park cemetery, fully funded from the Capital Investment Reserve. The Environment, Health and Housing Committee on 9th June 2015 approved the letting of a contract to provide fencing as part of this scheme in the sum of £8k. This report seeks approval to progress the remainder of the scheme in the sum of the £33k balance of monies available.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

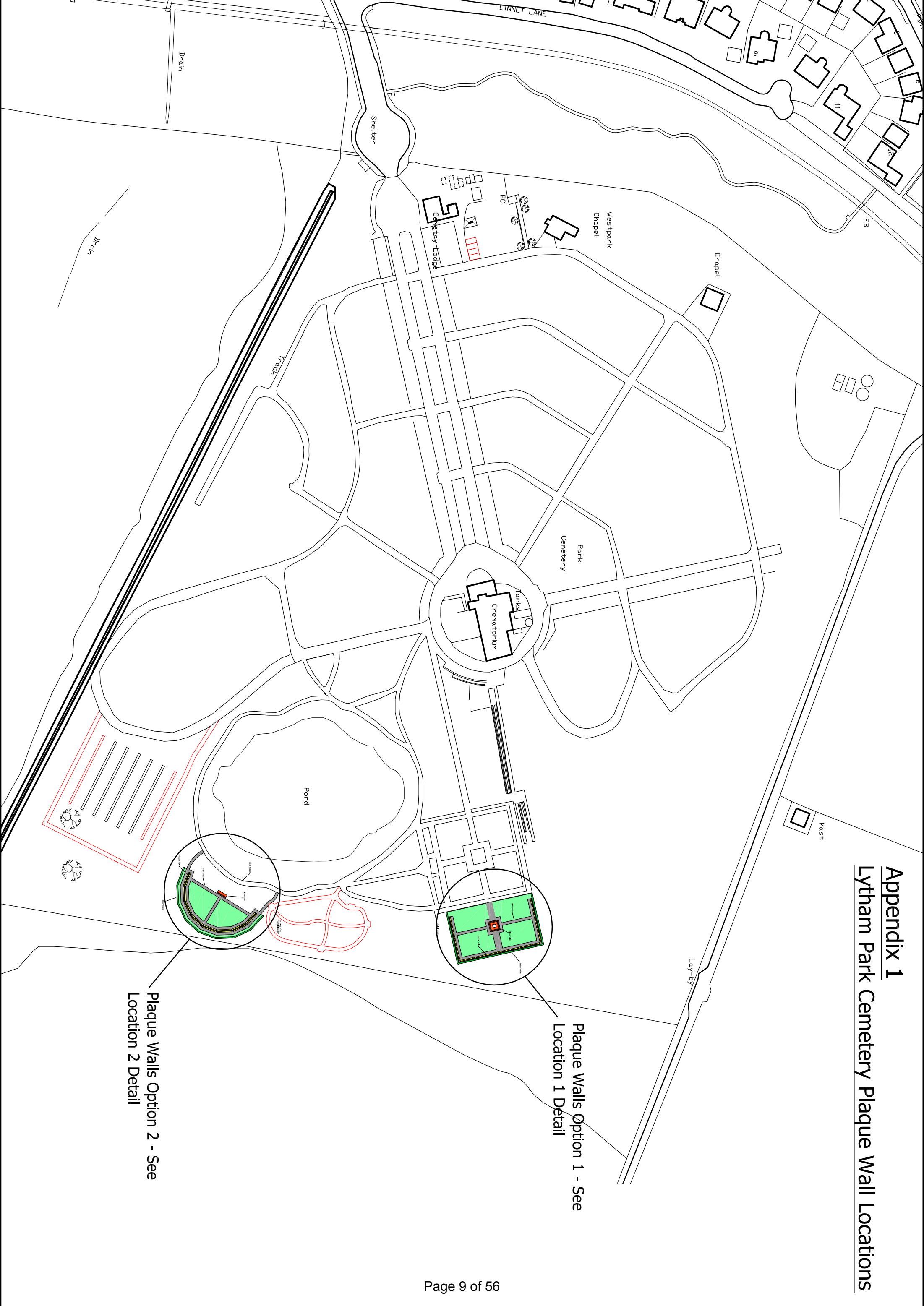
LEAD AUTHOR	TEL	DATE	DOC ID
Darren Bell	01253 658465	Date of report	14 <sup>th</sup> October 2015

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

#### Attached documents

1. Appendix 1 Lytham Park Cemetery plaque wall locations
2. Appendix 2 Location 1 New memorial garden
3. Appendix 3 Location 2 New memorial garden
4. Appendix 4 Committee risk assessment

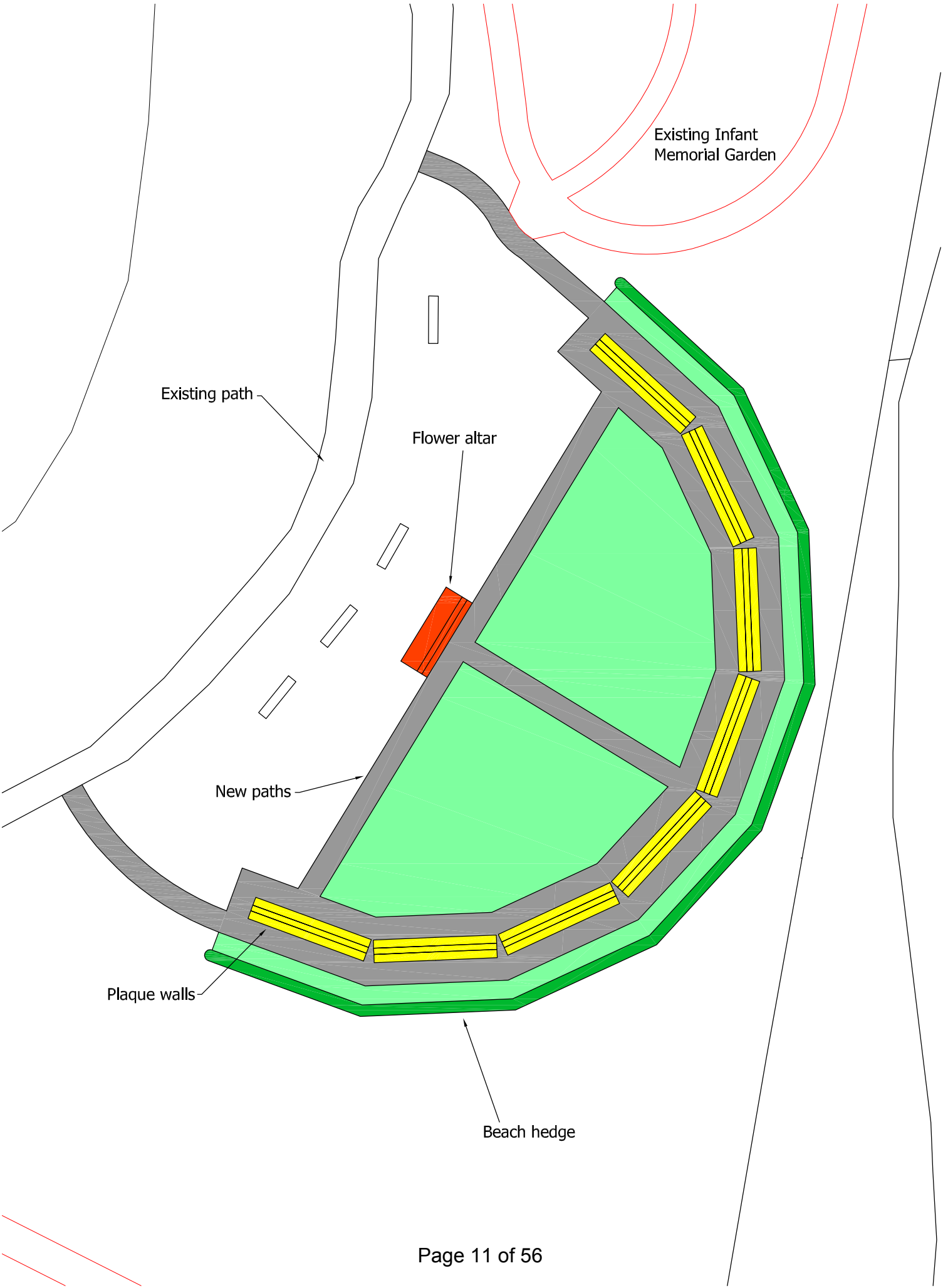
**Appendix 1**  
**Lytham Park Cemetery Plaque Wall Locations**



Appendix 2 - Location 1 - New Memorial Walls (Scale 1:250)



Appendix 3 - Location 2 - New Memorial Walls (Scale 1:250)



## Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 27 <sup>th</sup> October 2015		
Section: Leisure and Culture		Assessment Team: Darren Bell/Alan Royston/Mike Byrne		
Assessment Activity / Area / Type: Construction of New Memorial Garden				
Do the hazards create a business continuity risk? No				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Disturbance to bereaved families whilst work is undertaken.	6	Contractor to work with Cemetery and crematorium staff to ensure customers and visitors are kept fully informed. During scatterings and interments in the immediate area work to be suspended.	4	Alan Royston
Wet Ground conditions	6	Undertake the works during the driest part of the year.	4	Darren Bell
Failure of contractor to deliver to specification	9	Project management support from in house technical expertise and fixed price contract.	6	Mike Byrne
Possibility of personal injury to the public during the construction period.	8	A pre-contract health and safety plan will be developed by the contractor to ensure the safe operation within the site. Areas of active construction will be fenced off and information provided about safety aspects of the construction site. The contractor will carry five million pounds public liability insurance.	6	Mike Byrne
Increased risks to the public as a result of the development.	6	A full risk assessment will be completed before the area is open to the public.	4	Alan Royston

## Appendix 4

Project not delivered on time and funding not utilised.	9	Officers work closely with successful contractor to ensure timely start on site.	6	Mike Byrne
Project overspend	9	Project officer to monitor & control costs. Budget contains an element for contingencies.	6	Mike Byrne
Phasing failure to complete the entire project	8	Each phase of the project is aimed at completing a certain section of the work. Each section will stand alone however the impact will be to the overall project outcomes.	6	Darren Bell/Alan Royston

### Risk Likelihood

6 = Very High

5 = High

4 = Significant

3 = Low

2 = Very Low

1 = Almost impossible

### Risk Impact

1 = Negligible

2 = Marginal

3 = Critical

4 = Catastrophic

Multiply the likelihood by the impact and if the score is above 12 then mitigating action should be undertaken to reduce the risk. This action should be recorder and monitored in either a directorate or corporate risk register.

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	5

## NEW FYLDE HOUSING LIMITED GOVERNANCE REVIEW

### PUBLIC ITEM

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

### SUMMARY

The report sets out proposals of New Fylde Housing to end the practice of having a council representative nominated to their board which is enshrined in the 2000 transfer agreement. The particular catalyst for the proposal is a change in the model rules for housing associations published by the National Housing Federation.

### RECOMMENDATIONS

1. That the committee consents to the adoption of the National Housing Federation new model rules (February 2015) by New Fylde Housing and recognises that when these rules are adopted by the company that the council will no longer have the right to nominate a representative to the company's Board of Management and therefore the Transfer Agreement schedule 6 part 2 section 2.8.1 will no longer have effect.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	✓
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	✓

### SUMMARY OF PREVIOUS DECISIONS

January 1 2009: Cabinet, having been satisfied on certain points raised by the Policy and Service Review Scrutiny Committee, accepted the recommendations of the committee, including the approval of the partnering proposal between New Fylde Housing and the Progress Housing Group.

## REPORT

### NEW FYLDE HOUSING

1. New Fylde Housing Association (NFH) was created in 2000 by the large scale voluntary transfer of the housing stock owned and managed by Fylde Council. At the time of transfer 1850 general needs and sheltered properties were transferred. In 2009, NFH, with the consent of the council, became part of the Leyland-based Progress Housing Group.

### CURRENT POSITION

2. Under the current rules of NFH, the council is able to nominate a person from the local authority to sit on the association's Board. This is a requirement of the 2000 transfer Agreement, as varied over the years, with the current nominee being Cllr V. Willder.
3. The council also holds a share in the company. Although the share holds no special rights or privileges, it does allow the council one vote at shareholders' meetings of the association.

### THE MODEL RULES

4. The National Housing Federation is the umbrella body that represents independent non-profit housing associations in the United Kingdom. It publishes model rules and a code of governance. Housing associations are regulated by the Homes and Communities Agency's Regulation Committee. The governance rating given to a housing association by its regulator is significantly affected by its adoption and observance of the latest model rules and code of governance. NFH and Progress Group have always used the most up to date set of model rules, and have enjoyed the optimum "G1" rating.
5. The latest version of the model rules and code of governance require all appointments to the boards of housing associations to be made via an open recruitment process and based on the skill requirements of the organisation and board at that time. There is no provision in the new model rules for constituency membership of the board: that is, reserving places on the board for local authority or tenant representatives. This does not mean that local authority members or tenants could not be board members, but they would have to go through a recruitment process and meet the skill and competency requirements set by the board regardless of any other factor. The new model rules are appended to this report for information.
6. If NFH and Progress Group are not able to report full compliance, this would be likely to result in a downgrade of NFH's governance rating and the possibility of regulatory intervention. Clearly the Board is keen to retain its G1 governance rating and wishes to make sure that appropriate action is taken to ensure this continued assessment.

### PROPOSALS

7. NFH has asked the council to agree to relinquish its right to nominate a member of the NFH board of management, which is given by schedule 6 part 2 section 2.8.1 of the Transfer Agreement entered into in 2000.
8. NFH has stressed that their request is not prompted by any concern about past or present council nominees to the board. The request is driven solely by changing expectations in corporate governance.
9. Despite being nominally a representative of the council, the council's nominee to the board is constrained by the fiduciary duties set out in the Companies Act 2006 to act with independent judgment and in the interests of the company. Officers consider that the council's ability to have a voice in NFH would be protected adequately by the close working relationship between the organisations and by the council continuing to hold a share in NFH. Further, it would not be in the interests of the council or NFH that the reputation of NFH for sound governance be compromised by the continued presence of a council nominee on its board.

10. Senior officers from Progress Group will be in attendance at the meeting to explain the proposed changes and answer any questions.

IMPLICATIONS	
Finance	There are no financial implications arising from this report.
Legal	It is important that the council's partner organisations are recognised as demonstrating good governance. NHH is an important partner organisation in the delivery of affordable housing.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	28th October 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix 1 National Housing Federation Model Rules 2015



**RULES of:** .....

*A Registered Society under the Co-operative and  
Community Benefit Societies Act 2014*

**Register No.** .....

**MODEL RULES 2015**

***National Housing Federation***

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**Acknowledgements**

Sharron Webster – Trowers & Hamlins  
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 Gareth Hall and Keith Jenkins – Devonshires  
 Althea Houghton and Samantha Anthony – HCA  
 Stephen Bull – National Housing Federation

**Options and further guidance**

A separate publication from the Federation is also available, which gives guidance on the use of the Rules. Advice is also available on the telephone from staff of the Registrations team.

**Non charitable registered societies**

For societies which are not established as charities the wording [charitable object] in square brackets in rule A2.2 should be deleted and the wording [object which is connected with or incidental to the provision of housing] should be retained, with the square brackets removed from the wording.

The wording in [square brackets] in rules A2.1, D7.1, G11.1 and G13.1 should also be deleted.

Unless these are deleted the wording square brackets will form part of the rules.

**Subsidiaries**

Amendments will need to be made to these Rules where a society is established as a subsidiary of another organisation. Rule G11.1 makes clear that these Rules cannot be amended so as to make the Association a subsidiary of another without the consent of the social housing regulator, the Homes and Communities Agency.

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## Name

## Objects

## Powers

B2.2 construct or carry out works to buildings;

- B2.3 help any charity or other body not trading for profit in relation to housing and related services;
  - B2.4 subject to Rules F12, F13 and F14, borrow money or issue bonds, notes loan stock or any other debt instrument or enter into any transaction having the effect of borrowing;
  - B2.5 enter into and perform any Derivative Transaction on such terms as the Association thinks fit for the purpose of hedging or otherwise managing any treasury risk or other financial exposure of the Association;
  - B2.6 subject to rule F15, invest the funds of the Association;
  - B2.7 lend money on such terms as the Association shall think fit;
  - B2.8 guarantee, enter into any contract of indemnity or suretyship in relation to, or provide security for, the borrowing or performance of the obligations any other organisation, in each case on such terms as the Association shall think fit.
- B3 The Association shall not have power to receive money on deposit in any way which would require authorisation under the Financial Services and Markets Act 2000 or any other authority required by statute unless it has such authorisation.

**Powers of the Board**

- B4 The business of the Association shall be directed by the Board.
- B5 Apart from those powers which must be exercised in general meeting:
- B5.1 by statute; or
  - B5.2 under these Rules;
- all the powers of the Association may be exercised by the Board for and in the name of the Association.
- B6 The Board shall have power to delegate, in writing, subject to Rules D29-D33, the exercise of any of its powers. Such delegation may include any of the powers and discretions of the Board.

**Limited powers of Shareholders in general meeting**

- B7 The Association in general meetings can only exercise the powers of the Association expressly reserved to it by these Rules or by statute.

**General**

- B8 The certificate of an Officer of the Association that a power has been properly exercised shall be conclusive as between the Association and any third party acting in good faith.
- B9 A person acting in good faith who does not have actual notice of these Rules or the Association's regulations shall not be concerned to see or enquire if the Board's powers are restricted by these Rules or such regulations.

**Part C Shareholders and General Meetings****Obligations of Shareholders**

- C1 All Shareholders agree to be bound by the obligations on them as set out in these Rules. When acting as Shareholder they shall act, at all times in the interests of the Association and for the benefit of the community, as guardians of the objects of the Association.

**Nature of shares**

- C2 The Association's share capital shall be raised by the issue of shares. Each share has the nominal value of one pound which shall carry no right to interest, dividend or bonus. Shares shall be non-withdrawable.
- C3 Only shares held by the nominee of an unincorporated body (alone or jointly with other nominees) can be transferred and only to a new nominee of that unincorporated body (alone or jointly with other nominees).
- C4 When a Shareholder ceases to be a Shareholder or is expelled from the Association, his or her share shall be cancelled. The amount paid up on that share shall become the property of the Association.

**Nature of Shareholders**

- C5 A Shareholder of the Association is a person or body whose name and address is entered in the register of Shareholders.
- C6 The following cannot be Shareholders:
- C6.1 a minor;
  - C6.2 a person who has been expelled as a Shareholder, unless authorised by special resolution at a general meeting;
  - C6.3 an employee of the Association or an employee of any other group Member;
  - C6.4 a person who has been removed by the Board in accordance with rule D8;
  - C6.5 a person in respect of whom a registered medical practitioner who is treating that person gives a written opinion to the Association stating that the person has become physically or mentally incapable of exercising their rights as a Shareholder and may remain so for more than three months.
- C7 A Shareholder can be the nominee of an unincorporated body. In such cases the register shall contain the name and address of the Shareholder and shall designate the Shareholder as the nominee of a named unincorporated body. The address of the unincorporated body shall also be entered in the register if it differs from the address of the Shareholder nominee.
- C8 A corporate body can be a Shareholder. It can appoint an individual to exercise its rights at general meetings. Any such appointment shall be in writing, and given to the Secretary.
- C9 No Shareholder shall hold more than one share and each share shall carry only one vote.

- C10 A share cannot be held jointly unless by nominees of an unincorporated body.

**Admission of Shareholders**

- C11 The Board shall set, review and publish its policies and objectives for admitting new Shareholders. The Board shall only admit new Shareholders in accordance with such policies.
- C12 An applicant for a share shall apply in writing to the Association's registered office:
- C12.1 setting out their reasons for applying and how they meet any criteria set by the Association's policies under rule C11; and
- C12.2 pay the sum of one pound (which shall be returned to them if the application is not approved).
- C13 Every application shall be considered by the Board in accordance with rule C11. The Board has the power in its absolute discretion to accept or reject the application. If the application is approved, the name of the applicant and the other necessary particulars shall be entered in the register of Shareholders. One share in the Association shall be issued to the applicant.

**Ending of shareholding**

- C14 A Shareholder shall immediately cease to be a Shareholder if:
- C14.1 they die; or
- C14.2 they are expelled under rule C15; or
- C14.3 they withdraw from the Association by giving notice to the Secretary, which shall be effective on receipt, unless they are one of the last three remaining Shareholders, in which case they must provide at least one month's written notice of the withdrawal to the Secretary; or
- C14.4 they do not attend in person or appoint a proxy in respect of, nor deliver written apologies in advance for two consecutive annual general meetings of the Association; or
- C14.5 in the case of a body corporate it ceases to be a body corporate; or
- C14.6 in the case of the nominee of an unincorporated body, they transfer their share to another nominee of that body; or
- C14.7 they cease to be eligible to be a Shareholder under rule C6; or
- C14.8 having been a Board Member or a member of a committee, they cease to be a Board Member or member of a committee (unless the Board in its absolute discretion resolves that they shall remain as a Shareholder); or
- C14.9 they are a Resident and in the opinion of the Board are in material or serious breach of their tenancy agreement or lease or are subject to a possession order or are in breach of a suspended possession order, or are subject to any of the following types of court order: anti-social behaviour order, anti-social behaviour injunction, demoted tenancy, or closure order; or
- C14.10 they are a Resident and the Association has obtained an order of a competent court or tribunal against them for recovery of monies due from

them to the Association provided that if the order is suspended or is an order for payment in instalments they shall only cease to be a Shareholder upon failing to meet the terms of the order.

C15 A Shareholder may only be expelled by a Special Resolution at a special general meeting called by the Board provided that the following rules apply to the process:

C15.1 The Board must give the Shareholder at least one month's notice in writing of the general meeting. The notice to the Shareholder must set out the particulars of the complaint of conduct detrimental to the Association and must request the Shareholder to attend the meeting to answer the complaint.

C15.2 At the general meeting called for this purpose the Shareholders shall consider the evidence presented by the Board and by the Shareholder (if any). The meeting may take place even if the Shareholder does not attend.

C15.3 If the resolution to expel the Shareholder is passed in accordance with this rule, the Shareholder shall immediately cease to be a Shareholder.

### **Annual general meeting**

C16 The Association shall hold a general meeting called the annual general meeting within six calendar months after the close of each of its financial years or such later date as may be permitted by law.

C17 The functions of the annual general meeting shall be:

C17.1 to receive the annual report which shall contain:

- the revenue accounts and balance sheets for the last accounting period;
- the auditor's report (if one is required by law) on those accounts and balance sheets;
- the Board's report on the affairs of the Association;

C17.2 subject to rules F3 and F4, to appoint the auditor (if one is required by law);

C17.3 to elect (or re-elect) Board Members if applicable;

C17.4 to transact any other general business of the Association set out in the notice convening the meeting including any business that requires a Special Resolution.

### **Special general meetings**

C18 All general meetings other than annual general meetings shall be special general meetings and shall be convened either:

C18.1 upon an order of the Board; or

C18.2 upon a written requisition signed by one-tenth of the Shareholders (to a maximum of twenty-five but not less than three) stating the business for which the meeting is to be convened; or

C18.3 if within twenty-eight days after delivery of a requisition to the Secretary a meeting is not convened, the Shareholders who have signed the requisition may convene a meeting.

C19 A special general meeting shall not transact any business that is not set out in the notice convening the meeting.

### **Calling a general meeting**

C20 Subject to rule C22, all general meetings shall be convened by at least fourteen Clear Days' written notice posted or delivered by hand or sent by Electronic Communication to every Shareholder at the address or Electronic Communication address given in the share register. The notice shall state whether the meeting is an annual general meeting or special general meeting, the time, date and place of the meeting, and the business for which it is convened.

C21 Any accidental failure to get any notice to any Shareholder shall not invalidate the proceedings at that general meeting. A notice or communication delivered by hand or sent by post to a Shareholder at their address or Electronic Communication address shown in the register of Shareholders shall be deemed to have arrived as specified in rule G14.12.

C22 Seventy-five per cent of Shareholders may agree, by consenting in writing, or by confirming through Electronic Communication, to a general meeting being held with less notice than required by rule C20.

### **Proceedings at general meetings**

C23 Before any general meeting can start its business there must be a quorum present. A quorum is one-tenth of all Shareholders, with a minimum number of five and a maximum number of 25. As part of the quorum at least two Shareholders must be present in person.

C24 A meeting held as a result of a Shareholder requisition will be dissolved if too few Shareholders are present half an hour after the meeting is scheduled to begin.

C25 All other general meetings with too few Shareholders will be adjourned to the same day, at the same time and at the registered office in the following week. If less than the number of Shareholders set out in rule C23 are present within half an hour of the time the adjourned meeting is scheduled to have started, those Shareholders present shall carry out the business of the meeting.

C26 The Chair of any general meeting can:

C26.1 take the business of the meeting in any order that the Chair may decide; and

C26.2 adjourn the meeting if the majority of the Shareholders present in person or by proxy agree. An adjourned meeting can only deal with matters adjourned from the original meeting. An adjourned meeting is a continuation of the original meeting. The date of all resolutions passed is the date they were passed (as opposed to the date of the original meeting). There is no need to give notice of an adjournment or to give notice of the business to be transacted.

- C27 At all general meetings of the Association the Chair of the Board shall preside. If there is no such Chair or if the Chair is not present or is unwilling or unable to act, the vice Chair (if any) shall chair the meeting, failing which the Shareholders present shall elect a Shareholder to chair the meeting. The person elected shall be a Board Member if one is present and willing to act.

### Proxies

- C28 Any Shareholder entitled to attend and vote at a general meeting may appoint another person, whether or not a Shareholder, as their proxy to attend and vote on their behalf. A proxy can be appointed by delivering a written appointment, which may be by way of Electronic Communication, to the registered office, or such other place as may be selected by the Board and stated in the meeting notice, at least 48 hours before the date of the meeting at which the proxy is authorised to vote. It must be signed or confirmed by Electronic Communication and sent by the Shareholder or a duly authorised attorney. Any proxy form delivered late shall be invalid. Any question as to the validity of a proxy shall be determined by the chair of the meeting whose decision shall be final.

### Voting

- C29 Subject to the provisions of these Rules or of any statute, a resolution put to the vote at a general meeting shall, except where a ballot is demanded or directed, be decided upon a show of hands.
- C30 On a show of hands every Shareholder present in person and on a ballot every Shareholder present in person or by proxy shall have one vote. In the case of an equality of votes the chair of the meeting shall have a second or casting vote.
- C31 Unless a ballot is demanded (either before or immediately after the vote), a declaration by the chair of the meeting that a resolution on a show of hands has been carried or lost, unanimously or by a particular majority, is conclusive. An entry made to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of that fact.
- C32 Any question as to the acceptability of any vote whether tendered personally or by proxy, shall be determined by the chair of the meeting, whose decision shall be final.
- C33 A ballot on a resolution may be demanded by any three Shareholders at a meeting (in person or by proxy) or directed by the chair of the meeting (and such demand or direction may be withdrawn). A ballot may be demanded or directed after a vote on the show of hands, and in that case the resolution shall be decided by the ballot.
- C34 A ballot shall be taken at such time and in such manner as the chair of the meeting shall direct. The result of such a ballot shall be deemed to be the resolution of the Association in general meeting.
- C35 Subject to the Act a resolution in writing signed or confirmed by letter or by Electronic Communication by or on behalf of the requisite majority of the Shareholders, for the time being, entitled to vote on the relevant resolution shall be as valid and effective as a resolution passed at a properly called and constituted meeting of Shareholders provided that a copy of the proposed resolution has been delivered in accordance with these Rules to all Shareholders and the requisite majority of Shareholders referred to in rule C36 has delivered their agreement in accordance with these Rules. Such resolution when signed or

approved may comprise more than one document in the same form, each signed or approved, by one or more Shareholders.

C36 For the purposes of rule C35 the requisite majorities are:

- in the case of an ordinary resolution, a simple majority of Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted general meeting;
- in the case of a resolution requiring a two-thirds majority of Shareholders, at least two-thirds of the Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted general meeting; or
- in the case of a resolution requiring a three-quarters majority of Shareholders, at least three-quarters of the Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted general meeting.

### **Representatives and nominees**

C37 Under the provisions of these Rules (including rules A3, A4, C2 and C4) no Shareholder is entitled to property of the Association in that capacity, and in the event of death a person shall cease to be a Shareholder, their share shall be cancelled and the amount paid up on that share shall become the property of the Association. The following make provisions for representatives and nominees taking into account the provisions of these Rules:

C37.1 The Act provides that a Shareholder may nominate a person or persons to whom property in the Association at the time of his/ her death shall be transferred. As any such share will have been cancelled, no person so nominated under the Act shall be entitled to any property of that Shareholder on their death.

C37.2 No property shall be capable of transfer to any personal representative of a deceased Shareholder.

C38 Upon a claim being made by a trustee in bankruptcy of a bankrupt Shareholder to the share held by that Shareholder, the Association shall transfer such share to which the trustee in bankruptcy is entitled and as the trustee in bankruptcy may direct them.

### **Part D**

#### **The Board**

#### **Functions**

D1 The Association shall have a Board who shall direct the affairs of the Association in accordance with its objects and these Rules and ensure that its functions are properly performed. These functions will be agreed by the Board and set out separately in a code of governance or otherwise in writing.

**Composition of the Board**

- D2 The Board shall consist of between five and twelve Board Members (including co-optees) as may be determined by the Board. A majority of Board Members shall always be capable of appointment or election by the Shareholders.
- D3 Except for co-optees and employees only Shareholders can be Board Members.
- D4
- D4.1 The Board shall make available the obligations (including the expected standards of conduct) of every Board Member (including co-optees) to the Board and to the Association. The Board shall review and may amend the obligations of Board Members from time to time.
- D4.2 Any Board Member or co-optee who has not signed a statement confirming that they will meet their obligations (including the expected standards of conduct) to the Board of the Association without good cause within one month of election or appointment to the Board or, if later, within one month of adoption of these Rules, shall immediately cease to be a Board Member or co-optee unless the Board resolves to disapply this rule in respect of any Board Member or co-optee.
- D5 The Board may appoint co-optees to serve on the Board on such terms as the Board resolves and may remove such co-optees. Not more than five co-optees can be appointed to the Board or to any committee at any one time. A co-optee may act in all respects as a Board Member, but they cannot take part in the deliberations nor vote on the election of Officers nor any matter directly affecting Shareholders.
- D6 For the purposes of these Rules and of the Act, a co-optee is not included in the expression "Board Member" or "Member of the Board". For the purposes of the Housing and Regeneration Act 2008, Board Members and co-optees are officers.
- D7 No one can become or remain a Board Member, a committee member or co-optee at any time if:
- D7.1 they are disqualified from acting as a director of a company, as a Board Member of another registered society [or as a charity trustee] for any reason; or
- D7.2 they have been convicted of an indictable offence which is not, or cannot be, spent; or
- D7.3 a composition is made with that person's creditors generally in satisfaction of that person's debts; or
- D7.4 they are not a Shareholder (unless they are a co-optee or employee of the Association or any other Group Member); or
- D7.5 they have absented themselves from three consecutive meetings of the Board or committee (as the case may be) in one rolling twelve-month period without special leave of absence from the Board; or
- D7.6 a registered medical practitioner who is treating that person gives a written opinion to the Association stating that that person has become physically or mentally incapable of acting as a Board Member, co-optee or committee member and may remain so for more than three months; or

- D7.7 they are a Resident and in the opinion of the Board are in material or serious breach of their tenancy agreement or lease or are subject to a possession order or are in breach of a suspended possession order, or are subject to any of the following types of court order: anti-social behaviour order, anti-social behaviour injunction, demoted tenancy, or closure order; or
- D7.8 they are a Resident and the Association has obtained an order of a competent court or tribunal against them for recovery of monies due from them to the Association provided that if the order is suspended or is an order for payment in instalments they shall only cease to be a Board Member, co-optee or committee member upon failing to meet the terms of the order; or
- D7.9 they are an employee and their contract of employment is terminated; or
- D7.10 they are a specifically elected or appointed as a Resident Board Member and cease to be a Resident;

and any Board Member, co-optee or committee member who at any time ceases to qualify under this rule shall immediately cease to be a Board Member, co-optee or committee member (as appropriate).

D8 A Board Member may be removed from the Board:

- D8.1 by a Special Resolution at a general meeting; or
- D8.2 by a resolution passed by two-thirds of the Board Members, excluding the Board Member subject of the proposed removal and excluding co-optees and employees, provided the following conditions are satisfied:
- at least fourteen day's notice of the proposed resolution has been given to all Board Members; and
  - the notice sets out in writing the reasons for the removal; and
  - the Board is satisfied that the reasons justify the removal.

D9 Whenever the number of Board Members and co-optees is less than permitted by these Rules, the Board may appoint a further Board Member in addition to the Board's power to co-opt. Any Board Member so appointed shall retire at the next annual general meeting.

#### **Terms of office and election or appointment to the Board**

- D10 In every notice for an annual general meeting the Board shall state those Board Members continuing in office and those candidates intending to offer themselves for election.
- D11 Each Board Member, save for Board Members appointed under rule D14, shall be elected in accordance with any board membership policies adopted by the Board from time to time and shall be elected for a fixed term of office expiring at the conclusion of an annual general meeting (each a "fixed term"). The fixed term shall be for a term of three annual general meetings unless the Board has set a lower number of annual general meetings for the relevant Board Member on their election. No fixed term shall be set which would cause the relevant Board Member to serve beyond their ninth consecutive annual general meeting (and for this purpose time served on the board of another Group Member or on the board of any predecessor of the Association of another Group Member shall be counted), save where the

Board agrees that circumstances exist where it would be in the best interest of the Association for a Board Member to serve for a longer period.

**D12**

D12.1 At every annual general meeting each Board Member elected under rule D11 who has served their fixed term shall retire from office. Any Board Member who retires from office at an annual general meeting under this rule D12 shall be eligible for re-election subject to any board membership policies and subject to any restrictions contained within these Rules.

D12.2 Any Board Member retiring under rule D12.1 having completed nine years' continuous service (or nine years' continuous service plus any extended period agreed by the Board under rule D11) on either the Board of the Association and/or the Board of a Group Member (or any predecessor) shall not be eligible for re-appointment or re-election for at least one full term of office.

**D13**

D13.1 Board Members elected under rule D11 will be elected in accordance with open and transparent selection criteria and election procedures set out in any board membership policies adopted by the Board from time to time. These may provide for prospective candidates to be approved by the Board before they are eligible to stand for election as Board Members.

D13.2 The Board, in accordance with the election procedures set under rule D13.1, shall endeavour to ensure that the Board possesses the quality, skills, competencies and experience which the Board has from time to time determined that it requires.

D13.3 In an election for candidates wishing to be Board Members at a general meeting every Shareholder present in person or by proxy shall have one vote for every vacancy but shall not give more than one vote to any one candidate.

D13.4 If at elections the number of candidates for election as Board Members does not exceed the number of vacancies on the Board the Chair shall declare those candidates to have been duly elected. If the number of candidates exceeds the number of vacancies the meeting shall elect the Board Members in such a manner as the Chair directs and in accordance with any procedures set under rule D13.1.

D14 The Board may appoint or co-opt employees to the Board on such term as the Board resolves but no employee may be appointed (or co-opted) to the Board if, following their appointment (or co-option), employees would be in a majority.

**Quorum for the Board****D15**

D15.1 Subject to the provisions of rule D15.2 three Board Members shall form a quorum. The Board may determine a higher number or impose additional requirements.

D15.2 The Board will not be quorate unless Board Members who are employees of the Association are in a minority.

D15.3 If the number and make up of Board Members falls below the number and make up necessary for a quorum, the remaining Board Members may continue to act as the Board for a maximum period of six months and the provisions of rule D15.2 shall be suspended for that time. At the end of that time the only power that the Board may exercise shall be to bring the number and make up of Board Members up to that required by these Rules.

### **Board Members' interests**

D16 No Board Member, co-optee or member of a committee shall have any financial interest in any contract or other transaction with the Association or with any other Group Member, or be granted a benefit by the Association, unless such interest or benefit:

D16.1 is expressly permitted by these Rules; or

D16.2 would not be in breach of, and would not be inconsistent with, any guidance, standard or code published by the Regulator, section 122 of the Housing and Regeneration Act 2008 or any code of conduct and/or governance adopted by the Board.

D17 Any Board Member, co-optee or member of a committee, having an interest in any arrangement between the Association and someone else shall disclose their interest before the matter is discussed by the Board or any committee. Such disclosure must comply with any code of conduct and/or governance adopted by the Board from time to time. Unless it is expressly permitted by these Rules they shall not remain present (unless requested to do so by the Board or committee) and they shall not have any vote on the matter in question.

D18 Subject to rule D19, if a question arises at a meeting of Board Members or of a committee of the Board as to the right of a Board Member, co optee or member of a committee to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the Chair or chair of the committee in the case of a member of a committee, whose ruling in relation to any Board Member, co optee or member of a committee (other than the Chair or chair of the committee) is to be final and conclusive.

D19 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the Chair or chair of the committee, member of a committee, the question is to be decided by a decision of the Board Members or member of a committee at that meeting, for which purpose the Chair or chair of the committee is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

D20 Any decision of the Board or of a committee shall not be invalid because of the subsequent discovery of an interest which should have been declared.

D21 Every Board Member, co-optee and member of a committee shall ensure that the Secretary at all times has a list of:

D21.1 all other bodies in which they have an interest as:

- a director or Officer; or

- a member of a firm; or
- an official or elected member of any statutory body; or
- the owner or controller of more than two per cent of a company the shares in which are publicly quoted or more than ten per cent of any other company;

D21.2 any property owned or managed by the Association which they occupy; or

D21.3 any other significant or material interest.

D22 If requested by a majority of the Board Members or members of a committee (as appropriate) at a meeting convened specially for the purpose, a Board Member, co-optee or member of a committee failing to disclose an interest as required by these Rules shall vacate their office either permanently or for a period of time as the Board directs.

D23 Notwithstanding rule D16, the Association may:

D23.1 pay properly authorised expenses to Board Members, co-optees and members of committees when actually incurred on the Association's business;

D23.2 pay insurance premiums in respect of insurance taken out to insure Officers and employees;

D23.3 pay reasonable and proper remuneration, fees, allowances or recompense for loss of earnings to Board Members, co-optees and members of committees following appropriate independent advice; and

D23.4 subject to compliance with Section 122 of the Housing and Regeneration Act 2008, and subject to compliance with any code of conduct and/or governance adopted by the Board from time to time grant reasonable and proper benefits to Board Members, co-optees and members of committees;

D23.5 grant benefits to Board Members, co-optees or members of committees who are beneficiaries which are granted on the same terms and in accordance with the same criteria as they would be granted to any other beneficiary of the Association.

D24 A Board Member, co-optee or member of a committee shall not have an interest for the purpose of rules D16 to D21 as a Board Member, director or Officer of any other Group Member.

D25 Board Members, co-optees or members of committees who are Residents shall be deemed not to have an interest for the purpose of rules D16 to D21 in any decision affecting all or a substantial group of Residents.

### Meetings of the Board

D26 The Board shall meet at least three times every calendar year. At least seven days' written notice (delivered by hand, sent by post or Electronic Communication) of the date and place of every Board meeting shall be given by the Secretary to all Board Members and co-optees. The Board may meet on shorter notice where not less than seventy-five per cent of the Board Members so agree.

- D27 Meetings of the Board may be called by the Secretary, or by the Chair, or by two Board Members who give written notice to the Secretary specifying the business to be carried out. The Secretary shall send a written notice to all Board Members and co-optees to the Board as soon as possible after receipt of such a request. Pursuant to the request, the Secretary shall call a meeting on at least seven days' notice but not more than fourteen days' notice to discuss the specified business. If the Secretary fails to call such a meeting then the Chair or two Board Members, whichever is the case, shall call such a meeting.
- D28 Meetings of the Board or a committee can take place in any manner and through any medium which permits those attending to hear and comment on the proceedings. Any person who attends in this manner will be deemed to be present at the meeting whether or not all are assembled in one place

**Management and delegation**

- D29 The Board may delegate any powers under written terms of reference to its committees or to Officers or employees. Those powers shall be exercised in accordance with any written instructions given by the Board.
- D30 The Board may reserve to itself certain significant matters that cannot be delegated to committees or employees.
- D31 The Membership of any committee shall be determined by the Board. Every committee shall include one Board Member or co-optee to the Board. The Board will appoint the chair of any committee and shall specify the quorum.
- D32 All acts and proceedings of any committee shall be reported to the Board.
- D33 No committee can incur expenditure on behalf of the Association unless at least one Board Member or co-optee of the Board on the committee has voted in favour of the resolution and the Board has previously approved a budget for the relevant expenditure.

**Miscellaneous provisions**

- D34 All decisions taken at a Board or any committee meeting in good faith shall be valid even if it is discovered subsequently that there was a defect in the calling of the meeting, or the appointment of the members at a meeting.
- D35 A resolution sent to all Board Members or all Members of a committee and signed, or confirmed by Electronic Communication by three-quarters of the Board Members or three-quarters of the members of a committee shall be as valid and effective as if it had been passed at a properly called and constituted meeting of the Board or committee and may consist of documents in the same form and signed or confirmed by Electronic Communication by one or more persons.
- D36 Notice may be given to Board Members by hand, post or Electronic Communication at the last address for such communication given to the Secretary. The accidental failure to give notice to a Board Member or the failure of the Board Member to receive such notice shall not invalidate the proceedings of the Board.

**Part E Chair, vice chair, chief executive, Secretary and other Officers****The Chair**

- E1 The Association shall have a Chair, who shall chair Board meetings, and shall be elected by the Board on such terms as the Board determines. The Association may also have a vice Chair who, in the Chair's absence, shall act as the Chair and have the Chair's powers and duties and who shall be elected by the Board. The arrangements for election and removal of any vice Chair shall be determined by the Board.
- E2 The first item of business for any Board meeting when there is no Chair (or vice Chair) or the Chair (or vice Chair) is not present shall be to elect a Chair for the purpose of the meeting. The Chair shall at all times be a Shareholder and a Board Member and cannot be an employee.
- E3 In a case of an equality of votes, the Chair shall have a second vote.
- E4 The Chair of the Association may be removed at a Board meeting called for that purpose provided the resolution is passed by at least two-thirds of the Board Members present and voting at the meeting.

**The Chair's responsibilities**

- E5 The Chair's responsibilities will be set out in a written document and agreed by the Board.

**The chief executive**

- E6 The Association may have a chief executive appointed by the Board. The chief executive shall be appointed with a written and signed contract of employment, which shall include a clear statement of the duties of the chief executive.

**The Secretary**

- E7 The Association shall have a Secretary who shall be appointed by the Board and who may be an employee. The Board may also appoint a deputy Secretary (who may also be an employee) to act as Secretary in the Secretary's absence. The Secretary's duties will be clearly set out in writing and agreed by the Board.

**Other Officers**

- E8 The Board may designate as Officers such other executives, internal auditor and staff of the Association on such terms (including pay) as it from time to time decides.

**Miscellaneous**

- E9 Every Officer or employee shall be indemnified by the Association for any amount reasonably incurred in the discharge of their duty.
- E10 Except for the consequences of their own dishonesty or negligence no Officer or employee shall be liable for any losses suffered by the Association or any Group Member.

**Part F Financial control and audit****Auditor**

- F1 The Association, if required by law to do so, shall appoint an auditor to act in each financial year. They must be qualified as provided by Section 91 of the Act.
- F2 The following cannot act as auditor:
- F2.1 an Officer or employee of the Association;
  - F2.2 a person employed by or employer of, or the partner of, an Officer or employee of the Association.
- F3 The Association's auditor may be appointed by the Board or by a resolution of Shareholders.
- F4 Where an auditor is appointed to audit the accounts for the preceding year, they shall be re-appointed to audit the current year's as well unless:
- F4.1 a general meeting has appointed someone else to act or has resolved that the auditor cannot act; or
  - F4.2 the auditor does not want to act and has told the Association so in writing; or
  - F4.3 the person is not qualified or falls within rule F2 (above); or
  - F4.4 the auditor has become incapable of acting; or
  - F4.5 notice to appoint another auditor has been given.
- F5
- F5.1 No less than twenty-eight days' notice shall be given for a resolution to appoint another person as auditor, or to forbid a retiring auditor being re-appointed;
  - F5.2 the Association shall send a copy of the resolution to the retiring auditor and also give notice to Shareholders at the same time and in the same manner, if possible;
  - F5.3 if not, the Association shall give notice by advertising in a local newspaper at least 14 days before the proposed meeting. The retiring auditor can make representations to the Association which must be notified to Shareholders under Section 95 of the Act.

**Auditor's duties**

- F6 The findings of the auditor shall be reported to the Association, in accordance with Section 87 of the Act.
- F7 The Board shall produce the revenue account and balance sheet audited by the auditor, if required, and the auditor's report, if required, at each annual general meeting. The Board shall also produce its report on the affairs of the Association which shall be signed by the person chairing the meeting which adopts the report.

**Accounting requirements**

- F8 The end of the accounting year must be a date allowed by the Registrar.
- F9 The Association shall keep proper books of account detailing its transactions, its assets and its liabilities, in accordance with Sections 75 and 76 of the Act.
- F10 The Association shall establish and maintain satisfactory systems of control of its books of account, its cash and all its receipts and payments.

**Annual returns and balance sheets**

- F11 Every year, within the time period specified by legislation, the Secretary shall send the Association's annual return to the Registrar. The return shall be prepared in accordance with the period specified in the Act, or such other date allowed by the Registrar and shall be lodged within the period required by law. The annual return shall be accompanied by the auditor's report, if required, for the period of the return and the accounts and balance sheets to which it refers.

**Borrowing**

- F12 The total borrowings of the Association at any time shall not exceed [£500 million (five hundred million)] pounds sterling or such a larger sum as the Association determines from time to time in general meeting. For the purpose of this rule F12, at any relevant time, any amount of the Association's borrowings in any currency other than pounds sterling (as may be permitted or not prohibited by the Regulator from time to time) shall be converted to sterling using the exchange rate or rates applicable under the related Derivative Transaction or transactions by which the Association has hedged its exposure to currency exchange rate movements in relation to the principal amount of such borrowings, or in the absence of such a rate or rates (in whole or in part) using the official spot exchange rate or rates recognised by the Bank of England for the conversion of that currency or currency unit into sterling at or about 11:00 on the relevant day.
- F13 The rate of interest payable at the time terms of borrowing are agreed on any money borrowed shall not exceed the rate of interest which, in the opinion of the Board, is reasonable having regard to the terms of the loan. The Board may delegate the determination of the said interest rate within specified limits to an Officer, Board Member or member of a committee.
- F14
- F14.1 In respect of any proposed borrowing, for the purposes of rule F12 and in relation to the amount remaining undischarged of any deferred interest or index-linked monies or amounts on any deep discounted security previously borrowed by the Association, the amount of such pre-existing borrowing shall be deemed to be the amount required to repay such pre-existing borrowing in full if such pre-existing borrowing became repayable in full at the time of the proposed borrowing; and
- F14.2 for the purposes of rule F13 in respect of any proposed borrowing intended to be on deferred interest or index-linked terms or on any deep discounted security the amount of borrowing shall be deemed to be the proceeds of

such proposed borrowing receivable by the Association at the time of the proposed borrowing; and

F14.3 no person dealing in good faith with the Association shall be concerned to know whether rule F12, F13 or this rule F14 have been complied with.

### **Investment**

F15 The funds of or monies borrowed by the Association may be invested by the Board in such manner as it determines.

## **Part G Miscellaneous and statutory**

### **Registered office and name**

G1 The Association's registered office is: [ ]

G2 The Association's registered name must:

G2.1 be placed prominently outside every office or place of business; and

G2.2 be engraved on its seal; and

G2.3 be stated on its business letters, notices, advertisements, official publications, cheques, invoices, website and any other formal corporate communication whether electronic or otherwise.

### **Disputes**

G3 Any dispute on a matter covered by these Rules shall be referred by either party to a suitably qualified independent mediator for settlement. The mediator shall be appointed by agreement between the parties or, in default of agreement, by the Centre for Effective Dispute Resolution whether the disagreement be as to the qualifications, the identity of the mediator or otherwise. The mediation will be conducted in accordance with the requirements of the mediator. Both parties will be obliged to comply and co-operate with this procedure at each stage and to share equally the costs of appointment of the relevant mediator as referred to above. Costs thereafter will be borne as the mediator will determine. Where the dispute is not resolved by mediation, any claim shall be dealt with in the county court which shall have sole jurisdiction over any dispute arising under the Rules.

### **Minutes, seal, registers and books**

G4 The Secretary shall keep the seal. It shall not be used except under the Board's authority. It must be affixed by one Board Member signing and the Secretary countersigning or in such other way as the Board resolves. The Board may in the alternative authorise the execution of deeds in any other way permitted by law.

G5 The Association must keep at its registered office:

G5.1 the register of Shareholders showing:

- the names and addresses of all the Shareholders; and

- a statement of all the shares held by each Board or committee member and the amount paid for them; and
  - a statement of other property in the Association held by the Shareholder; and
  - the date that each Shareholder was entered in the register of Shareholder;
- G5.2 a duplicate register of Shareholders showing the names and addresses of Shareholders and the date they became Shareholder;
- G5.3 a register of the names and addresses of the Officers, their offices and the dates on which they assumed those offices as well as a duplicate;
- G5.4 a register of holders of any loan;
- G5.5 a register of mortgages and charges on land; and
- G5.6 a copy of the Rules of the Association.
- G6 The Association must display a copy of its latest balance sheet and auditor's report (if one is required by law) at its registered office.
- G7 The Association shall give to all Shareholders on request copies of its last annual return with the auditor's report (if one is required by law) on the accounts contained in the return, free of charge.
- G8 The Secretary shall give a copy of these Rules to any person on demand who pays such reasonable sum as permitted by law.

**Statutory applications to the Registrar**

- G9 Ten Shareholders can apply to the Registrar to appoint an accountant to inspect the books of the Association, provided all ten have been Shareholders of the Association for a twelve-month period immediately before their application.
- G10 The Shareholders may apply to the Registrar in order to get the affairs of the Association inspected or to call a special general meeting. One hundred Shareholders, or one-tenth of the Shareholders, whichever is the lesser, must make the application.

**Amendment of Rules**

G11

- G11.1 The Rules of the Association may be rescinded or amended but not [so as to stop the Association being a charity, and not] without the prior consent of the Regulator where such consent is required under the Housing and Regeneration Act 2008.
- G11.2 The Rules may only be amended by a resolution put before the Shareholders by the Board.
- G11.3 Rules A2; A3; A4; B1; B2; B3; C2; C3; D16; G11 and G13 can only be amended or rescinded by way of a written resolution or by three-fourths of the votes cast at a general meeting. Any other rule can be rescinded or

amended by two-thirds of the votes cast at a general meeting or by way of a written resolution.

G11.4 Amended Rules shall be registered with the Registrar as soon as possible after the amendment has been made. An amended rule is not valid until it is registered.

G11.5 A copy of the amended Rules shall be sent to the Regulator as soon as possible after registration by the Registrar.

## Dissolution

G12 The Association may be dissolved by a three-fourths majority of Shareholders who sign an instrument of dissolution in the prescribed format or by winding-up under the Act.

G13

G13.1 Any property that remains, after the Association is wound-up or dissolved and all debts and liabilities dealt with, the Shareholders may resolve to give or transfer to another [charitable] body with objects similar to that of the Association;

G13.2 if no such institution exists, the property shall be transferred or given to the Housing Associations Charitable Trust;

G13.3 if the Association is registered as a provider of social housing with the Regulator any transfer or gift must be in compliance with the Housing and Regeneration Act 2008 or any other relevant legal and Regulatory provisions which exist from time to time.

## Interpretation of terms

G14 In these Rules, including this rule, unless the subject matter or context is inconsistent:

G14.1 words importing the singular or plural shall include the plural and singular respectively;

G14.2 words importing gender shall include the male and female genders;

G14.3 **Amendment of Rules** shall include the making of a new rule and the rescission of a rule, and "amended" in relation to Rules shall be construed accordingly;

G14.4 the **Act** shall mean the Co-operative and Community Benefit Societies Act 2014;

G14.5 the **Association** shall mean the Association of which these are the registered Rules;

G14.6 **Board** shall mean the Board appointed in accordance with Part D and **Board Member** or shall mean a member of the Board for the time being but shall not include a person co-opted to the Board under rule D5;

G14.7 **Chair** shall mean the person appointed as Chair in accordance with rule E1 and where applicable shall include the vice Chair;

- G14.8 **Clear Days**, in respect of notice for a meeting, shall mean a period calculated excluding both the day on which any notice or communication is deemed to be received under these rules and the date of the meeting;
- G14.9 **Derivative Transaction** means any transaction which is a forward, swap, future, option or other derivative on one or more rates, currencies, commodities, equity securities or other equity instruments, debt securities or other debt instruments, economic indices or measures of economic risk or value, or other benchmarks against which payments or deliveries are to be made, or any combination of these transactions;
- G14.10 **Electronic Communication** shall have the meaning set out in section 148 of the Act;
- G14.11 **Group Member** means the Association, each subsidiary of the Association, anybody corporate of which the Association is a subsidiary and any subsidiary of such body corporate and for this purpose "subsidiary" has the meaning within the Act and/or the Housing and Regeneration Act 2008 and/or the Companies Act 2006;
- G14.12 **notice** shall be deemed to have been received by a person:
- (1) if posted by first class post at least two business days (meaning Monday to Friday but excluding bank holidays) after being posted;
  - (2) if sent by Electronic Communication one hour after transmission provided that no transmission notification of non-delivery or error has been received by the person transmitting the communication and the transmission is to the Electronic Communication address or number last notified by that person to the Secretary;
  - (3) if delivered by hand, on delivery to the person's address last notified by that person to the Secretary;
- G14.13 **Officer** shall include the Chair and Secretary of the Association and any Board Member for the time being and such other persons as the Board may appoint under rule E8;
- G14.14 **Property** shall include all real and personal estate (including loan stock certificates, books and papers);
- G14.15 **Register of Shareholders** means the register kept in accordance with rule G5.1;
- G14.16 **Registrar** means the Financial Conduct Authority or any statutory successor to or any assignee of any or all of its relevant functions from time to time;
- G14.17 **Regulator** means the Homes and Communities Agency acting through its Regulation Committee established pursuant to the Housing and Regeneration Act 2008 or any future body or authority (including any statutory successor) carrying on similar regulatory or supervisory functions;
- G14.18 **Resident** means a person who alone or jointly with others holds a tenancy, lease or licence to occupy the Association's premises or the premises of any other Group Member for residential use;

- G14.19 **Secretary** means the Officer appointed by the Board to be the Secretary of the Association or other person authorised by the Board to act as the Secretary's deputy;
- G14.20 **Shareholders** shall mean one of the persons referred to in rule C5 and means member as defined by the Act;
- G14.21 **Social Housing** means low cost rental accommodation and low cost home ownership accommodation as defined in sections 68 to 77 of the Housing and Regeneration Act 2008;
- G14.22 **Special Resolution** means a resolution at a general meeting passed by a two-thirds majority of all Shareholders who vote in person or by proxy;
- G14.23 **these Rules** shall mean the registered rules of the Association for the time being;
- G14.24 references to any provision in any Act shall include reference to such provision as from time to time amended, varied, replaced, extended or re-enacted and to any orders or regulations made under such provision.

**CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014****Acknowledgement of Registration of Society**

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Register No.....R

..... Limited

is this day registered under the Co-operative and Community Benefit Societies Act 2014.

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Dated ..... (Seal of Central Office)

Copy kept .....Registrar

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1 ..... Shareholder

2 ..... Shareholderr

3 ..... Shareholder

..... Secretary

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# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	6

## BUDGET SETTING – PRIORITISATION OF CAPITAL BIDS

### PUBLIC ITEM

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

### SUMMARY

The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2016/17 which fall within the terms of reference of this Committee.

### RECOMMENDATION

**The Committee is requested :**

1. To consider and provide any feedback or comments on each of the capital bids relevant to this Committee's terms of reference as shown at Appendix A to this report;
2. To provide a prioritised list of bids supported by the Committee for further consideration by the Budget Working Group; and
3. To note that a report in relation to Disabled Facilities Grants will be presented at the next meeting of the committee.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	✓	To Encourage Cohesive Communities ( <b>People</b> )	✓
To Promote a Thriving Economy ( <b>Prosperity</b> )	✓	To Meet Expectations of our Customers ( <b>Performance</b> )	✓

## **SUMMARY OF PREVIOUS DECISIONS**

The capital bids that are relevant to the terms of reference of this Committee are considered and prioritised each year as part of the annual budget-setting process. There have been no previous decisions in respect of these capital bids.

## **REPORT**

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.
2. The prioritisation of capital investment according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 12<sup>th</sup> October 2015.
3. A key element of the prioritisation process, as described within the Capital Strategy, is the consideration of capital bids by the Council's Programme Committees. The capital bids for 2016/17 received to date which fall within the terms of reference of this committee are shown at Appendix A to this report. The Committee is requested to consider and prioritise the capital bids relevant to this Committee's terms of reference.
4. The Budget Working Group has initially reviewed all of the capital bids prepared. The Group felt that with regards to a bid in relation to Disabled Facilities Grants that additional information was required to allow for a proper consideration of the merits of the proposal. In order to facilitate this it was recommended that a report containing a full analysis of the current position with regard to Disabled Facilities Grants be presented to the Environment, Health and Housing Committee at the earliest opportunity, which is scheduled for January.
5. The role of the Council's Programme Committees in the consideration and prioritisation of capital bids is also referenced within the Timetable for Developing Budget Proposals 2016/17 report which was approved by the Finance and Democracy Committee at the meeting of 28<sup>th</sup> September 2015.
6. Once capital bids have been prioritised by each programme committees, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include capital budget proposals.

IMPLICATIONS	
Finance	The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the proper financial management of the Council's resources. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2016/17 which fall within the remit of this Committee.
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Management Team		November 2015	

LIST OF BACKGROUND PAPERS		
Council Report - Approved Capital Strategy	12 <sup>th</sup> October 2015	<a href="http://www.Fylde.gov.uk">www.Fylde.gov.uk</a>
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2016/17	28 <sup>th</sup> September 2015	<a href="http://www.Fylde.gov.uk">www.Fylde.gov.uk</a>

#### Attached documents

Appendix A – Capital Bids for Consideration and Prioritisation:

1. Lytham Park Chapel – Windbreak Canopy

## FBC – Capital Bid 2016/17

Prepared by/Bid Originator – **Darren Bell****Scheme Title:** Lytham Park Chapel – Windbreak Canopy**Description of Scheme:**

Lytham Park Cemetery opened as a burial ground in 1927 with the later addition of the Crematory and Chapel, which was dedicated in 1958. Lytham Park Crematorium is one of two Crematoria on the Fylde Coast, which offers a dedicated burial and cremation service.

Over the next few years it is expected that Lytham Park Chapel will host up to 1,700 funeral services per year. Fylde have recently invested £1 million pounds in the installation of new cremators and pollution abatement filters and refurbishment of the Chapel.

Lytham Park provides the major focus for interments in the Borough, as most of the Churchyards are full.

The capital bid was a request from the Environment, Health and Housing Committee's Working Group, which wanted the area at the exit to the Chapel to be refurbished to create a more comfortable environment for Chapel visitors.

The construction of a steel framed canopy overall floor area 33m<sup>2</sup>, part demolition of the existing canopy, new steel frame and foundations, solid or glazed roofing, external screen walls, gutters and rainwater goods, double doors, floor finishes, power and lighting, drainage.

The project budget allows an element for Blackpool Councils Architectural Team to design the windbreak/canopy, tender the works and supervise the build.

**Capital cost plan:**

Cost Heading	Description	Total £
Works		£52,000
Project Fees	Architect, Quantity Surveyor, CDM Supervisor	£5,000
Contingency	c5% of the total project costs	£3,000
<b>Total Scheme Cost:</b>		£60,000

**Outputs (i.e. details of what the investment will specifically deliver):**

- The construction of a steel framed canopy with external screen walls on the exit of Lytham Park Chapel
- Create a nicer environment for people leaving Lytham Park Chapel after a funeral

**Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):**

**Community** – the investment will create a better environment for people who are attending a funeral service at Lytham Park Chapel which will increase people’s satisfaction with the burial and cremation service.

**Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):**

**Performance** -Value for money achieved from quality service delivery

**Performance** -High levels of satisfaction with the Council’s performance

**Performance** -All customers to receive excellent customer service as standard

### Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid (£000’s): £ 60,000

Annual additional Revenue costs arising from the bid (£000’s): £ Nil

OR

Future Annual Revenue Savings achievable as a result of the bid: (£000’s): £ Nil

**Please provide any further details of revenue savings below:**

### Value and phasing of bid:

2016/17	2017/18	2018/19	2019/20	
£60,000	£000	£000	£000	£60,000

### Existing resources in the Capital Programme relating to this scheme:

2016/17	2017/18	2018/19	2019/20	Existing capital resources in the approved Capital Programme
£000	£000	£000	£000	

### Estimated timescales for the bid:

Start Date July 2016	Completion Date August 2016
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Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
Construction work disrupting funeral services.	Loss of income	Work to be undertaken during the summer months when the number of funerals and chapel services decreases. Work to be undertaken at weekends when the Chapel is closed.
Project overruns	Loss of income	Overrun penalties to be written into the contract.
Increased costs due to ground/weather conditions	Increased construction costs	5% Contingency included with total project cost

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	7

## BUDGET SETTING – REVENUE BUDGET 2016/17 - FIRST DRAFT

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The first draft of the revenue budget for 2016/17 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

### SOURCE OF INFORMATION

Revenue Budget Book 2016/17 – First Draft

### LINK TO INFORMATION

<http://www.fylde.gov.uk/council/finance/1617>

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

The provision of a first draft of the 2016/17 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2016/17 report which was approved by the Finance and Democracy Committee at the meeting of 28th September 2015.

This allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee lead officer, service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2016/17 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. A further budget-rightsizing exercise will be carried out early in 2016 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2016/17 will include any subsequent decisions made will be presented to Members for approval at the Council meeting on 2<sup>nd</sup> March 2016.

**FURTHER INFORMATION**

Contact: Paul O'Donoghue, Chief Financial Officer.

Telephone: 01253 658566

e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	8

## ST ANNES BATHING WATERS 2015

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

This report provides an update of the water quality at the two St Annes Bathing Waters.

### SOURCE OF INFORMATION

Environment Agency Bathing Water data.

Directive 2006/7/EC of the European Parliament and of the Council 15<sup>th</sup> February 2006.

Concerning the management of bathing water quality.

Statutory Instrument 2013 No 1675, Water Resources. The Bathing Water Regulations 2013.

### LINK TO INFORMATION

[Information Note - St Annes Bathing Waters 2015](#)

**United Utilities Bathing Waters Map**

<http://www.unitedutilities.com/Bathing-Waters-Map.aspx>

**Environment Agency Bathing Water Data**

<http://environment.data.gov.uk/bwq/profiles/>

**2015 Bathing Water Profile for St Annes**

<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41800>

**2015 Bathing Water Profile for St Annes North**

<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41900>

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

This information is provided to enable the committee to consider and scrutinise the latest position on Bathing Water quality.

**FURTHER INFORMATION**

Contact: Andrew Dickson Head of Technical Services

Tel: 01253 658675

# INFORMATION NOTE



## ST ANNES BATHING WATERS 2015

1. The Environment Agency are responsible for implementation of the bathing waters directives, monitoring and reporting on water quality and insuring action is taken to meet the appropriate standards for the directives throughout the UK. They also regulate discharges to the aquatic environment.
2. Fylde Borough Council operates two controlled bathing waters one at St Anne's Pier and the other is St Anne's North adjacent to North beach car park. During the bathing season 5<sup>th</sup> May to 30<sup>th</sup> September the Council are responsible for the provision of public information about the bathing waters being displayed in an easily accessible place in the vicinity of the bathing waters. This includes the provision of public information to prevent exposure to pollution during short term incidents and advise against bathing where the bathing water does not meet the sufficient standard.
3. Changes were made from 2012 with the introduction of the revised Bathing Water Directive. Under the new regulations the revised directive sets guideline standards for Escherichia coli and intestinal enterococci.
4. The new standards used at the end of the 2015 bathing season should give an overall assessment of all water quality taken over a four years period (2012 to 2015) 80 samples, 20 per year. The new standard has four classifications:-

**Excellent, Good, Sufficient, Poor.**

The new EU directive requires member states to ensure that, by the end of the 2015 bathing season, all bathing waters are a least **sufficient**.

The table below indicates the different parameters for bathing water quality.

Parameter	Excellent	Good	Sufficient
Escherichia coli (cfu/100ml)	<250 (*)	<500 (*)	<500 (**)
Intestinal enterococci (cfu/100ml)	<100 (*)	<200 (*)	<185 (**)
(*) Based upon a 95-percentile evaluation			
(**) Based upon a 90-percentile evaluation			

cfu = colony-forming unit

5. The Environment Agency has been working with Fylde Council again this year to make daily

predictions of pollution risks at our bathing waters during the 2015 bathing season. These inform the public of increased pollution risk through signs displayed at bathing waters. These warnings are short term pollution events that have clearly identifiable causes which are not normally expected to affect bathing water quality for more than approximately 72 hours. Where pollution risk forecasts have coincided with statutory bathing water sampling and if all conditions are met there is a potential for discounting samples at the end of the 2015 season. No more than 3 samples can be discounted in a bathing season. The Environment Agency is expected to announce where samples have been discounted in accordance with Article 3(6) of the bathing water directive on the 6<sup>th</sup> November 2015.

6. The Bathing Water Regulations 2013 allow the Environment Agency to determine the relevant assessment period where it considers that any factors identified in the bathing water profile as likely to affect the classification of the bathing water have changed. The relevant assessment period can be the number of immediately preceding bathing seasons, being less than three , which the Agency determines if:
  - It has consulted the appropriate Minister;
  - The set of bathing water quality data used is based on at least 16 samples; and
  - It considers that any factors identified in the bathing water profile as likely to affect the classification of the bathing water have changed, and the set of bathing water quality data used is based only on samples taken since those factors have changed.

This is known as Catchment Change

The improvement work completed prior to the 2014 bathing water season by United Utilities in the Ribble catchment were:-

- Delivery of the Preston 7 scheme – the Preston Tunnels;
- Delivery of the Preston 32 of which 12 outputs had bathing water drivers; and
- Provision of ultra-violet (UV) disinfection at Blackburn Wastewater Treatment Works

These improvement works were considered to affect the classification of St Annes and St Annes North bathing waters. The Environment Agency submitted an evidence case to Defra requesting that bathing water quality dataset for St Annes and St Annes North should be re-set from 5<sup>th</sup> May 2014. This case was approved and the official 2015 revised Bathing Water Directive classification for both bathing waters will be based on 2 years data (40 samples) – 2014 and 2015, as opposed to the full four year dataset (80 samples) 2012, 2013, 2014 and 2015.

7. In 2014 St Annes and St Annes North bathing waters both met the good standard for bathing water quality. The official results for 2015 and the first time classification under the new regulations will be announced by the Environment Agency on the 6<sup>th</sup> November 2015, and will be reported at the meeting.
8. Early indications predict that both bathing waters will be classified at least 'Good'. The tables in

the appendix shows the results for 2014-2015.



#### **FURTHER INFORMATION**

Contact: Andrew Dickson Head of Technical Services

Tel: 01253 658675

## Appendix 1

### St Annes Pier Bathing Water 2014

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
41	12/05/2014 10:40	220	10
42	16/05/2014 13:10	10	10
43	25/05/2014 11:20	10	10
44	30/05/2014 13:20	10	10
45	04/06/2014 16:45	18	10
46	11/06/2014 10:50	27	18
47	16/06/2014 15:10	10	10
48	25/06/2014 11:00	18	18
49	01/07/2014 14:10	10	10
50	10/07/2014 10:25	10	27
51	14/07/2014 13:10	1000	300
52	24/07/2014 10:50	10	10
53	29/07/2014 13:40	27	18
54	08/08/2014 10:20	145	27
55	13/08/2014 14:35	873	680
56	21/08/2014 10:05	36	10
57	28/08/2014 13:55	390	36
58	07/09/2014 11:00	109	73
59	11/09/2014 14:10	127	145
60	15/09/2014 15:50	55	36

### St Annes Pier Bathing Water 2015

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
61	07/05/2015 13:35	64	27
62	15/05/2015 10:25	18	10
63	22/05/2015 14:35	18	10
64	31/05/2015 10:40	10	10
65	04/06/2015 13:40	18	10
66	14/06/2015 13:50	10	10
67	22/06/2015 15:00	10	10
68	30/06/2015 11:15	10	10
69	03/07/2015 13:20	10	1500
70	14/07/2015 11:10	55	36
71	17/07/2015 13:15	36	18
72	20/07/2015 14:50	10	73
73	28/07/2015 11:25	109	10
74	04/08/2015 16:07	620	250
75	11/08/2015 10:18	64	18
76	14/08/2015 12:45	164	27
77	18/08/2015 14:09	10	10
78	28/08/2015 11:05	127	80
79	10/09/2015 11:10	10	64
80	18/09/2015 14:15	10	10

### St Annes North Bathing Water 2014

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
41	12/05/2014 10:30	64	36
42	16/05/2014 13:00	55	10
43	25/05/2014 11:05	10	10
44	30/05/2014 13:00	10	27
45	04/06/2014 16:35	27	10
46	11/06/2014 10:40	64	18
47	16/06/2014 14:53	18	10
48	25/06/2014 10:50	27	18
49	01/07/2014 14:00	82	10
50	10/07/2014 10:10	27	27
51	14/07/2014 13:00	700	480
52	24/07/2014 10:40	10	27
53	29/07/2014 13:25	64	27
54	08/08/2014 10:15	55	10
55	13/08/2014 14:20	700	140
56	21/08/2014 09:45	173	45
57	28/08/2014 13:45	230	82
58	07/09/2014 10:45	55	45
59	11/09/2014 13:55	91	100
60	15/09/2014 15:40	10	10

### St Annes North Bathing Water 2015

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
61	07/05/2015 13:23	100	18
62	15/05/2015 10:15	18	10
63	22/05/2015 14:25	18	10
64	31/05/2015 11:00	64	36
65	04/06/2015 13:25	136	10
66	14/06/2015 11:13	45	27
67	22/06/2015 14:50	27	10
68	30/06/2015 11:10	10	10
69	03/07/2015 13:00	45	10
70	14/07/2015 11:00	55	27
71	17/07/2015 13:10	91	10
72	20/07/2015 14:45	18	10
73	28/07/2015 11:17	64	36
74	04/08/2015 16:38	700	270
75	11/08/2015 10:39	27	10
76	14/08/2015 12:57	590	164
77	18/08/2015 14:00	10	10
78	28/08/2015 10:50	155	18
79	10/09/2015 11:00	36	10
80	18/09/2015 14:10	10	10

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	9

## THE CORPORATE PLAN 2016-2020

### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

The link in the report is to the proposed Corporate Plan strategic objectives and outcomes for the period 2016-2020. The Corporate Plan is developed through consultation and feedback with stakeholders based on the key strategic responsibilities of the Council. The Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities and is informed by partners, elected members and external organizations.

The Corporate Plan is a high level strategic document that forms part of the Council's budget and policy framework. The document has developed over time and is presented as a single sided 'poster' style matrix with long term outcomes, medium term targets and short term specific actions. The plan is part of a wider performance management framework and links with the Directorate Service Plans developed each year.

The current Corporate Plan expires in 2016, the revised plan outlines the key achievements that the council will deliver between 2016 and 2020. Members can submit comments, suggestions or feedback on the Corporate Plan by emailing [alex.scrivens@fylde.gov.uk](mailto:alex.scrivens@fylde.gov.uk) or calling 01253 658543. The final draft will be presented to Full Council in December for approval.

#### SOURCE OF INFORMATION

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

#### LINK TO INFORMATION

[Proposed Corporate Plan 2016-2020](#)

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

The information is being included on the agenda of every committee in the November cycle of meetings to ensure that all elected members are aware of the opportunity to provide comment, suggestion and seek clarification on the proposed Corporate Plan.

**FURTHER INFORMATION**

Allan Oldfield, [allano@fylde.gov.uk](mailto:allano@fylde.gov.uk) 01253 658500

### Priorities & achievements...

#### VALUE FOR MONEY

Spending your money in the most efficient way to achieve excellent services we will:

- Increase income through new and existing means
- Deliver the accommodation project
- Continuously review services and assets
- Manage and invest effectively in the council's finances
- Maximise marketing opportunities
- Create a digital council

#### CLEAN & GREEN

Delivering the services that customers expect of an excellent council we will:

- Continue to deliver high standards of cleanliness
- Mitigate the impact of the loss of the LCC waste subsidy
- Deliver high quality parks and open spaces
- Ensure beaches and waters are clean and safe
- Build on the achievements of the In Bloom initiative

#### A VIBRANT ECONOMY

Working with all partners we will:

- Improve the transport infrastructure and traffic flow
- Support Enterprise Zones
- Improve car parking
- Enhance and improve our town and village centres
- Deliver the coastal defence project at Fairhaven and Church Scar with the Environment Agency
- Attract new businesses and develop existing ones

#### A GREAT PLACE TO LIVE

To make sure Fylde continues to be one of the most desirable places to live we will:

- Achieve adoption of the Local Plan
- Deliver housing that meets the need in all communities
- Ensure high standards of housing across all markets
- Approve development that enhances the community
- Implement enforcement action on unauthorised development
- Support and promote volunteers' efforts to improve their local community
- Involve local residents in the future of their community
- Deliver activities for all age groups
- Champion the quality and reputation of Fylde
- Recognise the significance of our heritage assets

#### A GREAT PLACE TO VISIT

Promoting Fylde as a great destination to visit, we will:

- Deliver and support quality events throughout the Fylde
- Maximise the natural assets of our coast and countryside by improving their facilities
- Offer an arts collection that is available to everyone
- Provide a positive first impression of Fylde
- Use technology effectively to make Fylde more accessible
- Encourage visitor feedback to improve our tourism offer

### The actions we plan to take to deliver our priorities...

#### ACTIONS

Agree funding approach for the remaining phases of the accommodation project

Produce and implement an investment strategy

Further reduce the requirement for paper/print through the use of technology

Increase online service /information provision

Explore and initiate new income streams

#### ACTIONS

Actively enforce waste and cleansing legislation

Identify and target fly tipping hotspots to reduce their levels

Promote initiatives to reduce dog fouling

Focus resources on the reduction of seasonal litter

Maintain and increase Green Flag status for parks and open spaces

Strive to achieve Blue Flag status for the beaches

Work with partners to improve the quality of the bathing water

Review the waste service to deliver savings through changes

Improve signage in areas where dog controls are in place

#### ACTIONS

Assess the benefits of becoming a member of the Combined Authority

Engage effectively with the Local Enterprise Partnership

Progress the re-opening of the M55/ Moss Road link

Support the Fylde Coast highways and transport masterplan projects (junction 2)

Enforce car parking regulations and review car parking options

Develop the digital high street

Engage positively in the Duty to Co-operate on planning initiatives

Facilitate and support Town Centre Partnerships

Channel business rates funding opportunities to economic development

#### ACTIONS

Implement the timetable for the Local Plan delivery

Provide appropriate provision for Travellers

Take enforcement action on unauthorised encampments

Carry out resident surveys and act upon the findings

Review and improve bus shelter provision

Deliver the actions within the heritage strategy

Build on the success of the Residents' Car Parking Scheme

Review public information systems for residents

#### ACTIONS

Develop a policy on events including Club Days, festivals and concerts

Implement actions from the arts review

Improve information in tourist areas and about tourist areas including entrance signage and welcome points

Develop and promote rural tourism

Decide the most effective way to market Fylde, including the future of the holiday guide

Carry out visitor surveys and act upon the results

Review and develop social media and online information

Improve the Promenade and its attractions

Revisit the strategy for the development of Fairhaven Lake

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	10

## OUTSIDE BODIES

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

On 6 July 2015, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

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

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

### SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

### LINK TO INFORMATION

[Outside Bodies Reporting Forms](#)

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

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

### FURTHER INFORMATION

Contact Tracy Morrison, tel: 658521

### Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	B. ATKEN
Period this report covers (date):	- oct
Name of Outside Body:	Fylde P. Water Management Group
How often does the organisation meet? And how often have you attended?	2nd Tuesday Monthly
<p>Key issues arising for Fylde Borough Council</p> <p><i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i></p> <p>(continue on a separate sheet if necessary).</p>	<p>A very comprehensive workshop looking at the state of the Fylde Coast &amp; waters.</p> <p>St.A. beaches are clear, due to the new foul water/flood system in Preston Dockland.</p> <p>Hopefully Blackpool North (failed) will improve.</p> <p>Group saw the Targets set by U.N. + environment Agency to drastically improve problems.</p>
Who did you inform of these issues within Fylde Borough Council?	Colleagues.
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	yes.
Any further comments? (continue on a separate sheet if necessary)	

### Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	B. AITKEN
Period this report covers (date):	- Oct
Name of Outside Body:	Police and Crime Commissioner Panel
How often does the organisation meet? And how often have you attended?	2-3 months once (missed 12th Oct due to hols.)
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	The initial introductory meeting was political changing of members but the P.C. stated that his office finances + salaries had been reduced by £200,000 to £1.45m. This situation appears to be politically motivated. (missed 12th Oct due to hols) next attempt
Who did you inform of these issues within Fylde Borough Council?	Colleagues.
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	yes
Any further comments? (continue on a separate sheet if necessary)	

### Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	B. AITKEN
Period this report covers (date):	- oct
Name of Outside Body:	RSL
How often does the organisation meet? And how often have you attended?	Every 2 months. once but V. Wilder Subbed in Oct
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	Declaration of new affordable housing, sites + expectations difficulty of Capacity/financing. Need of Policy readjustment i.e. customer based 106 catchment. This went to Committee but was turned down by D.M. Policy changes still ongoing.
Who did you inform of these issues within Fylde Borough Council?	All chairs + leader.
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	yes.
Any further comments? (continue on a separate sheet if necessary)	

### Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr. Angela Jacques TRUSTEE
Period this report covers (date):	March 2014 - to October 5th 2015
Name of Outside Body:	ORMEROD TRUST
How often does the organisation meet? And how often have you attended?	Approx every 2 months All 4 Board meetings called + A.M.
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	None for Fylde Borough Most relate to L.C.C and funding. Housing issues are with housing providers not controlled by the Borough Council.
Who did you inform of these issues within Fylde Borough Council?	N/A.
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes as there may be occasions when it might be applicable.
Any further comments? (continue on a separate sheet if necessary)	None at the moment.

### Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	ROGER LLOYD
Period this report covers (date):	23 <sup>rd</sup> Sept 2015
Name of Outside Body:	MATAC
How often does the organisation meet? And how often have you attended?	EVERY MONTH
<p>Key issues arising for Fylde Borough Council</p> <p><i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i></p> <p>(continue on a separate sheet if necessary).</p>	<p>MENTAL HEALTH WORKER NOW WORKING WITH POLICE HAS LED TO A DECREASE IN CRIME. AT THE POINT OF CRIME</p> <p>CRIME OVER LAST MONTH HAS GONE DOWN OVERALL IN F.B.C</p>
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	YES
Any further comments? (continue on a separate sheet if necessary)	

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Graeme Neale - Elected Representative
<b>Email</b>	graeme.neale@fylde.gov.uk
<b>Period this report covers (date):</b>	07.05.15 to 24.10.15
<b>Name of Outside Body:</b>	Council for Voluntary Services
<b>How often does the organisation meet? And how often have you attended?</b>	Quarterly - I have not been able to attend yet.
<b>Key issues arising for Fylde Borough Council</b>	None, as most of the issues discussed relate to staffing and funding.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	No-one
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Graeme Neale - representative
<b>Email</b>	graeme.neale@fylde.gov.uk
<b>Period this report covers (date):</b>	07.05.15 to 24.10.15
<b>Name of Outside Body:</b>	PCC Forum
<b>How often does the organisation meet? And how often have you attended?</b>	Quarterly - I have not been able to attend yet.
<b>Key issues arising for Fylde Borough Council</b>	<p>CCTV is being operated jointly between Fylde and Wyre with funding from the Commissioner's Community Safety Fund plus a 20% uplift from the PCC for collaborative working.</p> <p>The Police will not close roads for events, as this is not their responsibility. The PCC has made funding available to train people to act as marshals at events.</p> <p>Victim Support is now under the responsibility of the PCC - this will be launched under a new brand: Lancashire Victim Services.</p>
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	None
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr A Pounder
<b>Email</b>	Cllr.apounder@fylde.gov.uk
<b>Period this report covers (date):</b>	May 2015 - May 2016
<b>Name of Outside Body:</b>	Fylde peninsula board
<b>How often does the organisation meet? And how often have you attended?</b>	Monthly I have attended all meetings since I was appointed as well as some extra meetings that I have been involved concerning the selection of a contractor for the sea defences
<b>Key issues arising for Fylde Borough Council</b>	Sea defences at Church Scar and Fairhaven Lake
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Paul Walker, Andrew Dixon
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr. Vivienne M Willder (Observer)
<b>Email</b>	Cllr.vwillder@fylde.gov.uk
<b>Period this report covers (date):</b>	May 2015-October 2015-
<b>Name of Outside Body:</b>	FYLDE COAST WOMENS AID (FCWA)
<b>How often does the organisation meet? And how often have you attended?</b>	As this a new Outside Body ---I have only attended one of the meetings. Held at the Hilton Hotel called " STALKED AND HARRASSED" organised by FCWA. on 15th October ---two sessions (an afternoon and an evening)---17.30 is the one I attended. A very moving and thought provoking session and gave an insight in what is happening to many, in this area!
<b>Key issues arising for Fylde Borough Council</b>	As a councillor, I know that FBC work with the many bodies that help "Domestic Violence" BUT FCWA have now been in operation for about two years and have a local foundation "Esmee Fairburn" which I for one was not aware of. No issues for FBC but could show the local website and telephone number on the FBC website?
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	Will put forward to all Councillors about the FCWA and the full details.

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr. Vivienne M Willder (Non- Director)
<b>Email</b>	Cllr.vwillder@fylde.gov.uk
<b>Period this report covers (date):</b>	October 2014 to October 2015
<b>Name of Outside Body:</b>	PROGRESS HOUSING GROUP (NEW FYLDE HOUSING)
<b>How often does the organisation meet? And how often have you attended?</b>	Four times Full Board and about six "Away Days"--- Usually about new Governance and new areas within the Business Group. I have attended all the Boards but had to give apologies for one Away day!
<b>Key issues arising for Fylde Borough Council</b>	As one of the biggest RSL's (Registered Service Lenders) there are a few issues re "Affordable Housing---Social Housing". The RSL's feel that the standard of homes in SOME areas are not suitable for many on the "waiting list". Also a lack of certain types of Houses for ages 35/50. A problem with o106 monies and of course the new Benefits System is having an affect on many Tenants and for the Group as a whole.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Housing Officers
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	I have attended a RSL meeting with FBC Officers and I personally think the Chair (is his role) and the Vice-Chair should be involved more often than they are at the moment.  This will help both the FBC and the RSL's to come to a better understanding!

# OUTSTANDING AND NIL REPORTS – NOVEMBER 2015

Outside Body	Councillor	Notes	Information on Nil reports
<b>Environment, Health &amp; Housing, 10/11/15 meeting. Closing Date for reports 28/10/15</b>			
Childrens Partnership Board (formally the Childrens Trust)	Richard Taylor	Outstanding	Information not received
East Lytham Working Group	Roger Lloyd	Nil report	No meetings – reported by Cllr Lloyd as seems to be dissolving
(Planning) Education Liaison Group	Linda Nulty	Outstanding	Information not received
Face to Face	Richard Taylor	Outstanding	Information not received
Fylde & Wyre Health & Wellbeing Partnership	Delma Collins	Nil report	No meetings held
Citizens Advice Fylde	Louis Rigby	Outstanding	Information not received
Citizens Advice Fylde	Richard Taylor	Outstanding	Information not received
Citizens Advice Fylde	Linda Nulty	Outstanding	Information not received
Lancashire Health & Wellbeing Board	N/A – represented by Wyre for 2015/16		NA
LCC Health & Scrutiny Committee	Shirley Green	Outstanding	Information not received
Local Liaison Committee Springfield Works	Roger Lloyd	Nil report	No meetings held, first meeting 18 November
Local Liaison Committee Springfield Works	Tommy Threlfall	Outstanding	Information not received