



Meeting Agenda

**Policy Development Scrutiny Committee,
Town Hall, Lytham St. Annes
Thursday 29 September 2011, 6:15pm**

The main doors to the Town Hall will be open to the public at 6:00pm
The maximum capacity for this meeting room is 60 persons –
once this limit is reached no other person can be admitted.

POLICY DEVELOPMENT SCRUTINY COMMITTEE MEMBERSHIP

CHAIRMAN	Fabian Craig-Wilson
VICE-CHAIRMAN	Leonard Davies

Councillors

Ben Aitken	Frank Andrews
Susan Ashton	Julie Brickles
David Chedd	Simon Cox
John Davies	David Donaldson
Charlie Duffy	Karen Henshaw JP
Edward Nash	Richard Redcliffe
Elizabeth Oades	Elaine Silverwood

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Our Vision

Fylde Borough Council will work with partners to provide and maintain a welcoming, inclusive place with flourishing communities.

Our Corporate Objectives

- To Promote the Enhancement of the Natural & Built Environment
 - To Promote Cohesive Communities
 - To Promote a Thriving Economy
- To meet the Expectations of our Customers

The Principles we will adopt in delivering our objectives are:

- To ensure our services provide value for money
- To work in partnership and develop joint working



A G E N D A

PUBLIC PLATFORM

*To hear representations from members of the public in accordance with
Committee procedure rules*

ITEM	PAGE
1. DECLARATIONS OF INTEREST: If a member requires advice on Declarations of Interest he/she is advised to contact the Monitoring Officer in advance of the meeting. (For the assistance of Members an extract from the Councils Code of Conduct is attached).	4
2. CONFIRMATION OF MINUTES: To confirm as a correct record the minutes of the Policy Development Scrutiny Committee held on 14 July 2011. As attached at the end of the agenda.	4
3. SUBSTITUTE MEMBERS: Details of any substitute members notified in accordance with council procedure rule 26.3.	4
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Personal interests

8.—(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

- (i) any employment or business carried on by you;
 - (ii) any person or body who employs or has appointed you;
 - (iii) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (iv) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (vi) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (vii) any land in your authority's area in which you have a beneficial interest;
 - (viii) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision;

(2) In sub-paragraph (1)(b), a relevant person is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

- 9.—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000(d).

Prejudicial interest generally

- 10.—**(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

- 11.—** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—
- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

- 12.—**(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE AND PARTNERSHIPS	POLICY DEVELOPMENT SCRUTINY COMMITTEE	29 SEP 2011	4

DATA ASSURANCE POLICY

Public item

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

Summary

Good practice suggests that the council ought to have policies setting out how it complies with its obligations under the Data Protection Act 1998, how it ensures data quality and how it classifies data. The council has existing policies on data protection and data quality.

The report recommends the adoption of a consolidated Data Assurance Policy, which would incorporate the existing policies on data protection and data quality and add material on data classification.

Recommendation

1. Recommend that the cabinet adopt a Data Assurance Policy as set out in the draft attached to the report.

Cabinet brief

The item falls within the following Cabinet brief:

Finance and resources: Councillor Karen Buckley

Report

1. The Data Protection Act 1998 imposes duties on persons who hold “personal data”, as defined in the act. “Personal data” includes many manual records as well as

Continued....

information held on computer systems. The act requires the council to comply with the eight data protection principles in dealing in any way with personal data.

2. Like most organisations, the council has adopted a Data Protection Policy setting out how it will comply with its obligations. The policy is intended to assist persons working in the organisation to know how they are expected to deal with personal data. It also helps provide assurance to external bodies that the council takes its obligations seriously and is complying with them.
3. The council has also adopted a Data Quality Policy. The policy aims to ensure that the council uses and keeps only high quality, reliable and up-to date information. Decisions underpinned by such data are likely to be better decisions than those where the information base is of poor quality, unreliable or outdated.
4. It is increasingly considered good practice for organisations to adopt policies for classifying data that they hold. Data classification policies divide data depending on the level of its sensitivity. They encourage a person producing or handling data to consider the level of its sensitivity when it is produced or handled, and promote consistency across the organisation.
5. Rather than maintaining three separate policies for data protection, data quality and data classification, it is recommended that the operative parts of the existing Data Protection Policy and Data Quality Policy be combined and supplemented by guidance on data classification. The resulting Data Assurance Policy would be a one-stop reference source for all matters within the remit of the two previous policies and data classification.
6. A draft Data Assurance Policy is attached for members to consider. If the committee is happy with the draft, it should ask the cabinet to adopt it.

IMPLICATIONS	
Finance	None
Legal	Contained in the report
Community Safety	None
Human Rights and Equalities	The Data Protection Act is an important element in the protection of personal privacy.
Sustainability	None
Health & Safety and Risk Management	The consolidated policy will help the council to comply with its obligations and prove that it complies with them.

REPORT AUTHOR	TEL	DATE	DOC ID
Ian Curtis	(01253) 658506	8 August 2011	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Data Protection Policy	May 2007	Town Hall, Lytham St Annes
Data Quality Policy	January 2008	Town Hall, Lytham St Annes
Information Commissioner's website		www.ico.gov.uk

Attached documents

Draft Data Assurance Policy



Data Assurance Policy

Document Record

Release: Version 1
Date:
Author: Ian Curtis
Ownership: Governance & Partnerships Directorate

Document History

This is a new policy approved in XXXXXX. It replaces the previous Data Quality Policy and Data Protection Policy.

Document Location

A copy of the policy is available on the Fylde Borough Council web site and intranet.

The original master copy is stored on the network drive belonging to the Head of Governance.

Revision History

Date of next revision: July 2013

Revision Date	Previous version number	Previous revision date	Summary of changes

Approvals

This policy requires the following approvals:

Cabinet or portfolio-holding cabinet member (obtained xxxxxxx)

Distribution

This policy has been notified to every employee at Fylde Borough Council who has responsibility for any service delivery data or information.

Section 1: Introduction

- 1.1 Good quality information supports good quality decision-making. So good quality information is essential to Fylde Borough Council. This policy sets out (in [section 3](#)) how the council ensures the quality of the information that it uses.
- 1.2 The council does not have a free hand in deciding what it does with the information that it keeps and uses. Under the Freedom of Information Act 2000, there is a presumption that all of the information held by the council should be available to the public on request. The council can only refuse a request for information in certain circumstances set out in the act. Conversely, under the Data Protection Act 1998, the council can only process personal data in accordance with that act.
- 1.3 This policy therefore also describes (in [section 4](#)) how the council complies with its obligations under the Data Protection Act to properly protect the information that it holds and (in [section 5](#)) the steps it has taken to make it easier to know how particular items of information should be dealt with.
- 1.4 This policy applies to all staff. As a matter of good practice, agencies and individuals working with the Council, and who either provide information to the council or have access to personal information held by the council, will be expected to have read this policy and comply with those parts that apply to them. Directorates who deal with such external partners should ensure that they agree to do so.

Section 2: Definitions

Personal Data

Any information relating to a living individual who can be identified from that information or from that data and other information in possession of the data controller. This includes expression of opinion about the individual, and of the intentions of the data controller in respect of that individual.

Sensitive Personal Data

Personal data that relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life, criminal convictions. Sensitive personal data is subject to much stricter conditions of processing.

Data Controller

Any person (or organisation) who makes decisions with regard to particular personal data, including decisions regarding the purposes for which personal data is processed and the way in which it is processed. The Council is the data controller for the purposes of this policy

Data Subject

A person who is the subject of personal data.

Processing

Virtually anything that can be done to data, including accessing, altering and destroying it.

Third Party

Any individual/organisation other than the data subject, the data controller (the Council) or its agents.

Section 3: Data Quality

- 3.1 Every employee has a responsibility for information quality whenever they record, use or publish information. Directors have an overall responsibility for making sure that their directorate has appropriate practices and procedures for ensuring the quality of information recorded, used or published by their directorate. Recording information includes making a record of it on paper, electronically or by any other media. Using information includes making decisions based on it, or presenting it (for example, as part of a report) to somebody else. Publishing it means making it available to the public or a section of the public.
 - 3.2 Good quality information is **accurate**, **available** and **useful**.
- Accurate:**
- 3.3 If the information is factual, it should be true insofar as the person recording it and the person using it can reasonably ascertain. If the information is opinion, it should represent the true and reasonable view of the person providing it and should be identifiable as opinion in the context it is used.
 - 3.4 There should be enough information for the purpose, but not too much. Incomplete information can sometimes be misleading. But presenting too much information can lead to confusion.
- Available:**
- 3.5 If information is not available, it might as well not be kept. Information is only available if it is both physically accessible and searchable.

- 3.6 Information is searchable if there is some system for finding it and (where appropriate) finding out what is in it. This need not be electronic, and could include manual catalogues or indexes. But it should not be left to the memory of individuals, as individuals can forget or leave the council.
- 3.7 Information is only available if someone has not taken it away. So there should be appropriate processes to ensure the security of information. These will vary depending on the information involved. However, there are specific legal requirements about security of personal data. These are dealt with in more detail under section 4 (data protection).

Useful:

- 3.8 Information is only useful if it is up-to-date for the purposes for which it is to be used and can be understood.
- 3.9 Modern technology makes it easier to access up-to date information and less necessary to keep a local copy of it. For example, it will rarely be necessary to keep a paper copy of a statutory instrument or government circular. The current versions of those documents are readily available online, and consulting them there will reduce the risk of inadvertently using outdated versions. The same applies to this policy. Information should always be checked for accuracy before it is published or used.
- 3.10 Information that cannot be understood by its audience is not useful. Highly technical information should be summarised or accompanied by an explanation if it is intended for a lay audience.

Section 4: Data Protection

- 4.1 The Council is committed to protecting the rights and privacy of individuals (including customers, staff and others) in accordance with the Data Protection Act. The Council needs to process certain information about its staff, customers and other individuals it has dealings with for administrative purposes (e.g. to recruit and pay staff, to carry out its functions, and to comply with legal obligations). To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.
- 4.2 This part of the policy sets out what you need to do to help the council comply with its legal obligations. It does not repeat the whole of the law about data protection. You can get advice that is more detailed from the Head of Governance, who is the Council's lead officer for data protection.
- 4.3 The Council has to register with the Information Commissioner as a body that holds personal data. The Head of Governance keeps the Council's registration up to date. Details of the Council's registration are published on the [Information Commissioner's website](#). The entry lists all of the purposes for which the council processes data. If you intend to process data for purposes not included in the Council's registration, you should seek advice from the Head of Governance.

Data Protection Principles

- 4.4 You must only process personal data in accordance with the eight data protection principles. These are contained in the Data Protection Act and summarised here:
 1. **Personal data shall be processed fairly and lawfully.**
Those responsible for processing personal data must make reasonable efforts to ensure that data subjects are informed of the identity of the data controller, the purpose(s) of the processing, any disclosures to third parties that are envisaged and an indication of the period for which the data will be kept.
 2. **Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.**
Data obtained for specified purposes must not be used for a purpose that differs from those.
 3. **Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.**
Information which is not strictly necessary for the purpose for which it is obtained should not be collected. If data is given or obtained which is excessive for the purpose, it should be immediately deleted or destroyed.
 4. **Personal data shall be accurate and, where necessary, kept up to date.**
Data which is kept for a long time must be reviewed and updated as necessary. No data should be kept unless it is reasonable to assume that they are accurate.
 5. **Personal data shall be kept only for as long as necessary.** (see the section on [Retention and Disposal of Data](#))
 6. **Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.** (see the section on [Data Subjects Rights](#))

7. **Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.** (see the section on [Security of Data](#))
8. **Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.** *Data must not be transferred outside of the European Economic Area (EEA) - the EU Member States together with Iceland, Liechtenstein and Norway - without the explicit consent of the individual. You should be particularly aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the EEA.*

Data Subject Rights

4.5 Data Subjects have the following rights concerning personal data about them:

- To make subject access requests regarding the nature of information held and to whom it has been disclosed.
- To prevent processing likely to cause damage or distress.
- To prevent processing for purposes of direct marketing.
- To be informed about mechanics of automated decision taking process that will significantly affect them.
- Not to have significant decisions that will affect them taken solely by automated process.
- To sue for compensation if they suffer damage by any contravention of the Act.
- To take action to rectify, block, erase or destroy inaccurate data.
- To request the Commissioner to assess whether any provision of the Act has been contravened.

Processing Personal Data

4.6 The Council can generally only collect use or disclose data if one of the conditions summarised in this section applies:

- It is necessary in connection with a contract with the data subject
- It is necessary so that the Council can comply with a legal obligation (except a contract)
- It is necessary to protect the vital interests of the data subject: that is, a medical emergency
- It is necessary for the administration of justice
- It is necessary to perform a statutory function
- It is necessary to perform a public function on the public interest
- It is necessary for the legitimate interests of the council or a third party to whom the data is disclosed – but this must be balanced against the legitimate interests of the data subject
- The data subject has given their active consent

4.7 If you are in any doubt about whether data can be processed in a particular way, get advice from your manager or the Head of Governance

Security of Data

4.8 You must make sure that any personal data (on others) which you deal with is kept securely and is not disclosed to any unauthorised third party (see the section on [Disclosure of Data](#) for more detail).

- 4.9 All personal data should be accessible only to those who need to use it. You should form a judgement based upon the nature of the information in question, but always consider keeping personal data:
- in a lockable room with controlled access, or
 - in a locked drawer or filing cabinet, or
 - if computerised, password protected, or
 - on disks which are themselves kept securely.
- 4.10 Take care that PCs and laptops are not visible except to authorised staff and that computer passwords are kept confidential. Do not leave PC screens unattended without password protected screen-savers. Don't leave manual records where they can be seen by unauthorised personnel.
- 4.11 Put appropriate security measures in place for deleting or disposing of personal data. Shred manual records or dispose of them as "confidential waste". Wipe clean or destroy hard drives of redundant PCs before disposal.
- 4.12 This policy also applies to staff who process personal data "off-site". Off-site processing presents a potentially greater risk of loss, theft or damage to personal data. Take particular care when processing personal data at home or in other locations outside the Council's offices.

Rights of Access to Data

- 4.13 Data subjects can request access any personal data about which the Council holds about them. If you receive a request, you should ask for it to be put in writing and either:
- refer the request to the Head of Governance, or
 - if the request is specific to information that you control, disclose it (but only after making sure that the person requesting it is the data subject)
- 4.14 The Council reserves the right to charge a fee for data subject access requests (currently £10). Any such request must be complied with within 40 days of receipt of the written request and, where appropriate, the fee. There are some exemptions to the right to access personal data. If you feel that an exemption may apply, contact the Head of Governance.
- 4.15 The right to request access applies to any personal data held about a person. However, if the data is not kept or ordered by reference to individuals, the data subject would normally have to say what data they wish to see. The Council could refuse the request if complying with it exceeds a cost limit set by government.

Disclosure of Data

- 4.16 The Council must ensure that personal data is not disclosed to unauthorised third parties, which include family members, friends, government bodies, and in certain circumstances, the Police. You should exercise caution when asked to disclose personal data held on another individual to a third party. For instance, it would usually be appropriate to disclose a colleague's work contact details in response to an enquiry regarding a particular function for which they are responsible. However, it would not usually be appropriate to disclose a colleague's work details to someone who wished to contact them regarding a non-work related matter. Nor would it be appropriate to give home contact information. The important thing to bear in mind is whether or not disclosure of the information is relevant to, and necessary for, the conduct of Council business. Best practice, however, would be to take the contact details of the person making the enquiry and pass them onto the member of staff concerned.
- 4.17 As well as the conditions listed in [4.6](#), there are some other specific instances where disclosure to a third party is allowed. These concern national security, crime and taxation and regulatory activity. If any issue arises about these, or if in doubt, ask for advice from your executive manager or the Head of Legal Services.
- 4.18 There are some other exemptions not listed here which would be unlikely ever to arise.

Retention and Disposal of Data

- 4.19 The Council discourages the retention of personal data for longer than they are required. It is good practice to have a system of reviewing data at pre-determined intervals to make sure that it is still needed for one of the purposes it was collected for. If it is not, it should be deleted. We cannot keep personal data just in case it may be useful in the future.

- 4.20 Guidelines for data about staff are set out below. Units should develop similar short practice notes about data retention in their own fields of activity.
- 4.21 Considerable amounts of data are collected on current staff. However, once a member of staff has left the Council, it will not be necessary to retain all the information held on them. Some data will be kept for longer periods than others. In general, electronic staff records containing information about individual members of staff are kept indefinitely and information would typically include name and address, positions held, leaving salary. Other information relating to individual members of staff will be kept by the Personnel Department for 6 years from the end of employment. Information relating to Income Tax, Statutory Maternity Pay etc will be retained for the statutory time period (between 3 and 6 years).
- 4.22 Units should regularly review the personal files of individual staff members.
- 4.23 Information relating to unsuccessful applicants in connection with recruitment to a post must be kept for 12 months from the interview date. Human Resources may keep a record of names of individuals that have applied for, be short-listed, or interviewed, for posts indefinitely. This is to aid management of the recruitment process.
- 4.24 You must only dispose of personal data of in a way that protects the rights and privacy of data subjects (e.g., shredding, disposal as confidential waste, secure electronic deletion).

Section 5: Data classification

- 5.1 The council has adopted a simple classification system to make it easier to identify how information that it holds should be treated. The system is intended to reflect the statutory position under the Data Protection Act 1998 and the Freedom of Information Act 2000. The council considers that any advantages of introducing a more complex system of classification would be outweighed by the burden of implementing such a system.
- 5.2 The classifications are:
- **Personal Information:** This is information that is personal data or sensitive personal data as defined under the Data Protection Act 1998. In other words, it is information that the council cannot (except with the consent of the data subject or in certain other limited circumstances) disclose
 - **Excluded Information:** This is information that, on an application for disclosure under the Freedom of Information Act 2000, would be likely to be withheld from disclosure under any of the exemptions other than the exemption applicable to personal data. In other words, it is information that the council may, but need not, disclose.
 - **Unrestricted Information:** This is information that, on an application under the Freedom of Information Act 2000, the council would be obliged to disclose.
- 5.3 From the implementation of this policy, employees will be encouraged to discreetly mark Personal and Excluded Information so that users of that information will be alerted to its status. Unrestricted Information may also be marked as such. Marking an item of information as Personal, Excluded or Unrestricted will not be conclusive of its status. An employee using any information must always consider the principles set out in this policy, as well as the requirements of the Data Protection Act 1998.
- 5.4 Where an item is marked as Excluded Information, it must not normally be published or disclosed without first giving full consideration to how the council's interests (or the interests of any other person who might be affected by the publication or disclosure) might be affected if it was published or disclosed.
- 5.5 Where an item is marked as Personal Information, it must not be published or disclosed (except to the data subject) without the approval of the relevant head of service.

Section 6: Monitoring and Review

- 6.1 The council's Management Team will monitor and keep this policy under review. They will judge its success by the following criteria:
- The quality of information available to decision-makers
 - Compliance with the council's obligations as data controller under the Data Protection Act 1998
 - The balance between the advantages secured by the policy and the burdens imposed by it.

REPORT

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	POLICY DEVELOPMENT SCRUTINY COMMITTEE	29 TH SEPTEMBER 2011	5

GENERAL FUND BUDGET MONITORING REPORT 2011/12 - POSITION AS AT QUARTER ENDED 30TH JUNE 2011

Public Item

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

Summary

This report shows the updated position on the General Fund (GF) Revenue Budget as at 30th June 2011. The report sets out significant variances from the profiled latest budget and details the actions taken to address these.

Recommendations

Policy Development Scrutiny Committee are asked to note the current position and the comments outlined in the report.

Reasons for recommendation

In order to exercise proper financial control it is essential that all expenditure is contained within agreed budgets and that agreed savings targets are achieved.

Alternative options considered and rejected

None

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Finance & Resources – Councillor Karen Buckley

Report

1. Revenue Budget Monitoring

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant issues arising from these monthly reports are summarised in quarterly reports to the Portfolio Holder for Finance and Resources. This report therefore details the findings and issues emerging from budget monitoring carried out during the first quarter of 2011/12.
- 1.2 It should be noted that work is continuing on developing budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This will enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2011/12 budget at its meeting on 2nd March 2011. Subsequently on 28th June 2011 Cabinet approved the Council's outturn position for 2010/11. The impact of those approvals, including savings and growth options approved at Council and slippage from 2010/11 approved at Cabinet, are now reflected in the Council's financial ledger and therefore this report monitors expenditure and income against the updated approved budgets.
- 1.4 Appendix A shows details of significant variances highlighted by budget monitoring undertaken during the year to 30th June 2011.
- 1.5 Appendix B sets out the in year position against the targeted savings approved by Budget Council on 2nd March 2011.
- 1.6 Appendix C sets out the current position in respect of slippage from 2010/11 into 2011/12 as approved by cabinet on 28th June 2011.

2. Budget Areas for Further Attention/Concern

There are a number of budget areas to bring to the Policy Development Scrutiny Committee's attention on this first quarter General Fund Budget Monitoring report:

i) Employee Costs

The Council's base budget includes an annual savings target of £40k in respect of vacancy savings.

Vacancy savings are generated from the gap in employment which exists between an employee leaving the Council's employment and a new employee being recruited. During last year, as a result of the future financial uncertainties facing the Council, Management Team introduced a control measure whereby all vacant and new posts are subject to consideration by Management Team before a decision is made whether or not to recruit. This measure remains in place. The vacancy savings target was exceeded last year due largely to this "gate keeping" approach.

The year to date staffing expenditure has been scrutinised closely by Management Team, and although it is early days, the first three months results indicate an encouraging start. If the spend trend continues then additional in year savings could

be generated. A number of vacant posts have now been filled which will slow down the level of savings forecast and it should also be noted that the continued low level of sickness has had a positive impact on overtime and agency staff costs in the year to date. Any increase in absence levels from the present low level will have an adverse impact on these costs later on in the year.

Staffing expenditure across the Council will therefore continue to be monitored closely by Management Team as the year progresses and any anticipated further change to the savings targets will be reflected in future updates of the Council's Financial Forecast.

(ii) Core Strategy

Including the approved budget slippage from 2010/11, the total approved budget for the Core Strategy for 2011/12 is £293k (excluding internal staff recharges). The Local Development Framework (LDF) Steering group has recently met to review the LDF and Core Strategy and has agreed a revised time scale for delivery of the Core Strategy. As a direct result a report is planned to be presented to Cabinet in September by the Director of Strategic Development, detailing the revised Core Strategy process and re-profiled funding plan.

(iii) Wyre Waste Contract – Contract Variation

Although the contract is performing above the targeted level for the first three months of the year and there is still the annual uplift to apply, Wyre BC has issued a variation to the contract in respect of the commercial waste service that will be applicable from September 1st for the remaining seven months of the contract. This variation order will have a detrimental impact on the income / profit on the contract. At this stage it is anticipated that the variation can be contained within existing budget provision, but officers will continue to monitor and manage the situation as the year progresses and it may be necessary to reflect this change in a future update of the Council's Financial Forecast.

(iv) Building Control Fee Income

Building Control Fee Income is below the budgeted level as a result of economic conditions continuing to depress the level of fee income being received by the Council. Officers will continue to monitor levels of income as the year progresses and take any action as appropriate, but it may be necessary in the light of the continuing reduced level of income to reflect this change in a future update of the Council's Financial Forecast.

(v) Planning Appeal Costs

Costs have been incurred during the year in respect of planning appeals, but the Council's approved Revenue budget does not currently contain any budget provision for such costs. These costs were identified as a financial risk area in the Council's Medium Term Financial Strategy approved by Budget Council in March 2011. A report will be presented to members by the Director of Strategic Development, detailing the appeals which have been defended and lodged and whether or not these costs can be met by way of virement from other budgets or additional income. Otherwise, it may be

necessary to reflect these additional costs in a future update of the Council's Financial Forecast.

(vi) Planning Application Fee Income

Income from planning application fees is currently £177k more than the profiled budget for the year to date. Within the income to date is £68K of receipts in advance from 2010/11 to fund applications to be worked on in 2011/12, and a one off major application fee of £105K. Some of this additional income may be needed to offset additional costs in assessing the application. Officers will continue to monitor levels of income as the year progresses, and it may be necessary in the light of this favourable variance to reflect this change in a future update of the Council's Financial Forecast

(vii) Lowther Gardens Trust

Further to the Cabinet meeting of 28 June 2011 a £30k subsidy has been agreed for award to the trustees of Lowther Gardens Trust (subject to conditions) There is currently no budgetary provision approval for any further subsidy above the £30k already agreed and negotiations continue with the Trustees in relation to reaching a subsidy settlement, which may be higher than the approved budget provision. As some of the conditions specified in the cabinet report remain unsatisfied there remains a risk that the proposed transfer of responsibility to the Trustees during September will be delayed.

(viii) Land Charges

Income on the sale of quality data for land charge is better than expected. Officers will continue to monitor levels of income as the year progresses, and it may be necessary in the light of this favourable variance to reflect this change in a future update of the Council's Financial Forecast.

(ix) Fleet Costs

Expenditure on fleet costs for the first quarter indicates a favourable variance against budget for the period to date. Much of this is due to efficiencies generated from revised working practices as part of the modernisation strategy. However, experience shows that expenditure on items such as fuel (which is subject to price volatility) and vehicle hire (which can increase due to vehicle breakdowns) can be difficult to predict and the current favourable position could change.

Officers will continue to monitor levels of expenditure as the year progresses, and it may be necessary in the light of this favourable variance to reflect this change in a future update of the Council's Financial Forecast.

(x) Council Tax and Housing Benefits

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, but as the majority of these are directly re-imbursed from central government grant they have been excluded from Appendix A. Reconciliation processes need to be further developed with staff at the

shared revenues and benefits service at Blackpool following the implementation of the new system in order to improve monitoring and control processes.

3. Savings targets for 2011/12

Appendix B sets out the in year position against the targeted savings for 2011/12 approved by Budget Council on 2nd March 2011. As detailed in the appendix all savings are either achieved or on target with the exception of those in relation to the Accommodation Project, which may be subject to delay from the assumed disposal date reflected in the budget due to ongoing negotiations with prospective buyers for the assets earmarked for disposal.

4. Budget Slippage from 2010/11 into 2011/12

Appendix C sets out the current position in respect of slippage from 2010/11 into 2011/12 as approved by Cabinet on 28th June 2011. As detailed in the appendix all slippage is fully committed to be spent in 2011/12 with the exception of that relating to the Core Strategy, which will be the subject of a further report to Cabinet in September.

5. Risk Assessment

This item is for information only and makes no recommendations. The budget areas of more significant concern and potential financial risk are addressed in the report.

6. Conclusions

The Council continues to operate within an environment where tight financial control is essential. Quarterly monitoring reports are an integral part of the Council's financial monitoring framework, and the Portfolio Holder will receive further updates on a quarterly basis to highlight budget areas requiring further attention.

We are still at the early part of 2011/12 and it is therefore not possible to draw any firm conclusions on the in year financial position. The financial risks facing the Council, as set out in the MTFS to Council in March 2011 still remain. . Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

Report Author	Tel	Date	Doc ID
Joanna Scott	(01772) 906059	10 th Aug 2011	

List of Background Papers

Name of document	Date	Where available for inspection

MTFS Budget report 2011/12	2nd March 2011	Council agenda 2 nd March 2011 at www.fylde.gov.uk
MTFS Outturn report 2010/11	28th June 2011	Cabinet agenda 28 th June 2011 at www.fylde.gov.uk

Attached documents:





Appendix A – 2011/12 year to date budget variances
















Appendix B – 2011/12 saving targets















Appendix C – slippage from 2010/11 into 2011/12

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



REVENUE MONITORING
APPENDIX A
1ST QUARTER - "HOT SPOTS"











KEY:		Potentially ADVERSE variance impacting on General Fund resources - requires close monitoring and may be reported in the MTFS
		Potentially FAVOURABLE variance impacting on General Fund resources - requires close monitoring and may be reported in the MTFS
		Variance currently showing but expected to be on target at year end, requires action e.g. re-profiling of budget or virement required
		Variance currently showing but expected to be on target at year end


















Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
CHIEF EXECUTIVE								
Organisational Improvement	Consultants Fees	19,948.00	0.00	-19,948.00	F	Phillip Woodward		Profiling is required. These 2 cost centres relate to external funding received to support workforce efficiency programmes (invest to save) and is earmarked for use on these during 2011/12.
	Lancashire IEP (Team Lancashire)	-26,274.00	-109,948.58	-83,674.58	F			
Corporate Subscriptions	Subscrptns and Levies General	2,919.00	12,317.46	9,398.46	A	Phillip Woodward		LGA annual subscription paid in full in first quarter.
CUSTOMER & OPERATIONAL SERVICES DIRECTORATE								
Public Conveniences	Public Conveniences Contract	28,770.00	0.00	-28,770.00	F	Sarah Wilson		Quarterly contract payment has not been requested - budget will be profiled to reflect the delay in processing quarterly payments
	Miscellaneous Receipts	-3,126.00	3,603.95	6,729.95	A			One year end debtor outstanding. One year debtor will not materialise (£1,770), original credit note coded to expenditure on previous invoice. Quarterly credit note only just received - budget needs profiling.
Highways Cleansing	Weed Control	7,752.00	1,332.50	-6,419.50	F	Kathy Winstanley		Invoice for first spray has not been processed
	Prsh Cncl Amenity Clnsng Grant	6,384.00	12,760.00	6,376.00	A			Grant is made in two installments per annum - budget needs profiling to reflect this
	Other Reimbursements	-8,502.00	-1,065.64	7,436.36	A			Invoice for first spray has not been processed
Fylde Waste Schemes	Bin Sacks	19,205.00	4,805.90	-14,399.10	F	Kathy Winstanley		Budget requires profiling - stocks are closely managed and orders placed at intervals
	Tipping - Dry Recyclate	11,256.00	0.00	-11,256.00	F			Invoice not yet received - budget needs profiling
	LCC Cost Sharing - Recycling	-145,450.00	0.00	145,450.00	A			Invoice has been raised and sent to LCC but can only be done at the end of the quarter - budget needs profiling
	Recycling Income	-23,766.00	0.00	23,766.00	A			Invoice has been raised and sent to LCC but can only be done at the end of the quarter - budget needs profiling
Wyre Waste Schemes	Rents	9,375.00	0.00	-9,375.00	F	Kathy Winstanley		First quarter rent yet to be requested by Wyre
	Purchase of Equipment	18,756.00	0.00	-18,756.00	F			Budget requires profiling - stocks are closely managed and orders placed at intervals
	Protective Clothing Prchse/Rep	4,724.00	-1,979.09	-6,703.09	F			Income due to year end accruals - invoices not processed due to liquidation of safe & warm













Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
Wyre Waste Schemes	Weed Control	0.00	11,355.00	11,355.00	A	Kathy Winstanley		Queried with finance £20K in budget - will be profiled
	Contract - Contract Sum	-1,095,660.00	-1,282,443.60	-186,783.60	F			Although the contract is performing above the targeted level for the first three months of the year and there is still the annual uplift to apply Wyre BC has issued a variation to the contract in respect of the commercial waste service that will be applicable from September 1st for the remaining seven months of the contract and that will have a detrimental impact on the income / profit.
	Contract - Additnl Properties	-85,294.00	-93,109.53	-7,815.53	F			
Trade Waste Service	LCC-Landfill Levy/Tipping Chgs	42,500.00	-1.99	-42,501.99	F	Sarah Wilson		Invoice not yet received - budget needs profiling
	Bulk Bin Lease Charges	-27,266.00	-46,143.60	-18,877.60	F			Variation is due to the number of customers that pay in advance for the year - budget profiling
	Bulk Bin Collection Charges	-109,063.00	-126,069.32	-17,006.32	F			Variation is due to the number of customers that pay in advance for the year - budget needs profiling
FMS	Oil, Lubricants and Grease	0.00	15,322.51	15,322.51	A	Steve Marsh		This is profiled equally to individual vehicles at year end
	Other Fees	0.00	-44,941.91	-44,941.91	F			This is a carry-over provision from 2010/11 for depot rationalisation and dilapidation costs. Final costs are anticipated to be less than the provision.
Computer Services	Purchase of Computer Equipment	12,546.00	4,648.25	-7,897.75	F	Andrew Marriott		Expenditure is determined by equipment replacement programme and reactive replacements and requests it is not spent in equal amounts each month but also differs each year - the budget will be required to procure the identified equipment replacement for 2011-12
	Computer - Development Costs	5,152.00	0.00	-5,152.00	F			Development work has been planned for Autumn / Winter due to staff changes
	Computer - LCC Service Charge	10,500.00	-5,810.00	-16,310.00	F			Invoices from LCC are expected in September. This will include an amount for services received in the last financial year.
	Computer - Other Expenditure	15,276.00	4,569.23	-10,706.77	F			Expenditure is determined by project and ongoing work plans so the budget is not spent in equal amounts each month but also differs each year - the budget will be required to support current projects and planned work for 2011-12
Human Resources	Blackpool BC - HR Services	44,535.00	29,660.10	-14,874.90	F	Allan Oldfield		June invoice had not hit the ledger - it has now been signed off and processed. This budget will always be a month behind
Payroll Administration	Payroll Svcs - Blackpool BC	8,619.00	2,714.95	-5,904.05	F	Allan Oldfield		June invoice had not hit the ledger - it has now been signed off and processed. This budget will always be a month behind. Also a previous month had been incorrectly coded and Derek has now rectified this.

Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
Fleet	FMS Materials Cost	106,299.00	25,764.90	-80,534.10	F	Steve Marsh / Allan Oldfield	★	External spend on materials is being reduced on an ongoing basis as part of the modernisation strategy. Materials are determined by spend with costs spread over the vehicle life. Currently many of the high maintenance vehicles are new and the allocated budget for the vehicle maintenance and repairs is unlikely to be fully utilised. However, later in the 'life' of the vehicle the budget, which is profiled to be the same for each year, is unlikely to be sufficient. Surplus in the early years is allocated to a Vehicle Maintenance reserve for later years. This practice has been in place for some time and the level of the reserve is reviewed each year and taken in to context with the current fleet and maintenance patterns.
	Repairs by Commercial Garage	631.00	16,803.42	16,172.42	A			
	Fuel Costs	182,301.00	169,790.53	-12,510.47	F		★	Currently fuel is at slightly favourable prices - however, experience shows that fuel prices are volatile and the current favourable position could change.
	Tyres Renewal	19,825.00	9,045.03	-10,779.97	F		★	Improved management of the contract, driver training and taking appropriate action to support and advise drivers have contributed to savings on the tyre budget. The situation will be reviewed at the end of the second quarter to determine whether the new practices are continuing to have a positive impact.
	Hire of Transport	24,210.00	6,054.64	-18,155.36	F		★	Expenditure on hire vehicles is determined by demand from various services and it is not a budget that is spent in equal monthly instalments or one that can be easily profiled. One major breakdown of a refuse vehicle at any time can result in hire costs in excess of £3000 per month - the budget has been based on previous year expenditure and it will only be possible to make an informed decision on whether it will be over or under spent towards the end of the financial year.
STRATEGIC DEVELOPMENT DIRECTORATE								
Development Control	LCC - Computer Audit Services	0.00	10,757.73	10,757.73	A	Mark Evans	🔔	This is a miscoding. Should be recharged to 3605/43503
	Planning Application Fees	-75,060.00	-251,974.25	-176,914.25	F		★	This contains £68K of receipts in advance from 2011/12 to fund applications to be worked on in 2011/12, it also contains a one off major application fee of £105K. Some of this additional income may be needed to offset additional costs in assessing the application. However overall the additional income is a favourable variance and should be the subject of an MTFS adjustment at Qtr 2
Planning Appeals	Planning Appeal Hearing Costs	0.00	11,235.99	11,235.99	A	Mark Evans	▲	There is currently no budget for planning appeals which will require an MTFS adjustment at the second quarter when a report will be presented detailing the appeals which have been defended and lodged

Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
Core Strategy	Printing	8,862.00	0.00	-8,862.00	F	Mark Evans		Budget needs reprofiling in light of revised core strategy timeline agreed at the LDF Steering group on 1st August 2011. A report is likely to be presented to Cabinet in September detailing the revised LDF process and funding plan.
	Consultants Fees	15,363.00	1,750.00	-13,613.00	F			
	Sustainability Appraisal	8,004.00	0.00	-8,004.00	F			
	Publicity and Constn SHLAA	7,239.00	32.50	-7,206.50	F			
	Legal Fees and Court Costs	22,518.00	0.00	-22,518.00	F			
Lytham Library	LCC Lytham Library Cntrbn	-5,391.00	0.00	5,391.00	A	Andrew Dickson		Budget requires profiling - on target for year end.
Fylde Tourism	Official Guide Printing	5,004.00	0.00	-5,004.00	F	Viv Wood		Budget requires profiling - on target for year end.
	Events and Attraction Costs	8,754.00	30,600.00	21,846.00	A			Budget requires profiling - on target for year end.
	Official Guide Adverts	-5,877.00	0.00	5,877.00	A			Budget requires profiling - on target for year end.
Miscellaneous Properties	Other Rent	-29,677.00	-65,352.68	-35,675.68	F	Gary Sams		Budget requires profiling - on target for year end.
	Ground Rents	-633.00	-6,867.50	-6,234.50	F			Budget requires profiling - on target for year end.
Pleasure Island/Salters Warf	Rent of Stands/Site	-13,092.00	-26,166.50	-13,074.50	F	Gary Sams		Budget requires profiling - on target for year end.
Carr Bridge Wood Caravan Site	Rent of Stands/Site	-6,129.00	0.00	6,129.00	A	Gary Sams		Miscoded - income should go be credited to 95002
	Other Rent	0.00	-6,125.00	-6,125.00	F			
Wesham Offices	Rent of Stands/Site	-486.00	5,283.21	5,769.21	A	Gary Sams		Year end accrual
Land Charges	Local Land Charge Searches	-5,442.00	-19,352.20	-13,910.20	F	Andrew Dickson		Income on the sale of quality data for land charge is better than expected. Review again at Qtr 2
Coast Protection	Other General Repairs and Mtce	9,942.00	-12,845.00	-22,787.00	F	Andrew Dickson		Budget requires profiling - on target for year end. Work about to be let
Building Control	Consultants Fees	6,252.00	130.00	-6,122.00	F	Andrew Dickson		Downturn on applications has resulted in reduced spend on structural engineers' services which will offset some loss of income in the Building Regulations Charge account. Action being taken to minimise any trading account losses which are incurred. Review at Qtr 2
	Plan Fee Ind/Comm	-6,346.00	-300.00	6,046.00	A			
	Inspection Fee - Dom Ext	-13,923.00	-6,438.69	7,484.31	A			

Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
Car Parks General	General Maintenance of Grounds	5,154.00	0.00	-5,154.00	F	Andrew Dickson		Budget requires profiling - on target for year end.
Decriminalised Off-Street Parking	Decrim - Off-Street Pkng Fees	-10,398.00	-17,222.28	-6,824.28	F	Andrew Dickson		Additional PCN's issued which will help offset a slight overall reduction in car parking income.
Property Management	Other Miscellaneous Repairs	51,630.00	-2,870.63	-54,500.63	F	Andrew Dickson		Invoices not yet received but expenditure within budget
Property Management Team	Ext Management (Contract/Fees)	10,008.00	0.00	-10,008.00	F	Andrew Dickson		Invoices not yet received but expenditure within budget
Corporate Utilities	Electricity	36,428.00	16,235.36	-20,192.64	F	Andrew Dickson		Budget requires profiling - on target for year end.
	Gas	18,919.00	7,413.29	-11,505.71	F			Budget requires profiling - on target for year end.
	Business Rates	66,994.00	261,595.45	194,601.45	A			Budget requires profiling - on target for year end.
	Water Charges - Metered	20,085.00	-1,268.28	-21,353.28	F			Budget requires profiling - on target for year end.
	Sewerage & Environmental Services	16,240.00	27,531.82	11,291.82	A			Budget requires profiling - on target for year end.
North Promenade Car Park	Car Parking Fees	-13,228.00	-14,354.79	-1,126.79	F	Andrew Dickson		Overall income slightly down against profiled estimates by £4.5K although more than offset against additional income from 94102
Stanner Bank Car Park		-6,390.00	-5,951.92	438.08	A			
St Pauls Ave Car Park		-556.00	-785.87	-229.87	F			
Open Air Baths Car Park		-8,598.00	-12,278.50	-3,680.50	F			
Fairhaven Road Car Park		-5,467.00	-8,141.34	-2,674.34	F			
Lytham Station Car Park		-4,784.00	-4,325.24	458.76	A			
Pleasant Street Car Park		-34,136.00	-30,123.42	4,012.58	A			
Wood Street Car Park		-6,784.00	-5,589.54	1,194.46	A			
Lytham Green Car Park		-29,235.00	-25,405.96	3,829.04	A			
North Beach Car Park		-5,131.00	-3,446.25	1,684.75	A			
St Annes Square Car Park		-21,984.00	-19,768.91	2,215.09	A			
Public Offices Car Park		-108.00	0.00	108.00	A			
Lowther - Parks Operational		-1,011.00	-2,571.84	-1,560.84	F			

Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
COMMUNITY SERVICES DIRECTORATE								
Management of the Arts	Donations	0.00	-6,523.30	-6,523.30	F	Clare Platt		Donation received further to exhibition of Fuseli. Offset by expenditure on it's restoration.
Lytham-Leisure (Strategic)	Games Site Fees	-14,814.00	-25,401.09	-10,587.09	F	Darren Bell		Budget requires profiling - on target for year end.
St. Annes-Parks (Strategic)	Hire of Plant	2,175.00	9,099.00	6,924.00	A	Darren Bell		Budget requires profiling - on target for year end.
Crematorium	Contract Repair and Mtce	10,362.00	252.60	-10,109.40	F	Darren Bell		Awaiting outstanding invoice.
	Cremations	-111,125.00	-146,757.00	-35,632.00	F			Income above budget. On target for year end.
Leisure Svcs Ext Contracts	Hire of Plant	597.00	20,475.22	19,878.22	A	Darren Bell		Awaiting budget virements. Expenditure offset by income. On target for year end.
	Other Reimbursements	-6,123.00	0.00	6,123.00	A			Awaiting budget virements. Requires profiling. Income offset by expenditure. On target for year end.
	Miscellaneous Receipts	-5,399.00	-11.66	5,387.34	A			Awaiting budget virements. Requires profiling. Income offset by expenditure. On target for year end.
Licensing Act 2003	Premises Licences 2003 Act	-17,763.00	-9,746.00	8,017.00	A	Mike Walker		Budget requires profiling - on target for year end.
Housing Strategy	Other Fees	3,750.00	15,000.00	11,250.00	A	David Gillett		Budget requires profiling - on target for year end.
Housing Standards	Contribution to Wyre - Care & Repair	0.00	30,000.00	30,000.00	A	David Gillett		Budget requires profiling - on target for year end.
	Disabled Facilities Grant Fees	-12,510.00	-5,330.00	7,180.00	A	David Gillett		Budget requires profiling - on target for year end.
Homelessness	B&B	11,451.00	2,011.50	-9,439.50	F	David Gillett		Reduced use of B&B. Saving offset by reduced level of housing benefit receipts. On target for year end.
	LSP Grant	-3,370.00	-13,468.09	-10,098.09	F			Budget requires profiling - on target for year end.
	Housing Benefit Repayment	-7,353.00	-1,412.79	5,940.21	A			Reduced housing benefit receipts. Income offset by saving in B&B budget. On target for year end.
	CLG Homelessness Grant	-12,522.00	-20,000.00	-7,478.00	F			Grant to support prevention of homelessness. Offset by spend that reflects demand. On target for year end.
Supporting People	Supporting People Grant	0.00	-11,892.53	-11,892.53	F	David Gillett		Grant to support handyperson scheme delivered by Care & Repair. Funding extended and requires reflection in budget as a funded budget increase

Service Area	Detail Description	Budget at Period 3	Actual at Period 3	Variance at Period 3	Fav (F) / Adv (A)	Budget Holder	Alert	Budget Holder Comments
GOVERNANCE & PARTNERSHIPS DIRECTORATE								
External Audit Fees	External Audit Fees	34,317.00	-39,500.00	-73,817.00	F	Paul O'Donoghue		It is currently expected that there will be no variance at year end - the current position has been caused by delays in the receipt of invoices.
Electoral Registration	Computer - Program Licence Chgs	3,885.00	11,409.88	7,524.88	A	Sandra Hardy		Budget Profiling required
Elections - Borough	Printing	0.00	6,845.65	6,845.65	A	Sandra Hardy		Budget virements required to reflect Borough elections spend profile
	Stationery	0.00	6,093.96	6,093.96	A			
Elections - Parliamentary	Purchase of Equipment	0.00	26,549.68	26,549.68	A	Sandra Hardy		Expenditure will be offset by income from the elections claims unit
Elections - Referendum	Elections - Poll Clerk Exp	0.00	8,264.20	8,264.20	A	Sandra Hardy		Expenditure will be offset by income from the elections claims unit
Bank Charges	Girobank Charges	5,502.00	395.67	-5,106.33	F	David Bennett		It is currently expected that there will be no variance at year end - budget to be re-profiled.
Retirement Benefits	Pension Strain Costs	0.00	-44,208.66	-44,208.66	F	Paul O'Donoghue		It is currently expected that there will be no variance at year end - an invoice is awaited from LCC in respect of pension strain costs incurred during 2010/11 re flexible retirements.
	Added Years Costs	26,598.00	7,629.58	-18,968.42	F			It is currently expected that there will be no variance at year end - the current position has been caused by delays in the receipt of invoices.
Accountancy Services	Computer - Program Licence Chgs	2,877.00	10,249.76	7,372.76	A	David Bennett		It is currently expected that there will be no variance at year end - budget to be re-profiled.
Finance Administration	Computer - Program Licence Chgs	9,381.00	32,511.75	23,130.75	A	David Bennett		It is currently expected that there will be no variance at year end - budget to be re-profiled.
Lytham-Leisure (Strategic)	Insurance - Miscellaneous	0.00	5,117.57	5,117.57	A	Andrew Wilsdon		Budget virement required

Revenue Budget Savings Monitoring Qtr 1

APPENDIX B

2011 / 12 Savings Approved by Council 02.03.11

Directorate	Cost Centre Code	Saving	Savings Target 11.12 £	Director	Achieved / On Target / Not on Target	Anticipated Outturn FAV / ADV	Director Update on Latest Position
Corporate	2113	Payroll efficiencies	-145,000	Phil Woodard	On Target	FAV	The MT voluntary salary sacrifice from April 2011, flexible retirements, and for all other staff the salary sacrifice scheme to be implemented from 1st November 2011 is forecast to generate c£132k savings for the year and c£198k per annum thereafter. The cabinet approved implementation of management review will add further to this savings target. Only when the MT implementation is completed will the actual savings be known.
	2113	Service change costs	80,000		On Target	FAV	Includes Cabinet decision to award £30k subsidy to Lowther Trust subject to conditions. Remaining £50k is an estimated provision in respect of redundancy and pension strain costs, the extent and timing of which will be dependent upon redundancies during the remainder of the year.
	Corporate Sub-total			-65,000			
Community Services	2700	Reduction in grant to Age Concern	-4,000	Clare Platt	Achieved	FAV	Grant reduced
	3142	Removal of coastal ranger post	-27,000		Achieved	FAV	Vacant Post removed
	3250	Reduction in cem & crem staffing	-5,000		On Target	FAV	Reduction in agency staffing
	3325	Pest Control - Income generation	-5,000		On Target	FAV	Combination of reducing expenditure and increasing income
	5001	Energy Efficiency - Ceasing work on initiative	-2,000		Achieved	FAV	Budget removed
	9051	Grounds Maintenance - Income generation	-15,000		On Target	FAV	Income from new external contracts currently on target.
	Community Services Sub-total			-58,000			
Customer and Operational Services	3470	Depot Rationalisation to St.annes	-36,000	Allan Oldfield	On Target	FAV	Restructure completed and savings being achieved
	Customer & Operational Services Sub-total			-36,000			
Governance and Partnerships	2010	Mayoralty - Policy revision	-3,000	Tracy Scholes	On Target	FAV	Savings identified and on track for delivery
	2104	Reduction in external audit fee	-10,000		On Target	FAV	Reduction in fee anticipated in line with external audit correspondence
	2111	Removal of legal officer post	-15,000		Achieved	FAV	Post removed
	2300	Revs & Bens - Contract service efficiencies	-12,000		Achieved	FAV	Contract sum reduced
	2303		-5,000		Achieved	FAV	
	5350		-12,000		Achieved	FAV	
Governance and Partnerships	3060	Sports Development - Removal of one post	-25,000	Tracy Scholes	Achieved	FAV	Post removed
	3381	LSP - Sharing of costs, contributions to FBC etc	-25,000		On Target	FAV	Initial discussions held at LSP and a contribution of at least £25 will be made.
Governance & Partnerships Sub-total			-107,000				
Strategic Development	3305	FLoWE - Ceasing work on initiative	-25,000	Paul Walker	Achieved	FAV	Post removed
	3802	Ecomonic Development - Cancel subscription to LEP	-10,000		Achieved	FAV	Subscription cancelled
	3819	Accommodation review - Buildings costs	-4,000		Not on target	ADV	Savings predicated on the disposal of St David's Road and Derby Road Wesham by end of September. This deadline is looking in doubt as bids have not been confirmed and reported to Cabinet.
	7071		-2,000				
	7802		-4,000				
	4400	Concessionary fares - Cease discretionary payments	-27,000		Achieved	FAV	Decision taken by Leader's Group - Payments ceased
Strategic Development Sub-total			-72,000				
2010/11 Total Savings Target			-338,000				

Approved Transfer of 2010/11 budgets to 2011/12 - as approved by Cabinet on 28th June 2011.

Ref. No.	Cost Centre	Service Area	Sub Analysis	Approved Slippage £	Explanation of Slippage	Director	Director Update on Latest Position
COMMUNITY SERVICES DIRECTORATE							
1.1	7556	Development Team	Signs & Interpretation	6,000	This has been ring fenced as part of the playground development project at Ashton Gardens. The total project cost is £74,000 of which £59,000 is external grant funding, this £6,000 is part of Fylde's contribution of match funding.	Clare Platt	Signage ordered and funding committed.
Community Services sub-total				6,000			
CUSTOMER & OPERATIONAL SERVICES DIRECTORATE							
2.1	3471	Waste Management	Professional Fees	10,515	Depot costs incurred as part of depot rationalisation strategy - works to be completed in April 2011	Allan Oldfield	£18,136 has been spent against the budget of £25,515 with further commitments over the next few weeks that will see the budget spent. The slippage of £10,515 has been spent with most of the work commissioned in March 2011 but only carried out in May 2011.
2.2	2110	Website & Intranet Management	Integration Costs, Development Costs, Marketing & Communications	37,220	The 'slippage' is required because the external capital grant for the web project was for an 18 month project that will be completed in September 2011. The funds are required to complete the works that the Council has committed to delivering in the grant bid.		£21,914 of this has been spent with a further commitment of £12,000 to be paid to the organisation responsible for the development of the new website. The funds will be spent in accordance with the project timetable that has never been adjusted it simply cut across two financial years.
Customer & Operational Service sub-total				47,735			
GOVERNANCE AND PARTNERSHIPS DIRECTORATE							
3.1	7021 / 7022	Finance	Specialist staff	28,100	For the first time all Councils have a statutory requirement to produce their 2010/11 financial statements under International Financial Reporting Standards (IFRS), and Members have previously approved project funding to ensure compliance. One-off slippage is required to fund the ongoing implementation of IFRS in 2011/12 and to provide support to staff in the ongoing implementation of committed systems development in 2011/12.	Tracy Scholes	Expenditure has been incurred during the first quarter of the current year in respect of this one-off slippage. The full amount is still required in order to meet the Council's statutory commitments in preparing the Statement of Accounts in line with legislation.
Governance & Partnerships sub-total				28,100			
STRATEGIC DEVELOPMENT DIRECTORATE							
4.1	3280	Coast Protection	General Repairs & Maintenance	41,744	Slippage required to enable completion of a range of high priority coastal maintenance work e.g. promenade railings in St.Annes, Fairhaven sea wall, slipping steps and hand rails at St.Annes beach.	Paul Walker	Tenders have been sought and work about to be let. Expenditure will be substantially committed by Qtr 2
4.2	3608	Core Strategy	Employee Costs	12,897	Due to changes in legislation production of the Council's Core Strategy have been delayed. This funding is required to finance a temporary post over a 3 year period. The post funding therefore needs to roll forward in line with the post holders contract.		Budget needs reprofiling in light of revised core strategy timeline agreed at the LDF Steering group on 1st August 2011. A report is likely to be presented to Cabinet in September detailing the revised LDF process and funding plan.
			Printing, Publicity & Consultation	42,369	Due to changes in legislation production of the Council's Core Strategy have been delayed. Accordingly the printing costs to allow consultation etc. will now occur in 2011/12. Publicity & consultation is an ongoing process underpinning the 3 year programme for the production of the core strategy.		
			Professional fees and appraisals	88,408	The professional fees are required to inform the production of the core strategy which is a 3 year programme, and sustainability appraisal is required to be undertaken throughout the production of the core strategy. As such funds have been set aside to carry out work throughout the 3 year project.		
			Legal Fees	10,000	Production of the core strategy has been delayed due to changes in the national guidance & legislation. Accordingly the requirement for legal guidance will roll into 2011/12.		
4.3	3011	Lytham Windmill	Windmill Repairs	15,000	Budget approved in 2010/11 but work to be completed in 2011/12. This has been delayed due to the need to find suitable timber for the grade two listed building. We have also had to deal with the insurance claim which has delayed the letting of the contract to replace the sails.	Paul Walker	Work carried out to budget and invoices about to be paid
4.4	3150	Fylde Tourism	Sign Maintenance	4,475	Work committed towards the signage strategy in preparation of the Golf Open in 2012.		Monies committed to LCC to use in a joint signage strategy for the Open.
Strategic Development sub-total				214,893			
Total Approved Revenue Slippage				296,728			

REPORT

REPORT OF	MEETING	DATE	ITEM NO
DIRECTORATE OF GOVERNANCE AND PARTNERSHIP – DEMOCRATIC SERVICES	POLICY DEVELOPMENT SCRUTINY COMMITTEE	29 SEPTEMBER 2011	6

APPOINTMENT OF CAR PARKING TASK AND FINISH GROUP

Public Item

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

Summary

At the meeting of the Scrutiny Management Board on 20 July 2011, consideration was given to a request received from the Director of Strategic Development to appoint a Task & Finish Group to undertake a review of car parking strategy. It is hoped that the findings of the group will be reported back to this committee at its meeting scheduled to be held on 8 December 2011

Recommendations

1. To appoint a time-limited Task and Finish Group, with that Group reporting back to committee on 12 January 2012.

Report

1. At a meeting of the Scrutiny Management Board (SMB) on July 2011, consideration was given to a request received from the Director of Strategic Development to appoint a Task and Finish Group to undertake a review of the council's car parking strategy. The SMB agreed that this was the correct course of action, and that the matter be referred to an appropriate scrutiny committee meeting.
2. The review will concern itself with the following issues, but not excluding any other issues as may be raised by the group:
 - Reviewing and updating the car parking strategy.
 - Tariffs for each car park needs to be assessed to evaluate whether the pricing structure should be changed. Car park permit charges will also need reviewing.
 - Events on car parks – how many and the financial implication. To establish if any guidelines are required.
 - Disabled car parking standards – comparing the number of disabled bays provided against the Department for Transport's suggested guidelines.
 - Motorhomes – Over-night parking a topic of concern. A report is currently being prepared in conjunction with Lancashire County Council on how to tackle this joint issue.
 - Pleasant Street Resident Permits – There are currently two types of resident permits of differing value on this car park.
 - Councillor car parking permits.
 - Car park conditions survey – review of survey results and work that needs to be carried out to improve the condition of all car parks.
 - Updated tariff boards – to include other information as appropriate.
3. It is anticipated that the findings of the group will be reported to the 12 January 2012 meeting of this committee. In view of this, it is essential the appointments to the group are made at the earliest opportunity to enable it to have a suitable period to complete its work.
4. A similar group was set up by the former Policy and Service Review Scrutiny Committee and reported back in February 2007. However, only one person from that group remains as a member of the council and so it is appropriate to select a new membership.

IMPLICATIONS	
Finance	None arising directly from this report
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report

Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

Report Author	Tel	Date	Doc ID
Annie Womack	(01253) 658423	12 Sept 2011	Appointment of Car Parking T&F Group

List of Background Papers		
Name of document	Date	Where available for inspection

Attached documents

None

Policy Development Scrutiny Committee



Date	14 July 2011
Venue	Town Hall, St Annes
Committee members	Councillor Fabian Craig-Wilson (Chairman) Councillor Leonard Davies (Vice-Chairman) Ben Aitken, Frank Andrews, Maxine Chew, David Chedd, Peter Collins, Simon Cox, Susanne Cunningham, John Davies, David Donaldson, Charlie Duffy, Nigel Goodrich, Edward Nash, Elizabeth Oades, Elaine Silverwood
Other Councillors	Trevor Fiddler; Susan Fazackerley; Cheryl Little; Albert Pounder
Officers	Clare Platt, Allan Oldfield, Paul Walker, Paul Drinnan, Kathy Winstanley, Darren Bell, Stephen Ball, Annie Womack
Others	-

Public Platform

There were no members of the public wishing to speak

1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Policy Development Scrutiny Committee meeting held on 9 June 2011 as a correct record for signature by the chairman.

3. Substitute members

The following substitutions were reported under council procedure rule 22.3:

Councillor Nigel Goodrich for Councillor Richard Redcliffe
Councillor Peter Collins for Councillor Karen Henshaw
Councillor Susanne Cunningham for Councillor Susan Ashton
Councillor Maxine Chew for Councillor Julie Brickles

4. Modernisation of the Waste Service - from Boxes to Bins

This report was introduced by Allan Oldfield, Director of Customer and Operational Services. The report provided a number of options available to bring about an improvement to the waste collection service while at the same time achieving service delivery efficiencies.

Mr Oldfield provided a background and described the recent changes in the collection service and the drivers behind them.

He told members about the challenges arising as a result of the need to make collection arrangements commensurate with the finances and other resources available. Residents in Fylde do recycle using the current white sack and green box arrangements, but there are a significant number of complaints about the containers and collection arrangements. An additional factor is the annual cost of replacing green boxes which is in the region of £10k per annum. White sacks are regularly lost and are not popular with residents.

Members were told about the blue bin pilot scheme which had been undertaken successfully in Staining, and that officers had been tasked with investigating the possibility of extending the scheme.

Mr Oldfield then went over the options and the comparison of costs, and talked about the advantages of a wheeled bin system over a box system, at the same time addressing the potential risks and mitigating factors. It was stressed that the proposals are consistent with the modernisation strategy that has supported the transformation work in Operational Services, and would bring desirable outcomes such as increased customer satisfaction, increased recycling levels, more income and less cost.

Members had a number of queries and comments about operational and cost issues which Mr Oldfield answered. He undertook to provide a more detailed cost analysis for members of the committee.

Additionally, Mr Oldfield said that he would do some action planning, informed by the committee's feedback, and would report back to committee in due course.

The committee RESOLVED:

1. To recommend support for Option 3 of the report - for a 240L wheeled bin to replace the green box, and for a further 240L wheeled bin to replace the white sack, both bins to be provided free of charge.

There was no recorded vote as the Chairman decided that the matter was not controversial.

5. Fylde Coast Economic Development Strategy

Paul Walker, Director of Strategic Development, and Paul Drinnan, Head of Regeneration and Tourism, presented this item to the committee. Mr Walker reported that Cabinet had considered the topic in June and had asked that the Scrutiny Committee consider the strategy in the light of the council's strategic approach to economic development.

He explained that the draft Fylde coast strategy had been drawn together in recent months, on behalf of the four councils operating on the Fylde coast and in consultation with private sector businesses in the area.

The change in government in 2010 and the reduction in regional funding that had previously been available for economic regeneration had meant that councils were obliged to adopt more of a partnership approach and that bids for investment needed to be developed on a sub-regional collaborative basis.

The report provided an update on the progress made against the Fylde Borough Economic Development Strategy, and the linkages to the Fylde Coast strategy under consideration, and included information relating to economic development initiatives and structures from the national, regional, sub-regional and local perspective.

Paul Drinnan provided further handouts for the committee members covering the Economic Development Roles and Responsibilities in Fylde; Areas of Collaborative Working on the Fylde Coast; and a Review of the Fylde Borough Action Plan.

Members felt that the topic was too great to be covered in a single committee meeting and it was proposed that there should be a task and finish group appointed to review the issues in greater detail, and to report back to committee within a 2 - 3 month period.

After the debate the committee RESOLVED:

1. To appoint a time-limited Task and Finish Group to look at the matter in more detail, and to report back to a later committee and to Cabinet.
2. To appoint to the Task and Finish Group the following members:
Cllrs Fabian Craig-Wilson; Elaine Silverwood; Elizabeth Oades;
Ben Aitken; Edward Nash and David Donaldson.

6. Policy on the Reimbursement of Fees and Charges

This report also was presented to members by Paul Walker. The topic related to the reimbursement of planning fees to Town / Parish Councils / Village Hall Committees.

Mr Walker explained that these fees cannot be waived, but the council could, on request, provide a grant which in effect reimbursed the community group for the cost of fees relating to a community project. In the past the council has granted such requests.

When considering the latest request in 2010, the Portfolio Holder for Finance and Resources asked that a policy should be drawn up for consideration, which would require future planning fees to be collected. This policy was now before members. Mr Walker drew to members' attention the main issues to be considered.

Some members expressed reservations about the policy and felt that it impacted adversely on rural areas. It was pointed out that such applications were few in number and relatively inexpensive to fund, particularly when weighed against the benefits that such projects, such as the building or repair of village halls and community centres, could bring to those areas.

Following the debate, members RESOLVED:

1. To recommend to Cabinet the creation of a budget head of £3000, specifically to reimburse Town and Parish Community Projects planning application fees.
2. The above to be with the proviso that any successful funding requests to external agencies such as lottery funding would result in the grant being returned to the Council.
3. The budget to be "topped up" to £3000 at the start of each financial year.

There was no recorded vote as the Chairman decided that the matter was not controversial.

7. The Coastal Strip and Fairhaven Master Plan

This update report was introduced by Darren Bell. He reminded members that Cabinet had approved the Master Plan in January 2010 for the regeneration of Fairhaven Lake and the coastal frontage. The report detailed the survey findings, the consultation process, the options for change and the funding implications.

In taking the Masterplanning study forward, a multi-disciplinary in-house team had been established which aimed to consider the landscape, heritage and recreational provision of the Lytham St Annes coastal frontage with emphasis on Fairhaven Lake and Promenade Gardens. The report stressed that the quality and vitality of the facilities and of the natural environment was

fundamental to the growth of the visitor economy, and the use of those facilities by local residents as well, will contribute to the wellbeing of the Borough.

The engineering and public realm implications of the sea defence reconstruction have also been addressed.

Following a tendering process Bertram Hyde Ltd was commissioned to undertake the master planning exercise, and Julia Holberry Associates undertook the consultation element.

Both Julia Holberry and Albert Bertram were on hand to deliver presentations and to answer questions. The presentations covered a number of areas including the consultation methodology and findings, such as the activities and events that consultees would like to see and the key audiences who should be engaged by the regeneration. There was also detail about the survey findings, taking account of local history and heritage, the current disrepair of the infrastructure, and conservation management planning including the coastal defence.

Members were told about the condition of the sea wall, and the need to secure funding from the Environment Agency to rebuild it; however, this would be unlikely to meet the whole cost and FBC may have to meet some of the financial requirements.

Mr Bell summarised the report and presentations and advised members that the findings of the study would be used to form part of a bid to the Heritage Lottery Fund and other potential funding partners. He said that it was envisaged that a further report could come to committee in with the proposal for the Lottery bid, and that if approval was gained the first stage bid could be made by February 2012.

Members debated the various aspects of the project, in particular the costs and matched funding that might be required both by the Environment Agency and the Heritage Lottery fund. It was accepted that this report was for information and that more detail would be provided in the December report.

Accordingly, the committee RESOLVED:

To support the recommendations below *in principle*, on the understanding that a further report would be presented to committee, identifying in particular the funding strategy for the project.

1. To endorse progression of the project in line with the timetable identified in the report, including the investigation of funding opportunities for the restoration of Fairhaven Lake and Gardens and the wider coastal strip.
2. To recommend an early review of the activities currently undertaken on the lake, in line with the identified options for change.

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