



Agenda

Environment, Health and Housing Committee

Date:	Tuesday, 3 September 2019 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Frank Andrews, Paula Brearley, Noreen Griffiths, Peter Hardy, Will Harris, Gavin Harrison, Karen Henshaw JP, Roger Lloyd, Michelle Morris, Bobby Rigby.</p>

Public Platform

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

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

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 11 June 2019 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	4
FYLDE COUNCIL HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2019-2024			

PUBLIC ITEM

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

SUMMARY

There is a legal requirement for Local Authorities to have a five year homelessness and rough sleeping strategy that sets out information about; the scale and causes of homelessness and rough sleeping in the borough; how the local authority will prevent and tackle homelessness and rough sleeping; and the National and Local context.

Fylde Homelessness Strategy 2013-18 had three main priorities focussed on improving homelessness services within Fylde based on the **Making Every Contact Count – Gold Standard** 10 'local challenges' set out by the National Practitioner Support Services (NPSS). The introduction of the Homeless Reduction Act 2018 and changes to service delivery in 2018/19 has delayed the publication of the draft Homelessness and Rough Sleeping Strategy 2019-2024 for consultation.

This report presents a draft for consultation of Fylde Council's Homelessness and Rough Sleeping Strategy 2019-2024. The new Strategy continues the work of the service to meet the NPSS 10 local challenges. The Strategy covers; an overview of homelessness legislation since The Housing (Homeless Persons) Act 1977 to current day and the introduction of the Homeless Reduction Act 2018; picture of homelessness in the borough and information on the make-up and needs of clients accessing the service; achievements under the 2013-18 Strategy; and funding programmes the service has accessed to develop in order to manage service changes under the Homelessness Reduction Act 2018.

The new Strategy has three strategic priorities that are focussed on continuing to develop a service focussed on prevention and relief of homelessness and working in partnership with agencies in Fylde to achieve our vision and values for homelessness services. These values will ensure all clients facing homelessness have access to expertise needed to enable them to engage with a range of support service to resolve their housing situation and clients are empowered with the confidence to access and maintain tenancies with the skills required to ensure their home is affordable, settled and if they are facing difficulties who to approach for help.

RECOMMENDATION

It is recommended Committee:

1. Note the contents of the report;
2. Approve the attached draft for consultation with partner organisation, with a final report to come back to this Committee for final approval in November 2019.

SUMMARY OF PREVIOUS DECISIONS

[Policies on the Procurement and Allocation of Temporary Accommodation 23/02/2016](#)

[Lancashire Single Homelessness Initiative evaluation 06/09/2016](#)

[Fylde Coast Homeless Prevention Trailblazer 14/03/17](#)

[Fylde Coast Homelessness Trailblazer Evaluation 05/06/18](#)

[Final update on Fylde Homelessness Strategy 2013-18 06/11/2018](#)

CORPORATE PRIORITIES

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

REPORT

INTRODUCTION

1. **Appendix 1 contains Fylde Homelessness and Rough Sleeping Strategy 2019-24 Draft for Consultation**
2. A household is considered homeless if the local authority deems that they do not have a legal right to occupy accommodation that is accessible, physically available, which it would be reasonable for the household to continue to live in.
3. **The Housing (Homeless persons) Act 1977, Housing Act 1996 and the Homelessness Act 2002** gave local authorities a statutory duty to provide advice and assistance to households who are homeless or threatened with homelessness. For households which are unintentionally homeless and in a **priority need** category (such as having dependent children) the local authority has a **main duty** to secure settled accommodation under Part 7 of the Homeless Act 1996.
4. **The Homeless Reduction Act 2018 (HRA)** fundamentally changed the way local authorities support homeless people in their areas. From April 2018 **prevention and relief statutory duties** are available to any household vulnerable to homelessness in 56 rather than 28 days.
5. **Making Every Contact Count – Gold Standard.** As a follow up report to, 'Vision to end rough sleeping' the Government's Ministerial working group for homelessness introduced a range of challenges as set out in the report, 'Making Every Contact Count: A joint approach to preventing homelessness', published in August 2012.
6. Fylde Council's Homelessness strategy 2013-18 was focussed on meeting the 10 Local Authority Challenges and this approach has been adopted for the new Homelessness and Rough Sleeping Strategy 2019-2024.

Fylde Housing Service 2018/19

7. Within Fylde homeless presentations has increased by 155% from 89 in 2017/18, to 227 in 2018/19. However, the number of households to whom a statutory main duty has increased only slightly from 27 in 2018 from 89 presentations, to 30 in 2019 with 227 presentations. This is higher than previous years, but an explanation would be the introduction of the Homeless Reduction Act and customers facing homelessness being encouraged to approach local authorities for advice and assistance under prevention and relief duties.
8. Overall the service has seen a 170% increase in requests for housing assistance from 326 in 2017/18 to 802 in 2018/19. This has resulted in an overall increase in homeless presentations to the authority to whom either a prevention, relief duty or main housing duty is owed. Numbers of households assisted to remain in their own home has remained fairly static since 2016/17, but we have seen an increase in households being assisted into alternative accommodation during both prevention and relief duty stages.

Funding accessed to support service provision

9. Fylde Housing service has faced a number of challenges following the introduction of the new prevention and relief duties under the HRA 2018. In order to undertake this work and manage the increase in requests for housing assistance the local authority has been fortunate to access funding from a number of initiatives implemented by MHCLG by working in partnership with neighbouring authorities. This funding has enabled the service to improve and develop in order to meet the challenges placed.
10. The following is a brief summary of funding accessed and the changes brought about to the service.
 - a. MHCLG awarded a total sum of £504,000 across all Lancashire authorities in respect of the Lancashire Single Homeless Project. Local authorities were arranged in Clusters to take responsibility for delivery of the programme – East, Central and North. The North Cluster had a total initially of £102,517 to pilot approaches to support single households across Lancashire for a period of 12 months.
 - b. In December 2016 Fylde BC, working jointly with Blackpool Council and Wyre Council were awarded two year Homeless Trailblazer funding from MHCLG. The aim of the funding was to develop innovative approaches to preventing homelessness by carrying out prevention activity earlier and work with a wider group of people and reduce the number of people who face a homelessness crisis in the first place. Fylde were awarded £120,000 (£60,000 2017/18 and £60,000 2018/19).
 - c. In December 2018 Fylde BC, working jointly with Lancaster City and Wyre Council were awarded one year Rapid Re-housing funding from MHCLG. The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to half rough sleeping in the UK by 2022 and to end it by 2027. The pathway brings together 4 policy elements – somewhere safe to stay, supported lettings, navigators and local lettings agencies. The authorities were successful in the supported lettings and navigator policy elements. Fylde Council were awarded £30,000.

Achievements under the Homelessness Strategy 2013-2018

Priority one – maximise existing partnerships to effectively use current resources (both internally and externally).

11. Corporate commitment to prevent homelessness with regular updates to Environmental, Health and Housing Committee on the Homelessness Strategy, implementation of the Homeless Reduction Act and approval for grant funding awarded to improve homelessness services.
12. We work actively in partnership with the voluntary and other local partners to address support, education, employment and training needs. We run a Homeless Partnership group where agencies within Fylde who provide homeless services in partnership with the local authority meet regularly to review services and case load within Fylde.
13. The Trailblazer initiative, merged the three Homeless Forums in Blackpool, Wyre and Fylde into a single Fylde Coast Homeless Forum where all agencies involved in supporting homeless households met to discuss emerging policy and service impact.

Priority two – Developing a service that is focussed on preventing homelessness

14. Fylde Council operates No Second Night Out provision for new rough sleepers and entrenched rough sleepers to encourage engagement with support and services available.
15. In partnership with Lancashire Local Authorities via the Lancashire Homeless Forum and the Lancashire Reducing Reoffending Board¹ a protocol has been developed for prison discharges.
16. Lancashire Local Authorities working with Children's Social Services have developed a 16/17 year old and care leavers protocol across Lancashire that ensures all young people are supported immediately and a joint

¹ <https://www.lancashire-pcc.gov.uk/the-police-and-crime-plan/tackling-crime-and-reoffending/lancashire-reducing-reoffending-boards/>

assessment is completed within 5 days of a young person being placed into supported accommodation². As a result no young person is placed in Bed and Breakfast accommodation.

Priority three – Increasing the supply of settled accommodation including access into the private rented sector

17. Fylde Council work in partnership with Face to Face YMCA to deliver a Bond Guarantee Scheme. The Bond replaces the cash bond normally required by a private landlord before he/she will grant a tenancy³.
18. To support access into the private and social rented sectors we have worked with Human Kind to run classroom and an e-learning Tenancy Ready Training on behalf of Fylde Council⁴. The course provides information on the different housing options available and assists clients to consider the most appropriate and affordable option. The course over covers types of tenancy, moving in and how to effectively manage a tenancy.
19. We have also worked with Fylde Coast YMCA to develop a Tenancy Ready Training Course specifically for young people 16-25⁵. The course is accessible via computer or portable device. The focus is on preventing homelessness, however if a young person does find themselves in that situation it enables customers to consider their housing options and suitability and affordability of accommodation.
20. We have developed a tenancy support service within Fylde, predominately for clients with complex needs. Support includes access welfare benefits, support to access tenancy set up funding (Bond, Rent in Advance, Furniture and white goods) and on-going support at a 1 month, 3 month and 6 month basis to ensure the tenancy is sustaining and flag up emerging issues that could result in repeat homelessness for clients.

Fylde Homelessness and Rough Sleeping Strategy 2019-24

21. **Our vision** is to work to prevent and relieve homelessness in Fylde and provide homelessness services with our partners that are accessible, professional and make a difference. We will work to ensure all our clients facing homelessness have:
 - a. Access to expertise needed to enable clients to engage with a range services that will support them to resolve their housing situation and improve their health and well-being.
 - b. The confidence to access and maintain a tenancy with the skills required to ensure their home is affordable, settled and if they are facing difficulties know who to approach for help.
22. The Strategy has three strategic aims for Fylde Housing Services in order to achieve this vision and Appendix 1 contains an action plan that comments on how we will deliver these aims. Then action plan has been developed in partnership with Fylde Homeless Partnership group.
 - a. **Priority One – Developing a service that is focussed on preventing homelessness**
 - b. **Priority two – Developing a service that is focussed on relieving homelessness**
 - c. **Priority three – Partnership working to achieve our vision and values**
23. The consultation period will run during September and October and will include:
 - a. Links to document on website sent to all partner agencies – Home Start, Police, Probation, DWP, Key Floating support, Registered Providers, neighbouring local authorities, YMCA, Lancashire County Council, Supported Housing Providers, CAB, Community Mental Health Teams, drug and alcohol services, Children's Social Care and Hospital Link Worker.
 - b. Fylde Homeless Forum Consultation event on the Homelessness and Rough Sleeping Strategy 2019-24.

² <https://www.lancashire.gov.uk/youthzone/need-to-know/leaving-home/help-if-you-are-16-or-17-and-homeless-or-at-risk-of-becoming-homeless/>

³ <https://ymcahousing.org.uk/our-services/rented-accommodation/>

⁴ <https://humankindcharity.org.uk/area-of-work/housing-related-support>

⁵ <https://ymcahousing.org.uk/tenancy-ready-training/>

IMPLICATIONS	
Finance	There are no financial implications arising from this report.
Legal	Legal requirement for local authorities to have a five year homelessness and rough sleeping strategy in place.
Community Safety	None
Human Rights and Equalities	Equality Impact Assessment on the 8 main characteristics required
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Fylde Homeless Strategy 2013-18	2013	www.fylde.gov.uk

Attached documents

Appendix 1 Homelessness and Rough Sleeping Strategy 2019-24 – Draft for consultation September 2019



Homelessness and Rough Sleeping Strategy 2019-24

Draft for consultation
September 2019

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1. HOMELESSNESS LEGISLATION

There is a legal requirement for Local Authorities to have a five year homelessness and rough sleeping strategy that sets out information about:

- The scale and causes of homelessness and rough sleeping in the borough
- How we will prevent and tackle homelessness and rough sleeping
- National and Local context

A household is considered homeless if the local authority deems that they do not have a legal right to occupy accommodation that is accessible, physically available, which it would be reasonable for the household to continue to live in. **The Housing (Homeless persons) Act 1977, Housing Act 1996 and the Homelessness Act 2002** gave local authorities a statutory duty to provide advice and assistance to households who are homeless or threatened with homelessness. For households which are unintentionally homeless and in a **priority need** category (such as having dependent children) the local authority has a **main duty** to secure settled accommodation under Part 7 of the Homeless Act 1996. The local authority has a duty to ensure suitable temporary accommodation is provided until settled accommodation is available. These households are referred to as **statutorily homeless acceptances**.

The Homeless Reduction Act 2018 fundamentally changed the way local authorities support homeless people in their areas. From April 2018 **prevention and relief statutory duties** are available to any household vulnerable to homelessness in 56 rather than 28 days. This broader definition of homelessness beyond priority need groups means that local authorities are able to support households that are currently considered the hidden homeless and will provide greater assistance to single person households not in a priority need category.

Localism Act 2011 gave local authorities the ability to better manage housing demand and access to housing within the context of local circumstances. The key changes were that Local Authorities were given the power to end their homelessness duty with an offer of accommodation in the private rented sector, social landlords were given the ability to grant fixed term tenancies with the requirement for local authorities to set out their approach within a tenancy strategy and social housing allocations reform which allows local authorities to set allocation policies appropriate to the local area. The three local authorities of Blackpool, Fylde and Wyre set out in a single document the Fylde Coast Tenancy Strategy to make it simpler for affordable housing providers and the public to understand the approach across the whole area.

Vision to end rough sleeping: No Second Night Out nationwide 2011. Government has called on every local authority to adopt a No Second Night Out standard in order to identify new rough sleepers and helped off the streets immediately, the public can alert services if they see anyone rough sleeping and rough sleepers can go to a place of safety and have their needs assessed and can get help. Fylde Council have a No Second Night Out policy in operation for all new and entrenched rough sleepers.

Making Every Contact Count – Gold Standard. As a follow up report to, 'Vision to end rough sleeping' the Government's Ministerial working group for homelessness introduced a range of challenges as set out in the report, 'Making Every Contact Count: A joint approach to preventing homelessness', published in August 2012. The report aims to ensure that every contact local

authorities make with vulnerable people and families really counts and details the ten local challenges set by central Government. Fylde Council's Homelessness strategy 2013-18 was focussed on meeting the 10 Local Authority Challenges and this approach has been adopted for the Homelessness and Rough Sleeping Strategy 2019-2024.

The 10 Local Authority Gold Standard challenges

1. Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. Offer a Housing Options prevention service, including written advice, to all clients
4. Adopt a *No Second Night Out* model or an effective local alternative
5. Have housing pathways agreed or in development with each key partner and client group that includes appropriate accommodation and support
6. Develop a suitable private rented sector offer for all client groups, including advice and support to both clients and landlords
7. Actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme
8. Have a homelessness strategy which sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs
9. Not place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. Not place any families in Bed and Breakfast accommodation unless in an emergency and then for no longer than 6 weeks

The National Rough Sleeper Strategy 2018 was published in August 2018 and sets out the government's vision for halving rough sleeping by 2022 and ending it by 2027. It lays out the government's plans to help people who are sleeping rough now and to put in place the structures to end rough sleeping for good. The 2027 vision sets out a new 'rapid re-housing' response to rough sleeping and has three key elements: Prevent, Intervene and Recover.

Welfare Reform Act 2012 introduced a new Universal Credit which replaces most existing benefits. The transition from Live Service to Full Service was rolled out in the Fylde Coast on the 5th December 2018. From this date, all new claimants for means tested working age benefits administered by DWP need to claim UC. In UC full service, 18-21 year olds will have no automatic entitlement to the housing element of UC. In addition, those who are 22-24 are only entitled to the shared accommodation rate of the Local Housing Allowance (LHA) in the private sector. The Act also introduced a benefit cap on the total amount of benefits a household is entitled to, spare room subsidy that reduces benefit entitlement to social housing tenants under occupying their home, disability benefit changes and the replacement of council tax benefit with local council tax support.

2. THE NATIONAL AND LOCAL PICTURE

Following implementation of the **Homelessness Reduction Act 2017**, on **3rd April 2018**, the Ministry of Housing, Communities and Local Government (MHCLG) changed the way of collecting data from local authorities on statutory homelessness. New Homelessness Case Level Information Collection (H-CLIC) replaced the P1E aggregated data return. H-CLIC is a household level data collection.

It includes more information on the people in a homeless household, more detailed information on their support needs, reasons for becoming homeless, length of time in temporary accommodation (whilst still living there) and the outcomes of each prevention case whether successful or not. This data has been used to establish the context of homelessness in Fylde from 1st April 2018 to 30th June 2019.

Nationally between 1 January 2018 and March 2019 local authorities accepted 13,320 households as being statutorily homeless, down 2% from 13,640 from 14,610 on the same quarter of 2017. These are households that are owed a main homelessness duty to secure accommodation as a result of being unintentionally homeless and in priority need¹.

In Fylde 2017/ 2018, 89 households presented to Fylde Council as homeless and we accepted a statutory homeless duty to 27 households (30%). In 2018/19 following the introduction of the Homeless Reduction Act and the new prevention and relief duties, 227 households approached the local authority as homeless and of these we accepted a main housing duty to 30 households (13%).

Nationally on the 31st March 2018 the number of households in **temporary accommodation** was 80,720, up 5% from 77,220 on 31 March 2017, and up 68% on the low of 48,010 on 31 December 2010. In Fylde the number of households in temporary accommodation on the 31st March 2018 was 14 and at the same date in 2017 it was 8, a rise of 57%. In 2010 at year end 31 March 2010 it was 4, a rise to 31st March 2018 of 28%.

According to Shelter² nationally homelessness is on the increase with 320,000 being recorded as homeless across all UK local authorities in 2018. Within Fylde homeless presentations has increased by 155% from 89 in 2017/18, to 227 in 2018/19. However, the number of households to whom a statutory main duty has increased only slightly from 27 in 2018 from 89 presentations, to 30 in 2019 with 227 presentations. This is higher than previous years, but an explanation would be the introduction of the Homeless Reduction Act and customers facing homelessness being encouraged to approach local authorities for advice and assistance under prevention and relief duties.

Nationally local authorities took action to **prevent** and **relieve** homelessness for 56,660 households between 1 January and 31 March 2018, down less than 1% on 56,880 in the same quarter of 2017. In Fylde the local authority accepted a prevention duty to 104 households and a relief duty to 89 households.

¹ MHCLG Statutory homelessness and prevention and relief, January to March (Q1) 2018: England (Revised)

² [Homelessness in Great Britain](#) – Shelter, Nov 2018

PART 1 – FYLDE HOUSING SERVICE 2018/19

Table 1 details the number of households to whom the local authority has accepted a prevention or relief duty, main housing duty and the number of households whose homeless situation has been prevented and relieved either by assistance to remain in their own home or move into alternative accommodation.

Table 1

Fylde Council Housing Services prevention and relief activity 2015/16 to 2018/19

	2014/15	2015/16	2016/17	2017/18	2018/19
Housing Service Requests	Not recorded			326	802
Homeless presentations	102	92	84	89	227
Households under Prevention duty	Not recorded				104 (P)
Households under Relief duty					89 (R)
Prevented able to remain in own home	18	18	31	28	31 (P)
Prevented assisted into alternative accomm	26	38	31	26	73 (P)
Homelessness relieved assisted into alternative accomm	5	7	4	15	83 (R)
Main housing duty accepted	10	6	11	27	30 (M)

Note: Under the HRA 2018 households are awarded a prevention duty for 56 days (P), followed by a relief duty for 56 days (R) then a Main Housing duty (M) for households in a priority need.

The following data reflecting the work of Fylde housing service relates to 2018/19 following the introduction of the Homeless Reduction Act 2018. Data collected under the H-Click reporting requirements is more comprehensive and collects information around reasons for approach and support required.

Overall the service has seen a 170% increase in requests for housing assistance from 2017/18. This has resulted in an overall increase in homeless presentations to the authority to whom either a prevention, relief duty or main housing duty is owed. Numbers of households assisted to remain in their own home has remained fairly static since 2016/17, but we have seen an increase in households being assisted into alternative accommodation during both prevention and relief duty stages. The number of households to whom the main housing duty is owed has increased by 30% from 2016/17.

The age profile of households approaching the service is illustrated in Chart 1. 46% of households are between 19 and 35. Under the Welfare Reform Act 2012 households under 35 are only entitled to the shared room rate under the Local Housing Allowance. This is the maximum amount or housing benefit or universal credit housing costs households can claim if renting from a private landlord. The LHA rates in Fylde are detailed below and this is the age group we currently struggle

to source permanent accommodation for. Households over 35 we are usually able to source settled accommodation for within both the private and social rented sectors.

Number of bedrooms Fylde Coast weekly amount

Shared room rate	61.50
One bedroom	85.00
Two bedroom	113.92
Three bedroom	130.00

Chart 1 Age of main applicant 2018/19

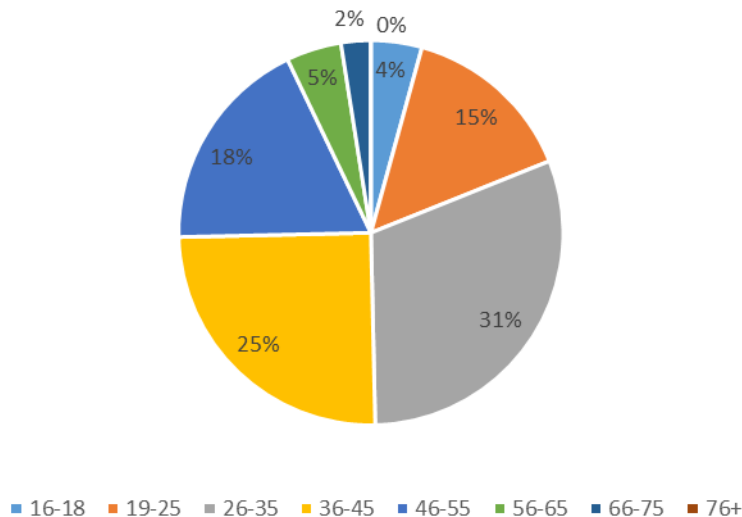
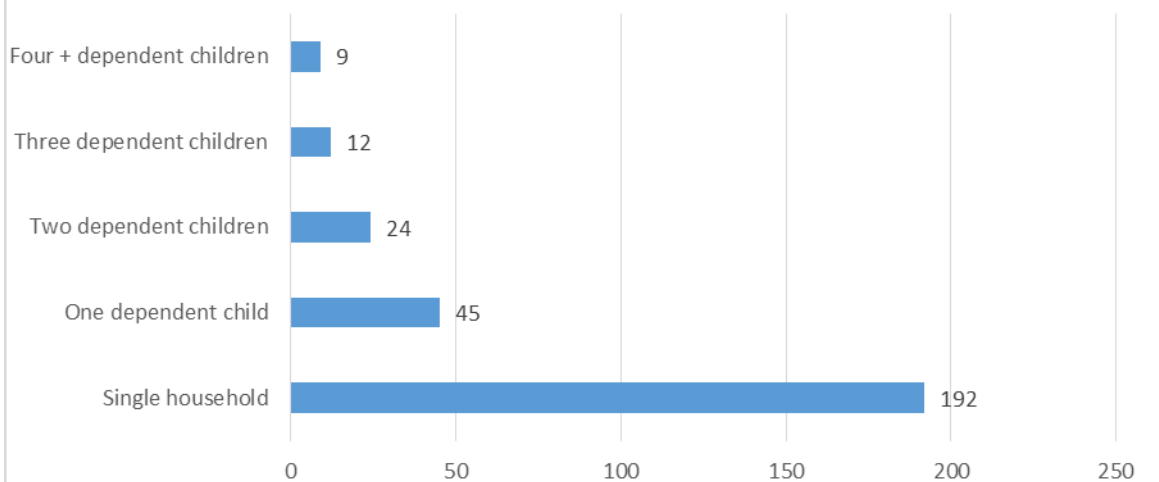


Chart 2 illustrates of the 282 households during 2018/19 who we directly assisted to resolve their housing situation the majority are single households. 45 households had one dependent child, 24 two dependent children and 12 households had three dependent children. 9 households have 4 dependent children.

Chart 2 - Household size



The housing service has access to 10 units of temporary accommodation in Fylde leased from Progress Housing under a Homeless Partnership agreement. This consist of 1, three bed unit, 4 two bed units and 5 one bed units. If this accommodation is occupied we would provide B&B

accommodation out of area, until a unit becomes available. All households are provided with dedicated floating support service operated by Key.

To address supported housing needs in the borough for complex needs, single person households we have access to supported accommodation at Warrenhurst Court, Fleetwood managed by Creative Support and Oak Tree House, Lancaster managed by Adactus, part of Jigsaw Homes. These schemes and the support delivered are funded under Lancashire County Council complex needs service. We also have access to supported accommodation for young people at Harbour House, Lytham and Fleetwood Foyer, Fleetwood both schemes managed by the YMCA and provided under Lancashire County Council young person's accommodation service.

Chart 3 looks at the main reasons for loss of settled home. The main reason is loss of an Assured Shorthold Tenancy (AST). Other reasons can include households needing to move for affordability reasons, prior to formal legal action taking place. 39 households approached us where friend or family has formally asked them to leave and 30 households due to a relationship ending, with 25 households approaching the service due to domestic violence. Only 3 households approached the service with mortgage arrears.

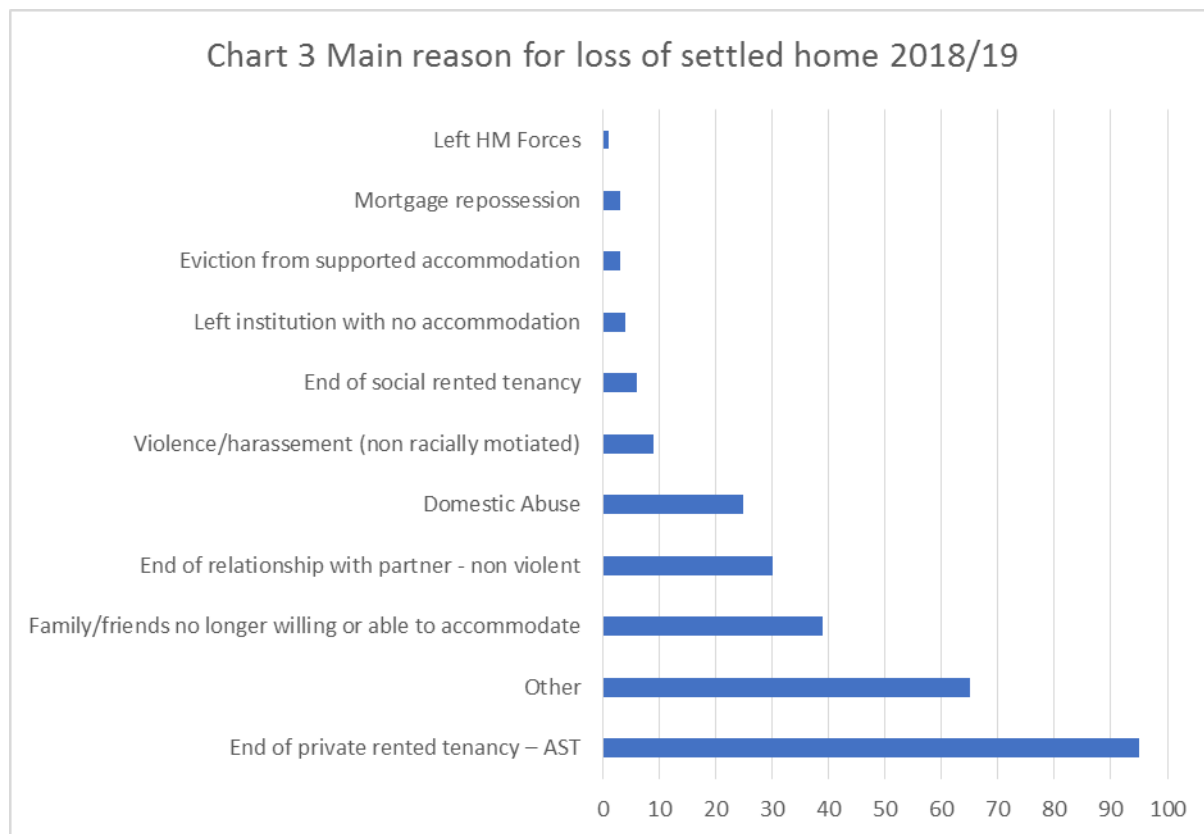


Table 2 notes the main reasons for loss of tenancy from private rented, social rented or supported accommodation for households approaching the housing services. Within the private sector the predominant reasons are rent arrears or landlord selling or re-letting the accommodation, with 7 households losing their accommodation due to a breach in the tenancy agreement which will include anti-social behaviour. Within social rented accommodation the main reason is rent arrears, but this only equates to 3 households. Illustrating the settled nature of social rented accommodation provided by housing associations in Fylde, as opposed to the private rented sector. The main reason for loss of supported accommodation is clients breaching the license/tenancy conditions.

Table 2 – Main reasons for loss of private, social and supported accommodation

	Breach of tenancy not rent arrears	Landlord selling or reletting tenancy	Rent arrears	Disrepair
Main reason for loss of private sector tenancy	7	12	47	4
Main reason for loss of social rented tenancy	0	0	3	0
Main reason for loss of supported accommodation	2	0	0	0

Chart 4 details the accommodation of households prior to approaching the housing service. Reflecting the data in Chart 1, the main accommodation was private rented accommodation or living with family or friends. We had 53 households approach us who had no fixed abode in addition to 16 households leaving institutional care, either custody, hospital or supported accommodation. During 2018/19 one household has approached us who we have formally identified as rough sleeping.

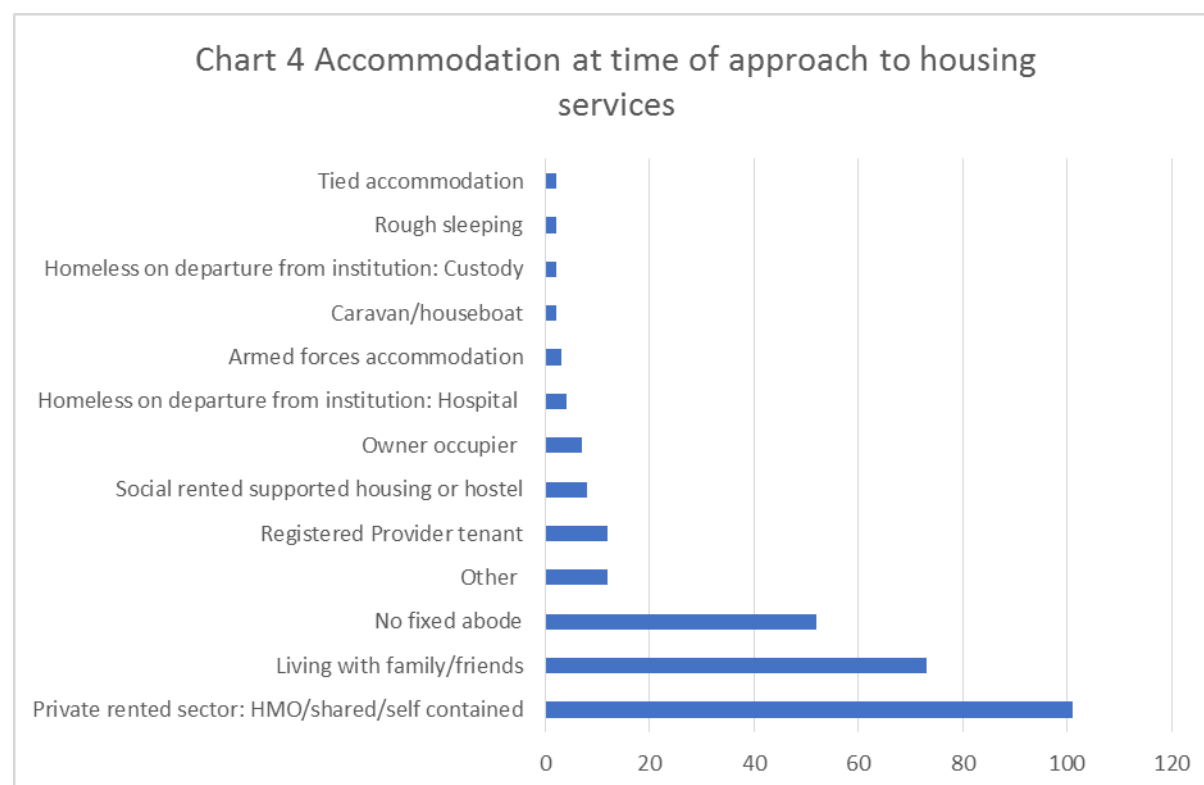
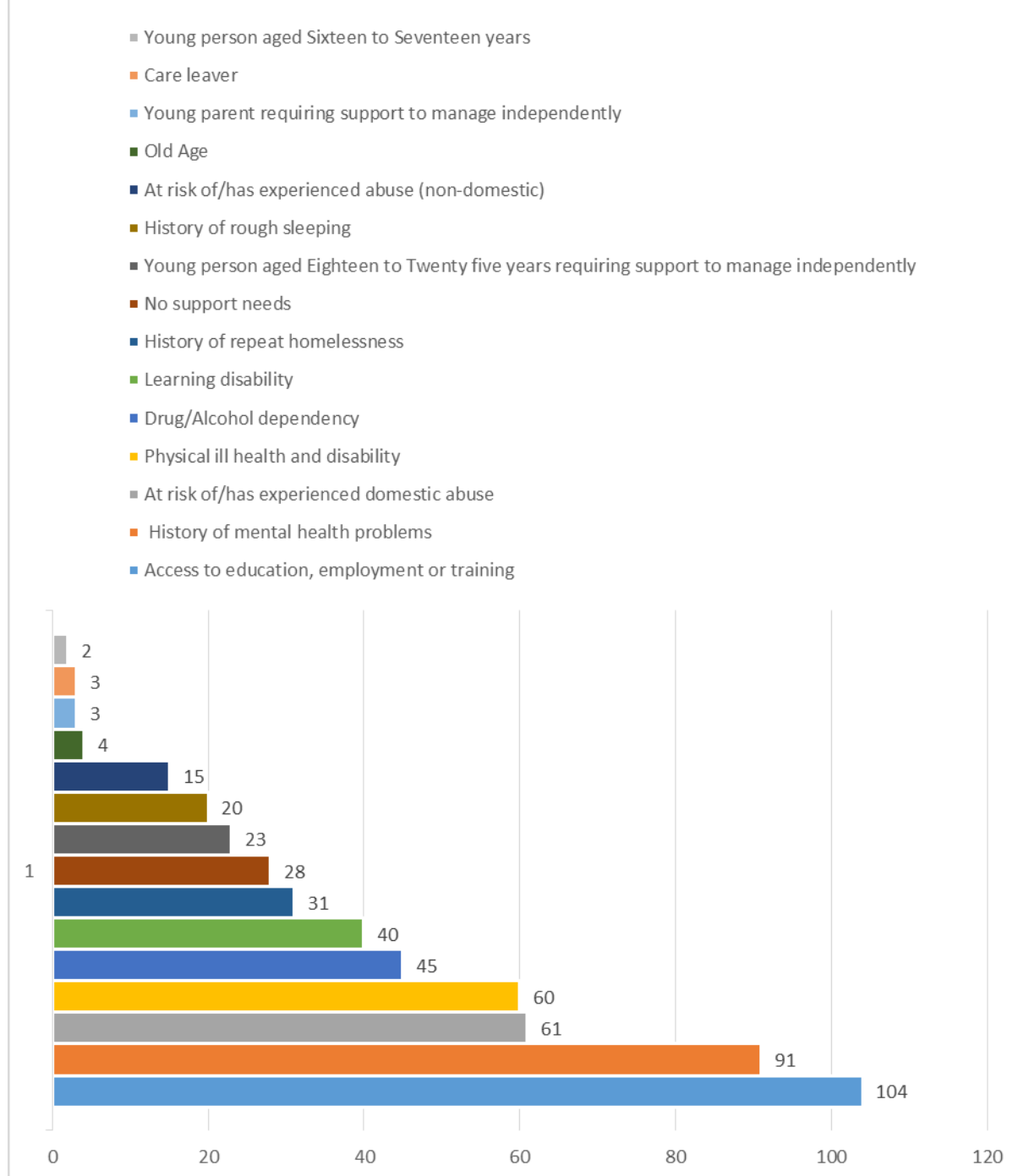


Chart 5 takes the information around housing circumstances to consider support required. Many applicants have multiple support needs and the data is set out to illustrate the main types of support required.

Chart 5 Identified support need 2018/19

The majority of households are identified as needing access to education, employment and training. As part of the offer to clients accessing the service, there is a requirement for a tenancy training course to be completed which includes either a classroom setting or e-learning course we have developed with the Charity Human Kind. We have also developed with the YMCA a training course specifically for 16-25 year olds which can be accessed from mobile devices. A history of mental health problems and drug/alcohol dependency are major support needs for clients accessing the service and we have strong partnership working with the Community Mental Health Team and Drug and Alcohol services in Fylde. Support due to Domestic violence reflects in Chart 2 the number of households approaching us where the main reason for the loss of their settled home in Domestic Violence. For 16/17 year olds and care leavers there is a protocol in place with Children's Social Care, where joint assessments are undertaken within 5 days of a young person

approaching either service to jointly deal with their housing and care needs. There is an undertaking across Lancashire where no 16/17 year old or care leaver will be placed in B&B accommodation.

PART 2 – FUNDING ACCESSED TO SUPPORT SERVICE PROVISION WITHIN FYLDE

Part 2 illustrates the challenges facing the housing services in Fylde and the presenting issues and support needs of customers we are assisting. In order to undertake this work and manage the increase in requests for housing assistance the local authority has been fortunate to access funding from a number of initiatives implemented by MHCLG by working in partnership with neighbouring authorities. This funding has enabled the service to improve and develop in order to meet the challenges placed. The following is a brief summary of funding accessed and the changes brought about to the service.

Lancashire Single Homeless Initiative 2012

Where from and who with:

MHCLG awarded a total sum of £504,000 across all Lancashire authorities in respect of the Lancashire Single Homeless Project. Chorley BC acted as the Lead Authority for the project. Local authorities were arranged in Clusters to take responsibility for delivery of the programme – East, Central and North. Fylde council is part of the North Cluster of authorities which also includes Lancaster and Wyre Councils. The North Cluster had a total initially of £102,517 to take forward the projects under the Lancashire Single Homelessness Initiative. The funding was to pilot approaches to support single households across Lancashire for a period of 12 months.

The three initiatives were:

- Project 1 - Shared housing for under 35 year olds
- Project 2 - Accommodation finding service including an enhanced rent bond scheme for under 35 year olds in Lancaster and Wyre
- Project 3 - Pre-tenancy training to single people who are seeking accommodation or are at risk of losing their existing accommodation

Changes to the service:

Project 1 the **shared housing initiative** had limited success in Fylde with one shared tenancy being set up. The majority of clients who were advised of the service, choose not to consider shared accommodation.

Project 2 the **accommodation finding service** was not undertaken in Fylde due to an existing arrangement with Face 2 Face Rent Bond Scheme.

Project 3, **Pre-tenancy training** has had a major impact in Fylde. The courses have been running on a monthly basis since 2012 and are available for all clients accessing the service. A certificate is awarded on completion which can act as a guarantee to future landlords that the clients has undertaken training which is focussed on accessing and managing accommodation. This course has developed into an e-learning module for clients who will struggle with child care, or are in training or employment and cannot attend the classroom settings. A separate course for 16-25 year olds has been developed in 2018/19 in partnership with the YMCA which is focussed on prevention and can be accessed using a mobile device.

Trailblazer funding 2016

Where from and who with:

In December 2016 Fylde BC, working jointly with Blackpool Council and Wyre Council were awarded two year Homeless Trailblazer funding from MHCLG. The aim of the funding was to develop innovative approaches to preventing homelessness by carrying out prevention activity earlier and work with a wider group of people and reduce the number of people who face a homelessness crisis in the first place. Fylde were awarded £120,000 (£60,000 2017/18 and £60,000 2018/19).

Changes to the service:

- **A Tenancy Support Worker** was appointed to support a case load of vulnerable tenants across all client groups who are at high risk of tenancy failure to maximise their independence and minimise the risk of tenancy breakdown within both the social and rented sectors and the homeless. The role continues within the team and provides a support service and coordinating packages of support for customers with complex needs such as mental health, drug or alcohol misuse issues, offenders and rough sleepers.
- A post was established within the **Customer Services Team** to provide a first point of contact, information and advice on Housing Options in respect of Fylde BC Homelessness, Housing Advice and Private Sector services, in a professional and courteous manner. The post has had a dramatic effect and had meant that every contact counts and all enquiries for housing advice and assistance are picked up at every opportunity. This approach has now spread across the Customer Services Team and the need for a dedicated post has decreased.
- A **Pre-Tenancy Training Service** was already established within Fylde and the Trailblazer funding was used to continue this service and develop an e-learning module for working households facing homelessness.
- A 12 month trail of **Mediation Services with Smile Mediation** was undertaken across Community Safety, Environmental Health Services and Housing Services with a purpose to prevent the causes of homelessness, for example landlord disputes and anti-social behaviour and provide individual mediation where individuals or households are struggling to engage with support services available to understand the barriers preventing engagement. The Community Safety Partnership provided a contribution of £3,000 towards the total costs of providing 100 units of mediation support. Training was provided for staff using the service to develop their skills in recognising when mediation could provide a solution and referring into the service. Take up was fairly limited due to a need for both parties to engage, however Fylde Housing Services still use Smile mediation services on an ad-hoc basis where it is felt their involvement would be worthwhile.

Rapid re-housing funding 2018

Where from and who with:

In December 2018 Fylde BC, working jointly with Lancaster City and Wyre Council were awarded one year Rapid Re-housing funding from MHCLG. The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to half rough sleeping in the UK by 2022 and to end it by 2027. The pathway brings together 4 policy elements – somewhere safe to stay, supported lettings, navigators and local

lettings agencies. The authorities were successful in the supported lettings and navigator policy elements. Fylde Council were awarded £30,000.

Changes to the service:

In the Autumn of 2019 Navigator and Supported Lettings Officers are to be employed, within each authority, to work to support rough sleepers and people facing homelessness. Within Lancaster there will be 2 Supported Lettings Officer and 2 Navigator Officer posts. Within Fylde and Wyre there will be one post within each authority, where the two roles are merged into one full time position.

The roles will support rough sleepers and those at risk of rough sleeping, for example clients with a history of failed tenancies and leaving institutional care, throughout the process of locating and obtaining accommodation, support them in the transition from being susceptible of rough sleeping into managing and/or maintaining a tenancy.

Both roles will have similar responsibilities and duties, however the focus of each post is different depending on the stage the applicant is at in accessing housing:

- Navigator role— rough sleeping, at risk of becoming a rough sleeper, sourcing and access to health and substance misuse services and sourcing support accommodation;
- Supported letting role - establishing intensive support to manage and maintain a tenancy for those with a history of rough sleeping and failing tenancies, including continuation of support interventions from other agencies.

PART 3 – ACHIEVEMENTS UNDER THE HOMELESSNESS STRATEGY 2013-18

Fylde Homelessness Strategy 2013-18 had three main priorities focussed on improving homelessness services within Fylde based on the **Making Every Contact Count – Gold Standard 10** 'local challenges' set out by the National Practitioner Support Services (NPSS). The NPSS was established to support local authorities to meet the 10 local challenges set out in the 'Making every contact count' report, published in 2012 by a Ministerial Working Group on homelessness³. **The strategy had three main priorities:**

Priority one – maximise existing partnerships to effectively use current resources (both internally and externally).

- Achievements include developing a corporate commitment to prevent homelessness. There is corporate commitment within Fylde to reduce homelessness with regular updates to Environmental, Health and Housing Committee on the Homelessness Strategy, implementation of the Homeless Reduction Act and approval for grant funding awarded to improve homelessness services.
- We work actively in partnership with the voluntary and other local partners to address support, education, employment and training needs. Homeless Trailblazer funding was awarded in 2016 to improve homeless prevention services in partnership between Blackpool, Wyre and Fylde authorities and as a result a Fylde Homeless Forum was established that operated across the three authorities bringing all agencies together. The Trailblazer funding enabled cross boundary working across Fylde, Blackpool and Wyre authorities for vulnerable clients with complex needs.
- Fylde Council has had in operation a Homeless Partnership group where agencies within Fylde provide homeless services meet regularly to review homelessness services and case load within Fylde. Agencies that attend include Key Floating Support Services (dedicated floating support service for households in temporary accommodation in Fylde), Progress Housing (providers of 10 units of interim accommodation, YMCA Face 2 Face (operated on behalf of Fylde Council a paperless rent bond scheme and an e-learning tenancy training course for 16-24 year olds) and Human Kind (run a tenancy training programme for 18+ as an e-learning course and classroom setting).

Priority two – Developing a service that is focussed on preventing homelessness

- The introduction of the Homeless Reduction Act 2017 (HRA) that came into force on 3 April 2018 and made significant changes to Part 7 of the Housing Act 1996. As a result we have developed a housing options service that responds to the new duty to prevent and relieve homelessness for a period of 56 days.
- Under the Homeless Reduction Act a Duty to Refer process has been implemented for partner statutory and non- statutory agencies. The HRA introduced a duty on specified public authorities to refer service users who they think may be homeless or threatened

³ <https://npsservice.org.uk/>

with homelessness. The majority of referrals are from DWP and housing service staff regularly attend training sessions for DWP staff on the services available.

- A range of information leaflets are available to customers facing homelessness detailing support available that informs Personal Housing Plans.
- Working with the wide Fylde Coast Housing Providers Partnership a review has been undertaken of the choice based lettings scheme, MyHomeChoiceFylde Coast to bring in flexibility in the allocation of social landlord accommodation and alleviate delays.
- We have actively worked with partner agencies and client groups to have clear housing pathways in place.
 - Fylde Council operates No Second Night Out provision for new rough sleepers and entrenched rough sleepers to encourage engagement with support and services available.
 - In partnership with Lancashire Local Authorities via the Lancashire Homeless Forum and the Lancashire Reducing Reoffending Board⁴ a protocol has been developed for prison discharges.
 - Lancashire Local Authorities working with Children's Social Services have developed a 16/17 year old and care leavers protocol across Lancashire that ensures all young people are supported immediately and a joint assessment is completed within 5 days of a young person being placed into supported accommodation⁵. As a result no young person is placed in Bed and Breakfast accommodation.
 - The Homeless Trailblazer project has established a Hospital Link Worker that assesses applicants in hospital due to be discharged and facing homelessness, referrals are made direct to either Blackpool, Wyre or Fylde Housing Services.
 - Regular meetings are held between Fylde Council and Community Health and Drug and Alcohol Services to discuss vulnerable clients and housing with support services are in place.
- A debt advice service has been introduced by Fylde Council where debt issues are directly affecting a customer's ability to access secure and affordable accommodation. Initially the service had an in-house arrangement with Fylde CAB, but this has now evolved into a bespoke budgeting advice and specialist debt advice service provided by Blackpool Council, where staff attend Fylde Offices on a weekly basis.
- Fylde Council have supported Fylde CAB to run via the Trussel Trust the Fylde Foodbank that provides emergency food parcels to households in crisis⁶.

⁴ <https://www.lancashire-pcc.gov.uk/the-police-and-crime-plan/tackling-crime-and-reoffending/lancashire-reducing-reoffending-boards/>

⁵ <https://www.lancashire.gov.uk/youthzone/need-to-know/leaving-home/help-if-you-are-16-or-17-and-homeless-or-at-risk-of-becoming-homeless/>

⁶ <https://fylde.foodbank.org.uk/about/>

Priority three – Increasing the supply of settled accommodation including access into the private rented sector

- Fylde Council work in partnership with Face to Face YMCA to deliver a Bond Guarantee Scheme. The Bond replaces the cash bond normally required by a private landlord before he/she will grant a tenancy⁷.
- To support access into the private and social rented sectors we have worked with Human Kind to run classroom and an e-learning Tenancy Ready Training on behalf of Fylde Council⁸. The course provides information on the different housing options available and assists clients to consider the most appropriate and affordable option. The course over covers types of tenancy, moving in and how to effectively manage a tenancy.
- We have also worked with Fylde Coast YMCA to develop a Tenancy Ready Training Course specifically for young people 16-25⁹. The course is accessible via computer or portable device. The focus is on preventing homelessness, however if a young person does find themselves in that situation it enables customers to consider their housing options and suitability and affordability of accommodation.
- We have developed a tenancy support service within Fylde, predominately for clients with complex needs. Support includes access welfare benefits, support to access tenancy set up funding (Bond, Rent in Advance, Furniture and white goods) and on-going support at a 1 month, 3 month and 6 month basis to ensure the tenancy is sustaining and flag up emerging issues that could result in repeat homelessness for clients.

⁷ <https://ymcahousing.org.uk/our-services/rented-accommodation/>

⁸ <https://humankindcharity.org.uk/area-of-work/housing-related-support>

⁹ <https://ymcahousing.org.uk/tenancy-ready-training/>

PART 4 – FYLDE HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2019-24

Our vision and values

Our vision is to work to prevent and relieve homelessness in Fylde and provide homelessness services with our partners that are accessible, professional and make a difference.

We will work to ensure all our clients facing homelessness have:

1. Access to expertise needed to enable clients to engage with a range services that will support them to resolve their housing situation and improve their health and well-being.
2. The confidence to access and maintain a tenancy with the skills required to ensure their home is affordable, settled and if they are facing difficulties know who to approach for help.

To support **this vision** we have the following **6 values** in the way we manage the housing service within Fylde Borough Council

We believe that everyone who is homeless should have a right to:

1. A **safe, secure** home, and if needed, an appropriate level of support to create a good quality of life
2. The **full protection of the law**, and not be subjected to violence, abuse, theft and discrimination
3. **Communication methods** website, leaflets and personal housing plans that give clients an understanding of the service they will receive and actions they need to take as they move between support services into accommodation
4. Be treated in a **courteous and respectful** manner
5. **All opportunities for contact are captured** and maximised to ensure engagement
6. People with **experience of homelessness have a voice**, their opinions matter and they are involved in determining the solutions to their own issues.

FYLDE HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2019-2024 ACTION PLAN

Priority One – Developing a service that is focussed on preventing homelessness

Priority two – Developing a service that is focussed on relieving homelessness

Priority three – Partnership working to achieve our vision and values

Priority One – Developing a service that is focussed on preventing homelessness	
WHAT WILL WE DO?	HOW WILL WE DO IT?
<ul style="list-style-type: none"> Continue to ensure every contact with Fylde Council and partner agencies counts. 	<ul style="list-style-type: none"> Attend regular briefing sessions with Fylde Council Customer Services Staff, DWP, CMHT.
<ul style="list-style-type: none"> Duty to Refer implemented with all statutory agencies including DWP, NHS, other Local Authorities, Police and Adult and Children Social Care Commitment to refer implemented with all providers of social housing operating within Fylde 	<ul style="list-style-type: none"> Ensure all partner agencies are fully aware of the duty to refer and commitment to refer process into the housing service in order to prevent homelessness where possible. Regular training sessions provided to staff within partner agencies of the support available.
<ul style="list-style-type: none"> Self-help housing services pages developed on Fylde Council website with customer Portal developed and embedded on Jigsaw for self-referrals and personal housing plan updates. 	<ul style="list-style-type: none"> Develop self-help housing services on Fylde Council website with access to partner agencies websites. Jigsaw is the portal Fylde Housing Service to capture customer journeys through the housing service, personal housing plans and HClick returns.
<ul style="list-style-type: none"> Self-help advice developed on the website for private landlords with links to websites that give advice on managing accommodation, for example service Section 21 and Section 8 notices 	<ul style="list-style-type: none"> The authority cannot provide landlord advice direct on managing accommodation, however we can provide signposting to relevant website to assist private landlords
<ul style="list-style-type: none"> Support clients to follow Personal Housing Plans that are meaningful and achievable 	<ul style="list-style-type: none"> Introduced under the HRA 2018, all clients under either a prevention or relief duty are provided with Personal

	Housing Plan that describes tasks the client and the local authority need to undertake. Work with clients to ensure the potential of this tool is maximised in all cases.
<ul style="list-style-type: none"> Support applicants to join the local Choice Based Letting Scheme (MyHomeChoiceFyldeCoast) and prioritise banding where applicable in homelessness cases in accordance with the Common Assessment Policy (CAP) 	<ul style="list-style-type: none"> Support applicants to ensure registered and advice on placing bids for accommodation. Continue to work with processing partner in Fylde, Progress Housing to fast track applicants in priority need
<ul style="list-style-type: none"> Early Notification Protocol written and embedded with Partner Agencies and Registered Social Landlords. 	<ul style="list-style-type: none"> For households at risk of losing their home due to rent arrears or other tenancy breaches, ensure early notification of support available is given to households.
<ul style="list-style-type: none"> Improved access to quality Private Rented Sector accommodation using a checklist of housing conditions for all tenancies enabled in the Private Rented Sector. 	<ul style="list-style-type: none"> Where tenancies are being established in the private rented sector, ensure properties are assessed in accordance with identified minimum standards.
<ul style="list-style-type: none"> Work with the Private Sector Housing Team who are delivering Fylde Council's private sector housing enforcement policy which provides a framework for private sector housing enforcement activity by the Council; recognise the private sector teams contribution towards helping residents and property owners understand the powers and duties of the Council in relation to private sector housing and how they will be implemented. 	<ul style="list-style-type: none"> Ensure clients approaching the service highlighting disrepair issues are referred into the Private Sector Team for further investigation. Ensure that the Private Sector Team are equipped with the resources to proactively undertake their enforcement role which can reduce the likelihood of poor housing conditions leading to tenants presenting themselves to the service as homeless.
<ul style="list-style-type: none"> Referrals into Supported Accommodation provided under the Complex Needs accommodation programme run by Lancashire County Council 	<ul style="list-style-type: none"> Where appropriate refer clients presenting with complex needs into any vacancies at Warren Hurst, Fleetwood or Oak Tree House, Lancaster and provide move on support when clients due to exit supported accommodation.
<ul style="list-style-type: none"> Collaborative Multi-Agency Working including referrals to Mental Health Services, Substance Misuse Services, Adult Social Care 	<ul style="list-style-type: none"> Continue to meet regularly with Mental Health Services, Substance misuse and Adult Social Care in Fylde to ensure the most vulnerable of households with complex lifestyles can be supported into and sustain secure accommodation.
<ul style="list-style-type: none"> Promote Pre-Tenancy Ready Training to all clients in need of 	<ul style="list-style-type: none"> Secure funding for the life time of the strategy to ensure

advice and assistance provided through Human Kind for classroom and e-learning modules and 16-25 year olds through YMCA Fylde Coast via mobile devices.	<p>pre-tenancy training programmes remain in place.</p> <ul style="list-style-type: none"> • Evaluate Human Kind programme to ensure is meeting the training needs of households facing homelessness within both the classroom and e-learning programmes.
<ul style="list-style-type: none"> • Continue to work with Children's social care (CSC) and YMCA towards the 16/17 year old homeless protocol 	<ul style="list-style-type: none"> • All 16/17 year olds approaching either Fylde Council, CSC and YMCA as homeless are sourced immediate temporary accommodation in Fylde or Wyre and a joint assessment undertaken within 5 working days.
<ul style="list-style-type: none"> • Continue as a service to provide tenancy support as reassurance for private landlords 	<ul style="list-style-type: none"> • Where Fylde Council has assisted clients into accommodation and provided internal or external funding to set the tenancy up continue to provide support for the landlord and the tenant at 1 month, 3 months and 6 monthly periods to identify any issues arising.
<ul style="list-style-type: none"> • Continue to offer Mediation as a method to prevent homelessness 	<ul style="list-style-type: none"> • Appropriate referrals to Smile Mediation where both parties are looking to resolve a dispute and prevent homelessness
<ul style="list-style-type: none"> • Support clients to access financial support that may be available to resolve their current housing situations 	<ul style="list-style-type: none"> • Support will include; DHP applications, Invest to Save applications, repossession prevention applications, charitable applications and benefit entitlement.
<ul style="list-style-type: none"> • In partnership with Blackpool Council continue to operate personal budgeting and debt advice support for clients that present in financial difficulties 	<ul style="list-style-type: none"> • Budgeting support is available weekly within Fylde Council offices for clients in need of budgeting advice. Where client's debts are directly impacting on their ability to access to secure accommodation referrals made into debt advice service.

Priority Two – Developing a service that is focussed on relieving homelessness	
WHAT WILL WE DO?	HOW WILL WE DO IT?
<ul style="list-style-type: none"> Continue to ensure every contact with Fylde Council and partner agencies counts. 	<ul style="list-style-type: none"> Attend regular briefing sessions with Fylde Council Customer Services Staff, DWP, CMHT.
<ul style="list-style-type: none"> Duty to Refer implemented with all statutory agencies including DWP, NHS, other Local Authorities, Police and Adult and Children Social Care Commitment to refer implemented with all providers of social housing operating within Fylde 	<ul style="list-style-type: none"> Ensure all partner agencies are fully aware of the duty to refer and commitment to refer process into the housing service in order to prevent homelessness where possible. Regular training sessions provided to staff within partner agencies of the support available.
<ul style="list-style-type: none"> Continue to provide No Second Night Out (NSNO) provision for new and entrenched rough sleepers and Severe Weather Emergency Protocol (SWEP) 	<ul style="list-style-type: none"> NSNO and in severe weather SWEP enables the local authority to quickly support clients facing homelessness in an emergency situation. Current provision is within B&B accommodation out of borough and there is a need to establish what options for such provision would be available within Fylde, for example access to a Crisis Bed through supported housing providers.
<ul style="list-style-type: none"> Self-help housing services pages developed on Fylde Council website with customer Portal developed and embedded on Jigsaw for self-referrals and personal housing plan updates. 	<ul style="list-style-type: none"> Develop self-help housing services on Fylde Council website with access to partner agencies websites. Jigsaw is the portal Fylde Housing Service to capture customer journeys through the housing service, personal housing plans and HClick returns.
<ul style="list-style-type: none"> Support applicants to join the local Choice Based Letting Scheme (MyHomeChoiceFyldeCoast) and prioritise banding where applicable in homelessness cases in accordance with the Common Assessment Policy (CAP) 	<ul style="list-style-type: none"> Support applicants to ensure registered and advice on placing bids for accommodation. Continue to work with processing partner in Fylde, Progress Housing to fast track applicants in priority need
<ul style="list-style-type: none"> Support clients to follow Personal Housing Plans that are 	<ul style="list-style-type: none"> Introduced under the HRA 2018, all clients under either a

meaningful and achievable	prevention or relief duty are provided with Personal Housing Plan that describes tasks the client and the local authority need to undertake. Work with clients to ensure the potential of this tool is maximised in all cases.
<ul style="list-style-type: none"> Improved access to quality Private Rented Sector accommodation using Housing Health and Safety Rating System (HHSRS) checks for all tenancies enabled in the Private Rented Sector. 	<ul style="list-style-type: none"> Where tenancies being established in the private rented sector ensure properties meet HHSRS standards.
<ul style="list-style-type: none"> Referrals into Supported Accommodation provided under the Complex Needs accommodation programme run by Lancashire County Council 	<ul style="list-style-type: none"> Where appropriate refer clients presenting with complex needs into any vacancies at Warren Hurst, Fleetwood or Oak Tree House, Lancaster and provide move on support when clients due to exit supported accommodation.
<ul style="list-style-type: none"> Collaborative Multi-Agency Working including referrals to Mental Health Services, Substance Misuse Services, Adult Social Care 	<ul style="list-style-type: none"> Continue to meet regularly with Mental Health Services, Substance misuse and Adult Social Care in Fylde to ensure the most vulnerable of households with complex lifestyles can be supported into and sustain secure accommodation.
<ul style="list-style-type: none"> Promote Pre-Tenancy Ready Training to all clients in need of advice and assistance provided through Human Kind for classroom and e-learning modules and 16-25 year olds through YMCA Fylde Coast via mobile devices. 	<ul style="list-style-type: none"> Secure funding for the life time of the strategy to ensure pre-tenancy training programmes remain in place. Evaluate Human Kind programme to ensure is meeting the training needs of households facing homelessness within both the classroom and e-learning programmes.
<ul style="list-style-type: none"> Continue to work with Children's social care (CSC) and YMCA towards the 16/17 year old homeless protocol 	<ul style="list-style-type: none"> All 16/17 year olds approaching either Fylde Council, CSC and YMCA as homeless are sourced immediate temporary accommodation in Fylde or Wyre and a joint assessment undertaken within 5 working days.
<ul style="list-style-type: none"> Continue as a service to provide tenancy support as reassurance for private landlords 	<ul style="list-style-type: none"> Where Fylde Council has assisted clients into accommodation and provided internal or external funding to set the tenancy up continue to provide support for the landlord and the tenant at 1 month, 3 months and 6 monthly periods to identify any issues arising.
<ul style="list-style-type: none"> Support clients to access financial support that may be 	<ul style="list-style-type: none"> Support will include; DHP applications, Invest to Save

available to resolve their current housing situations	applications, repossession prevention applications, charitable applications and benefit entitlement.
<ul style="list-style-type: none"> In partnership with Blackpool Council continue to operate personal budgeting and debt advice support for clients that present in financial difficulties 	<ul style="list-style-type: none"> Budgeting support is available weekly within Fylde Council offices for clients in need of budgeting advice. Where client's debts are directly impacting on their ability to access to secure accommodation referrals made into debt advice service.

Priority Three – Partnership working to achieve our vision and values

WHAT WILL WE DO?	HOW WILL WE DO IT?
<ul style="list-style-type: none"> Explore ways to receive feedback from clients who have accessed the housing service at Fylde 	<ul style="list-style-type: none"> Clients do not generally complete survey forms giving feedback on service provision. There is a need to genuinely engage with clients to establish how they service worked for them and recommendations they would make to improve support. This could be via coffee morning with housed clients or e-survey on the website.
<ul style="list-style-type: none"> Explore opportunities for a shared apprenticeship scheme with Progress Housing 	<ul style="list-style-type: none"> Following LCC announced cuts to the Health and Wellbeing service in Lancashire, the withdrawal of the service will impact on support available for clients in both the social and rented sectors.
<ul style="list-style-type: none"> Explore incentives for clients to encourage engagement with the service and self-help. To avoid clients leaving the support and presenting when their situation is more critical we need to consider approaches to ensure continued engagement with the service. 	<ul style="list-style-type: none"> This could include Housing Coach – dedicated support with cooking, accessing benefits, utility bills - YMCA gymn membership to promote health and well-being, starter packs, nominal vouchers for successful completion of a 6 month tenancy or mentoring scheme with clients who have already resolved their housing situation.
<ul style="list-style-type: none"> Facilitate Fylde Homeless Forum on a 6 monthly basis that brings all agencies that provide homeless support services in Fylde together. 	<ul style="list-style-type: none"> Under the Homeless Trailblazer project the Forum ran across three local authorities, however many organisations did not attend when held in neighbouring authorities. The Forum will be re-established with a focus for Fylde to

	update on work within organisations, discuss barriers to provision, funding and opportunities for joint working.
<ul style="list-style-type: none"> Continue to work with partners under the Homeless Partnership Agreement and facilitate regular quarterly meetings 	<ul style="list-style-type: none"> Agencies that work with Fylde to provide support for households facing homelessness include Progress Housing, Human Kind, Key Floating Support and Key. All partners meet regularly to discuss service provision and address issues as clients access support.
<ul style="list-style-type: none"> Undertake Equality Impact Assessment (EIA) of temporary accommodation provided in Fylde and identify gaps in service provision for household types and evaluate if provision is meeting client needs. 	<ul style="list-style-type: none"> EIA will provide reassurance that temporary accommodation available meets the numbers and make-up of clients presenting to the local authority or not under homeless legislation. An emerging need over the past 12 months has been a requirement for crisis bed accommodation for 5 nights to avoid B&B use out of borough.
<ul style="list-style-type: none"> Identify gaps in provision of temporary accommodation develop an approach to address the gaps to meet the needs of households facing homelessness 	<ul style="list-style-type: none"> Visits to local authorities and charities operating in a similar way as Fylde Council to see how they have developed their housing service following the introduction of the HRA 2018 and addressing their temporary accommodation needs.
<ul style="list-style-type: none"> Consider the future of Face to Face, YMCA rent bond scheme in light of the changes with local authority housing services as a result of the HRA 2018 	<ul style="list-style-type: none"> The number of clients sourcing accommodation through the Rent Bond Scheme run in partnership with YMCA has fallen since the introduction of the HRA 2018. The benefit of the scheme was more prominent prior to the HRA where they worked with clients to access tenancies enabled by a paper bond. The new prevention and relief duties placed on local authorities has resulted in these clients now being supported directly by the local authority into the private rented sector.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	5
THE INTRODUCTION OF FIXED PENALTY NOTICE FOR HOUSEHOLD WASTE DUTY OF CARE			

PUBLIC ITEM

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

SUMMARY

To inform the Environment, Health and Housing Committee Members of the new fixed penalty notice (FPN) powers relating to the household waste duty of care that have come into force under The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 (the Regulations), which amend section 33 of the Environmental Protection Act 1990.

To authorise the council's enforcement officers to issue FPNs, under section 34ZA of the Environmental Protection Act 1990 (EPA), to persons whom the officer has reason to believe have committed a breach of household waste duty of care.

To seek authority to use the legal maximum FPN charge level of £400 for all breaches of household waste duty of care and to give a discount of £240 (i.e. discounted fine payment level of £160) for early payment provided payment is made within 10 days of the date the FPN was issued.

RECOMMENDATIONS

The Committee is recommended to:

1. Adopt the legal maximum FPN level of £400 for all of breaches of household waste duty of care offences and to give discount for early payment of £240 (i.e. discounted fine payment level of £160) provided payment is made within 10 days of the date the FPN was issued;
2. Delegate authority to the Head of Health and Environment to introduce the new fixed penalties for household waste duty of care offences; and
3. Authorise the Council's enforcement officers to issue these FPNs in accordance with section 34ZA of the Environmental Protection Act 1990.

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions under this subject matter

CORPORATE PRIORITIES

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

REPORT

1. Under Section 34 of the Environmental Protection Act 1990, all occupiers of domestic properties are required to take reasonable measures to ensure that waste produced on their property is only transferred to an authorised person. An authorised person is defined in law and includes the council waste collection service (ie. bulky waste collection), a registered waste carrier (i.e. an authorised skip company) or an operator of a registered site (i.e. household waste recycling centre at Saltcotes Road). This reduces the risk of domestic waste ending up in the hands of those who would fly tip it.
2. Nationally two thirds of fly-tipping incidents involve household waste, often as a result of an individual breaching their duty of care to ensure their waste is taken away by an authorised carrier. The household waste duty of care FPN is intended to reduce the flow of waste to those, who would go on to dispose of it illegally or fly tip it. The FPN allows a more proportionate approach to enforcement, both for the council in costs of enforcement, and for householders in size of penalty and avoiding a criminal record.
3. Examples of where the household waste duty of care has been breached include (but is not limited to):
 - a. Where fly tipped waste can be traced back to an individual, who is found to have failed to take reasonable steps to ensure that they have transferred the waste to an authorised person;
 - b. Where an unauthorised carrier is found to be carrying household waste that was directly transferred to them by the occupier of a domestic property; or
 - c. Where an individual is found to have transferred their household waste to an unauthorised person, at a site that does not have a permit or exemption.
4. In all investigations of breaches of household waste duty of care, individuals will be given the opportunity to demonstrate they took reasonable steps to determine the person that took their waste was authorised to do so. If fly-tipped waste is traced to an individual, and they are unable to identify who took their waste, or the carrier that they identify is unauthorised, then it is reasonable to believe they have not met their duty of care.
5. Examples of evidence which can be used to demonstrate an occupier of a domestic property meet their duty of care can include, but is not limited to:
 - a. Details of business and of any vehicle used which can be linked to an authorised operator ;
 - b. A record of checks made, including operators registration, permit or exemption number;
 - c. A receipt for the transaction which includes the businesses details of a registered operator; or
 - d. A copy of photograph of the carrier's waste license or site permit.
6. Fly tipping is a significant problem to local communities and a risk to the environment. It is a drain on council resources and undermines legitimate waste businesses, where unscrupulous operators undercut those that operate within the law. Prior to the introduction of the aforementioned Regulations and subsequent FPN powers, the option for dealing with household waste duty of care was limited to prosecution, when other formal action was not possible or suitable.
7. Of the 641 incidents of fly tipping in Fylde Borough during 2018/2019, 246 (54%) was found to be household waste. Whenever evidence was found within these incidents of household waste deposited illegally, the investigation found that there was a failing in the duty of care.
8. The costs to local authorities of investigating, bringing prosecutions, clearance and disposal of fly tipping are considerable. Where fines are issued, as a result of a successful prosecution, they are paid to the court, and prosecuting authorities must seek to recover their costs through a separate process, which often can result in an award levels significantly less than the actual costs incurred for the investigation and prosecution.
9. The new 2018 Regulations amend section 34 of the Environmental Protection Act 1990 to give new powers to local authorities to deal with household waste duty of care. The Regulations also provide local authorities with a more efficient and proportionate response to breach of duty of care, ie. the power to issue FPNs, instead of the current enforcement by prosecution
10. FPNs are an effective and visible way of dealing with low level environmental crime provided they are used sensibly, enforced fairly and are seen as a reasonable response to genuine problems.

11. The council has already approved the use of FPNs, as an alternative to prosecutions, when dealing with other environmental crimes including littering, dog fouling and small-scale fly tipping vehicles. These FPNs are issued by authorised officers within the Council's Environmental Health Team. The same authorised officers will be continue to be responsible for issuing FPNs for breaches of the already adopted FPNs and of the new household waste duty of care.
12. The FPN powers relating to household waste duty of care allow an enforcement authority set a fine payment level between £150 and £400, with a minimum early payment of £120. This ensures the combination of illegal disposal and penalty is higher than the cost off legitimate disposal. If a person pays the notice within 14 days of the date of the notice, they cannot be convicted for the offence.
13. Fixed penalties that are set too high for local conditions, or are likely to be higher than the Court imposed fine in the event of non-payment, will lead to substantial non-payment rates and so are counter-productive.
14. In March 2017, FPNs were introduced by the council, as an alternative to prosecution, for small scale fly tipping that came into force under The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016. In introducing FPNs for small scale fly tipping, the Council adopted the upper limit level of £400 and to give discount of £200 for payment within ten days. In accordance with the Borough Council's March 2017, decision to adopt the FPN upper limit level for small scale fly tipping, it is proposed that the Borough Council continues to adopt the upper limit charge level for all future environmental offences.
15. There is a set legal standard payment period of 14 days for the payment of fixed penalties. Once a FPN has been issued, an authority cannot prosecute for the alleged offence, if the FPN is paid within this 14 day period, and this must be stated on the notice itself. For this reason, the period, during which a discount for early payment is offered, must be less than 14 days; and, in line with the Regulations, cannot be more than 10 days. Again, this will be consistent with the standards set by other local authorities and the approach already in place for other environmental crime FPNs issued by Fylde Borough Council.
16. The council will continue not to accept payment by instalments or payment plans. Payment for fixed penalties can only be accepted by the council for the full amount. However, in cases of extreme financial difficulties, officers will continue to have discretion to be able to extend the lower threshold payment period (subject to legal restrictions), and will work together with those issued fixed penalties to avoid prosecution where possible.
17. Under the Regulations there is no right of appeal (which is the case for the other environmental FPNs issued by the council). However, with the household waste duty of care FPN, there is the right to challenge the appropriateness of the enforcement; or to dispute the alleged offence. An alleged offender, issued an FPN, would be entitled to make representations, which the council will be required to consider, in conjunction with the evidence of the case. Any such representations would be considered in line with the council's Corporate Enforcement Policy.
18. FPNs are not appropriate for repeat offenders, or those responsible for large-scale environmental offences, offences involving hazardous waste, those who are non-compliant with enforcement officers or those who do not wish to be issued a FPN. These types of offences will continue to be enforced by prosecution in line with the Corporate Enforcement Policy.
19. The council's new FPN powers, for breaches of household waste duty of care, will be used as part of the package of enforcement options available in accordance with the council's Corporate Enforcement Policy.
20. In accordance with the Environmental Protection Act 1990 and new Regulations, the income received by local authorities from FPN's has to be spent on functions relating to waste, enforcement and cleansing. It is not to be used a means of generating income for other uses.
21. The Council fees and charges will be updated to reflect the charge if approved
22. It is not possible to predict the likely income from the introduction of this charge at this stage. Any additional income will be reflected in future updates to the Financial Forecast.

IMPLICATIONS	
Finance	It is not possible to accurately assess the level of income that will be generated from the new charge but there is no direct cost in adopting the charge. Any additional income will be reflected in future updates to the Financial Forecast. The use of FPNs has the potential of yielding a modest income. In accordance with the Regulations, FPN receipts will be used for the purpose of exercising functions to improve street cleanliness and enforcement of offences; it is not being regarded as an 'income generator'. It is not envisaged that the revenue generated from the fines will be significant, but it will reduce the need to pursue costly prosecution in some cases and enable a more flexible approach in dealing with specific offences under the Environmental Protection Act 1990
Legal	The legal implications are set out in the body of the report
Community Safety	There are no direct community safety implications arising from the report
Human Rights and Equalities	There are no direct human rights and equalities implications arising from the report. The impact on businesses, charities or voluntary bodies is expected to be positive, as these proposals should act as a deterrent and encourage responsible waste disposal; and help level the playing field for legitimate waste businesses.
Sustainability and Environmental Impact	There are no direct sustainability and environmental impact implications arising from the report. The introduction of FPNs for household waste duty of care will deliver a net positive climate change impact, through the reduction in illegal waste disposal and fly tipping; and associated additional vehicle movements required to clear and dispose of it. A reduction in fly tipping will also deliver an increase in the quality of the local environment, a reduction in associated environmental pollution and contamination and associated improvements in public perception, health, civic pride and inward investment.
Health & Safety and Risk Management	There are no direct sustainability and environmental impact implications arising from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Philip Dent	Phil.dent@fylde.gov.uk ; Tel 01253 658620	July 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A	N/A	N/A

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	6
APPOINTMENT TO OUTSIDE BODIES – POLICE CRIME COMMISSIONER’S PANEL			

PUBLIC ITEM

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

SUMMARY

This report seeks nominations to appoint a representative (and named substitute) to the Police Crime Commissioner’s Panel.

In May 2019, Council asked that the programme committees make recommendations from within their respective memberships for those outside bodies relating to the brief for the committee.

At the meeting of the committee on 11 June, nominations to the various outside bodies (within the remit of the committee) were made for the forthcoming municipal year for consideration by Full Council. Councillors Aitken and Oades were nominated to the Panel with Councillor Willder and a member of the opposition to be nominated as named substitutes.

Following that committee meeting, information came from Blackburn Council, who administer the Crime Commissioner’s Panel, that the May local elections have resulted in changes to the political balance of the Panel. As a result Fylde were required to only nominate one Conservative representative and one named Conservative substitute.

As a result the proposed nominations did not go forward to Council at its meeting on 15 July, but the matter is returned to committee to consider nominations.

RECOMMENDATIONS:

1. To seek a Conservative nominee (and named Conservative substitute) to represent the Council on the Police Crime Commissioner’s Panel; and
2. To recommend the nominations to Council.

SUMMARY OF PREVIOUS DECISIONS

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

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

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

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

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

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

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

REPORT

1. In May 2019, Council asked that the programme committees make recommendations from within their respective memberships for those outside bodies relating to the brief for the committee
2. The Committee duly made recommendations at its meeting on 11 June, 2019.
3. At its meeting on 15 July, Council agreed to the recommendations made by the committees, with the exception of the recommendation of Councillors Aitken and Oades to serve as the council's representatives on the Police Crime Commissioner's Panel.
4. However following the meeting of the committee, the PCC Panel held its AGM on 8 July 2019. The Panel is politically balanced and following the local elections in May, there had been changes to the political balance of the Panel.
5. As such Fylde was allocated one Conservative seat, but lost the balancing Independent seat which had previously been allocated to Councillor Oades.
6. The PCC Panel has agreed that Fylde will be allocated one Conservative seat on the Panel, and requests that a named Conservative substitute is also supplied.
7. It therefore falls to the Environment, Health and Housing committee to recommend to Council a Conservative member to serve as the council's representative on the Police Crime Commissioner's Panel.
8. It is important that the members nominated to represent the Council on outside bodies are interested in the work of the body and, can positively represent the Council, and are able to commit the time to attend the majority of the meetings involved.
9. The member nominated should ideally be a member of the programme committee to which the matter relates to.
10. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.

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

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	tracy.manning@fylde.gov.uk	15 July 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Minutes – Environment, Health and Housing Committee	11 June 2019	Website

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	7
REPRESENTATION FROM NORTH WEST AMBULANCE SERVICE			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

A request has been made by the Chairman for the North West Ambulance Service to provide an overview of the service in Fylde to the committee. A representative from the NWAS will be in attendance to provide a brief presentation and answer any questions.

SOURCE OF INFORMATION

North West Ambulance Service, www.nwas.nhs.uk

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

For information at the request from the Chairman of the Environment, Health and Housing Committee.

FURTHER INFORMATION

Democracy@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	8
AGE UK LANCASHIRE– ANNUAL REPORT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council has a Service Level Agreement in place with Age UK Lancashire to provide an information and advice service in Fylde. As part of this agreement, Age UK provides a report to committee each year, summarising its performance over the previous year.

SOURCE OF INFORMATION

<http://www.ageuk.org.uk/lancashire>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Age UK Lancashire is identified as one of the Council's key formal partnerships. There is a service level agreement in place where the Council pays a grant of £12,000 per annum for the information and advice service. The annual report produced by Age UK Lancashire provides an opportunity for councillors to ensure that the council is receiving value for money.

FURTHER INFORMATION

Contact Tracy Morrison (658521) or Claire Yates, Age UK Lancashire (0300 303 1234)



Fylde Borough Council Annual Progress Report

Period covered: 1st April 2018 – 31st March 2019

Compiled by: Linda Salazar, Engagement Team Leader

General Update

Age UK Lancashire (AUKL) is the leading organisation in the county providing support & services to enable vulnerable people and their carers to live independently in the way they choose. We promote & facilitate social inclusion and improve health and wellbeing through a variety of delivery models. These include group and peer activities, befriending and mentoring and one-to-one tailored and person-centered support. Services vary across areas according to local need.

During 2018-2019 in Fylde Borough we delivered the following services:

- Information & Advice including case work
- Hospital Aftercare – practical support for people discharged from hospital
- Befriending scheme – offering social visits and contact with volunteers
- Home Help service – providing cleaning, shopping and other errands
- Age of Opportunity – supporting people aged 50+ back into employment
- Veterans project – ensuring veterans are receiving all the help and support they are entitled to

Information & Advice

Age UK Lancashire provides a comprehensive Information & Advice service to older people over 65 years and their carers throughout the Fylde area. This is a free, one-to-one service supporting, informing and advising older people and their carers, often at the most vulnerable times in their life. Our services include: signposting and referral to other agencies, providing information and advice, form filling and casework and in 2018/19 we worked with **338** older people in Fylde. There is high need for the home-visiting element of our service, particularly to support older people who are housebound to claim their welfare benefit entitlements and we endeavor to assist with this wherever possible using both staff and trained volunteers. **96** home visits were provided throughout the Fylde area in 2018/19.

Of the **338** people worked with, we explored **669** topic areas, resulting in making contact with those older people **1416** times; an average of 4 contacts per client highlighting the amount of

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time it can often take to help resolve multiple issues.

We support all enquiries that are within our area of expertise and will actively refer to other specialist advice services where appropriate such as Citizen's Advice for debt advice and Welfare Rights for benefit appeals. If we cannot offer a home visit in a timely manner we refer to Department for Work and Pensions.

Our Advice Line service is well established, where local older people and their carers can ring in directly and receive a call back for telephone advice if they cannot get to the office or the enquiry is more complex. This last year, **32** clients in the Fylde area received appointments for comprehensive advice.

Our most common enquiries usually include:

- *Welfare Benefits*
- *Travel and leisure (including Blue Badge applications)*
- *Local services and activities*
- *Community and social care*
- *Housing options*

The service can be accessed by calling in to the Age UK Lancashire office in St George's Rd, St Anne's, by telephone, email, letter, referral from other community services or via one of Age UK Lancashire's other services. Home visits are provided for people unable to access the office, complex cases and lengthy form-filling. Our telephone and email service operates Monday to Friday 9am – 3pm (via our 0300 303 1234 number) with an out of hours answerphone facility which gives the customer the option of ringing the Age UK national Advice Line for support out of hours (open 8am-7pm, 365 days per year). This last year, **267** clients attended Information and Advice surgeries at the St. Anne's office.

The service works in partnership with a number of local key partners, including the Department for Work and Pensions, Welfare Rights, Pension Wise, Disability Information, Community Mental Health Team, Extensive Care Team, New Fylde Housing, Fylde CA, Care & Repair, Lancashire Fire and Rescue Service, Hospital Discharge Team, Trinity Hospice, Rosemere Cancer Unit, Social Services, Stroke Association, Alzheimer's Association, Parkinson's Society and Lytham Hospital Dementia services.

The service provided by Age UK Lancashire has led to an increase in older peoples' income of over **£435,595** per annum in successful benefit applications in the Fylde district. This money is most often spent in the local economy.

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Further Background

Our Team & their Training

The team consists of 1 Full Time Information & Advice Support Worker providing office appointments and home visits for those clients who are unable to come to us. We are also supported by Information & Advice volunteers undertaking home visits and completing welfare benefit claim forms, particularly Attendance Allowance. We have 1 volunteer who supports older people to complete online blue badge applications in the office and 1 Meet and Greet volunteer who helps by offering a reception service to visitors to the office by signposting, providing information or actively referring the client's enquiry to an appropriate service.

Age UK Lancashire has a comprehensive mandatory training plan for both staff and volunteers. We have invested in a high quality online training resource via ME Learning which enables many more staff and volunteers to access up-to-date training and undertake courses at their convenience. Regular meetings are held with all the volunteers to update them and provide general support. This last year we have concentrated on making sure they are familiar with the standards, policies and procedures set by the Information and Advice Quality Standard. Training includes Basic Life Support, Safeguarding Adults level one, Safeguarding Children level one, Dementia Awareness, Information Governance, Mental Capacity Act, and Fire Safety Awareness.

The Information and Advice Worker has also undertaken training on Pension Age Welfare benefits, Social/Community Care, Charity Log (in house Database), Information & Advice Quality Program training meetings, The Care Act, and General Data Protection Regulation.

Quality

We continue to hold the nationally recognized Age UK Information and Advice Quality Programme (IAQP) and the Advice Quality Standard which are rigorous and robust processes to ensure we are delivering a service that meets all their requirements. We also hold the ISO 9001 and the Age UK organisational standard.

Promotion and Engagement

We continue to support the Older People's Forum and the FAB group and we keep in contact with the social groups in the area. We continue to refer people to Just Good Friends and have recently met the Chief Executive about co-working. We have received an extension to funding for the Fylde Befriending Service for a further 4 quarters and take people to Just Good Friends

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through this service.

We recently attended Wesham Library for a Mental Health Day in partnership with Ash Tree Surgery and are planning a second Health and Wellbeing event with the surgery for 20th July.

Our engagement manager is giving a talk to the Land Registry staff in Warton, Fylde in late June.

We regularly attend the Forget Me Not Dementia café hosted by Home Comfort Service and staff attend the Fylde Coast Dementia Hub which rotates across the fire stations in the area; we are also attending a health and wellbeing morning at Hambleton United Reformed Church on 10th June.

Some of the Fylde groups that we have supported over the last year include:

- Social Groups at Kirkham and Warton
- Fylde walking football
- Fylde older peoples forum
- FAB group
- Just Good Friends, taking clients and befrienders to their groups
- St Anne's Soroptomists

Staff have attended local events and meetings to explain the service and generate referrals including Macmillan events and the Fylde dementia hub to provide information on services. We've attended meetings with Macmillan staff, GP practice managers, social workers and district nurses. We've contacted N-vision, Trinity Hospice, Cinnamon Trust, Lancashire well-being service, Salvation Army, Lytham Extensive Care Team, and we work closely with the Fylde and Wyre Clinical Commissioning Groups Public Patient Engagement Group to ensure our services are promoted locally.

Campaigns

Age UK Lancashire has supported the following national campaigns:

- Care In Crisis
- Winter Warmth and Winter Health
- Painful Journeys
- Jo Cox Commission on Loneliness
- Switched off, saving the free TV license for older people

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Appendices

Appendix B – Case Study

K is 78 years old and lives with her husband R who is 83. K has arthritis but appears to be fairly mobile, albeit frail, while R struggles with mobility and various health conditions. They live in a privately rented property, which is in council tax band A, but are hoping to move to a Progress property when their current lease ends.

Enquiry / intervention

K came into Fylde office asking for help completing a Carers Allowance form for her husband, R. She had been unable to get through on the 0300 number, so an appointment was booked in directly. She attended her appointment, but brought an AA1 as she was confused about Attendance Allowance/Carers Allowance. She looks after her husband, so we completed the AA1 for R. K told me that she already gets Attendance Allowance, so I suggested that she order 2 x Carers' Allowance forms, though they would receive underlying entitlement only.

During one of our conversations I got a feeling K wasn't receiving Attendance Allowance for herself, so with her consent I contacted the Department for Work and Pensions to check. It turned out the Attendance Allowance for R had been awarded at the lower rate for an indefinite period, so the AA1 would be used for a supersession. Client was advised that this would take around 12 weeks, as opposed to 6 weeks for a new claim. We discussed making a claim for K as she struggles with some aspects of personal care due to arthritis, and with her consent I ordered a form for her.

The Carers Allowance form has been completed and posted for K (as carer for R), and we discussed possibly doing another one for R, should K's Attendance Allowance application be successful.

A benefit check had been carried out, though the information provided was incorrect due to confusion over who received which benefits. We have arranged to complete another benefit check, once all disability/carers benefits are in place.

K also asked for some help following up an application that had been made with Progress Housing for a relocation, as she wasn't sure whether she was on a waiting list, but was hoping to receive some confirmation as current tenancy agreement ends in May so notice would need to be given in April. K told me the neighbours can be very noisy which disturbs them, and she wanted to be closer to her friends as she struggles with public transport.

I emailed Progress Housing while K was with me and received a confirmation email advising I

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should receive a reply within 5 days.

She also told me during the our conversation that R occasionally fell out of bed, and she thought a bed rail would be useful, so wanted information on how to get one.

I sent a referral to the Adult Social Care team at Fylde Borough Council for as assessment to be carried out, both for aids/appliances which may be useful to R, and a carer's assessment for K so a contingency plan could be put in place in case K's health started to suffer. The team contacted K within a few days, and have arranged for the bed rail to be fitted for R.

Outcomes

Attendance Allowance review for R
 Attendance Allowance application for K
 Carers Allowance application for K
 Aware of benefit eligibility criteria and processes
 Progress application escalated
 Social care assessment carried out.

“Thank you very much for all the help you have given me and my husband, much appreciated.”

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Appendix B - Profile Data for Fylde 2018-19

TOPIC OF ENQUIRY

Topic	No. Enquiries
Age UK Services	21
Benefits	404
Community Care	38
Consumer	11
Employment and Voluntary Work	2
Family and Personal	4
Health Conditions	6
Health Services	9
Housing	19
Legal	11
Leisure and Social Activities	5
Nationality and Immigration	1
Other Money	6
Residential Care	22
Travel	110
Grand Total	669

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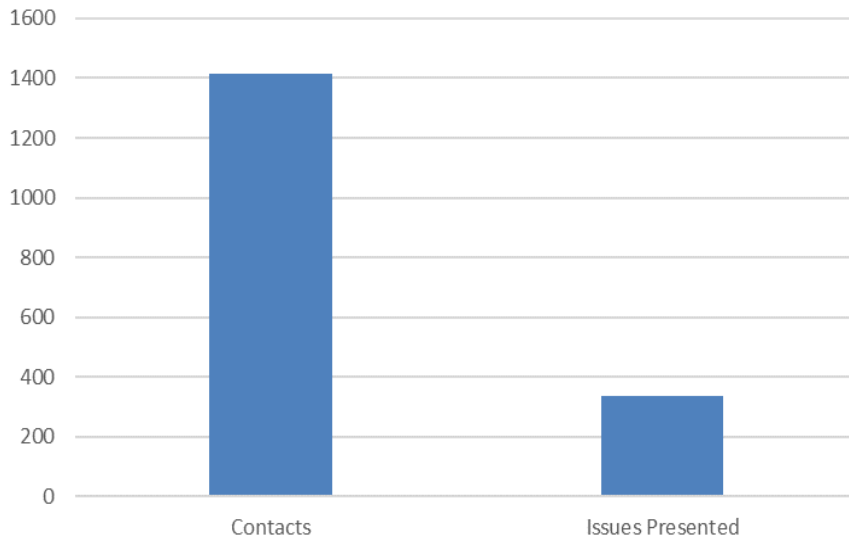
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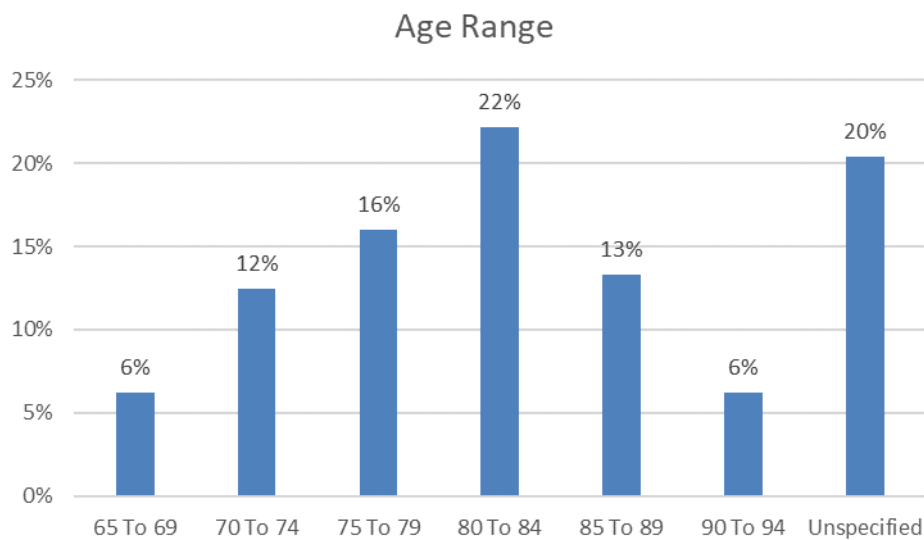


PROFILE OF SERVICE USERS

CONTACTS AND ISSUES PRESENTED



Total number of contacts	1,416
Total number of issues presented	338



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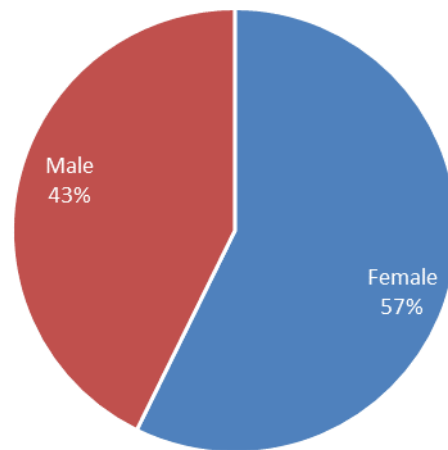
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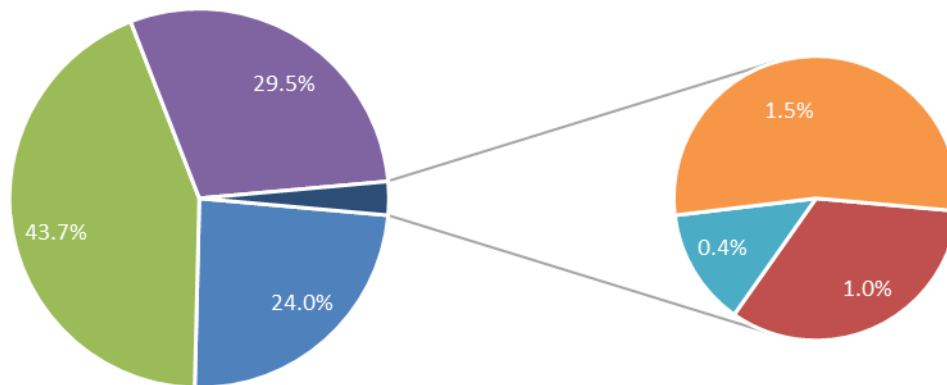
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Gender



Living Arrangements



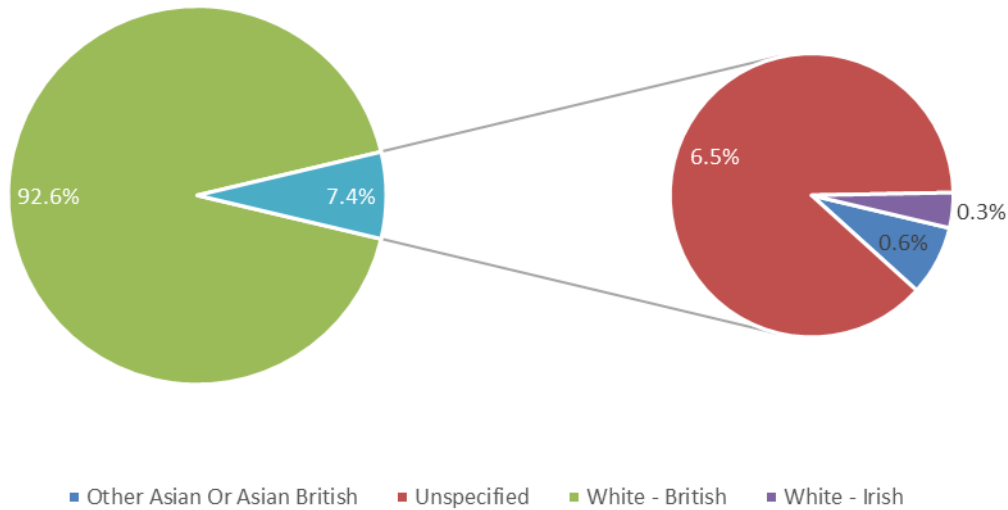
■ Lives Alone
 ■ Lives With Friend
 ■ Lives With Partner
 ■ Unspecified
 ■ Lives with Children
 ■ Lives with Family

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	
ADDRESSING LONELINESS, SOCIAL ISOLATION AND HEALTH INEQUALITIES			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Increasing numbers of people, especially older adults, are becoming socially isolated or lonely. Chronic social isolation can reduce life expectancy by an equivalent amount to smoking, with chronic loneliness increasingly recognised as having far reaching consequences for the health and wellbeing of both individuals and wider communities. Social isolation and loneliness impact significantly on health and social care systems, both directly and through leading to long-term conditions. This is estimated to cost health and social services in Lancashire £100s of millions.

Fylde Council is committed to working with partners to improve the health and wellbeing of all residents. This is a priority in the corporate plan, with particular emphasis on tackling loneliness and social isolation and improving health inequalities.

This report provides information on the work that is ongoing with partners and communities to address the high levels of social isolation and loneliness across Fylde, supporting residents with suitable and effective activities to encourage participation and combat some of the associated health conditions.

SOURCE OF INFORMATION

Lancashire County Council, Public Health; Fylde and Wyre Clinical Commissioning Group; NHS England; Fylde District Profile 2019

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To update the Members of the Environment, Health and Housing Committee on the work being done across the borough to improve the general health and wellbeing of our local residents, including tackling loneliness and social isolation.

FURTHER INFORMATION

Kathy Winstanley, Head of Health and Environment, kathy.winstanley@fylde.gov.uk, 01253 658634

Loneliness and Social Isolation

1. Social isolation has been shown to reduce life expectancy, and loneliness leads to greater risk of developing depression, dementia, or physical conditions such as high blood pressure. People who are lonely are more likely to visit their GPs or accident and emergency departments and are more likely to have emergency admissions. In addition, estimates suggest that people who are socially isolated and lonely are three times more likely to enter local authority funded residential care. Being socially isolated or lonely has significant impacts on people's physical and mental health. Research suggests that being socially isolated reduces life expectancy, through affecting health as strongly as smoking 10 to 15 cigarettes a day or alcoholism.
2. Some people are at much greater risk. The risk relates to both individual characteristics and circumstances, especially triggers of events involving loss - for example of health, of a partner or friends, or of work. Such events tend to become more frequent with advancing age, and living in more deprived circumstances also tends to increase the risk.
3. Many factors can impact on social isolation and loneliness, most of them outside our individual control. These include aspects of the places and communities we live in, and wider socio-economic factors, as well as our own personal characteristics and circumstances.
4. Because social isolation and loneliness is essentially a hidden issue, it is hard to know exactly who or how many people are affected and where they are. There is a strong imperative to tackle social isolation and loneliness, and it is prioritised in a number of policies and strategies for partner organisations in Lancashire.
5. Social isolation and loneliness is likely to affect 10s of thousands of people in Lancashire. It is estimated that, across Lancashire, at least 22,000 households (or 35,000 people) contain one or more household members who are chronically socially isolated. Most, though not all, affected households are older adults aged over 70.
6. As a general rule, likelihood of being socially isolated or lonely tends to rise both with age and deprived circumstances. The coastal and rural areas of North Lancashire are likely to have the highest levels of social isolation and loneliness in Lancashire, with 7% of all Fylde households (2,400) estimated to be socially isolated, including 9% of all households in Lytham and St Anne's.
7. Fylde is one of the smallest boroughs in Lancashire, with the third lowest population (78,863). It is estimated that between 2014 and 2039 the population of Fylde will increase by 9.2% and that the number of households will increase by 16.6%. Fylde has an increasingly mature population, currently 26.9% of the population are aged 65 years and over. By 2039, the population aged 65 or over in Fylde is projected to increase to around 50% of the population and 40% are projected to be one person households by 2041.
8. People who are socially isolated can be helped through engaging with social group activities or through using technology to connect with others. To help people already experiencing social isolation and/or loneliness, or who are at high risk of this, we need to consider a complete pathway to reach, understand and support people.
9. This involves statutory, third sector organisations and businesses working together with each other and communities. Strong partnership working at local level is essential to complement this and make it work effectively. This includes making full use of, and supporting, community groups and activities, with good information sharing via the FYI Directory; as well as innovative approaches to find and engage with people who are socially isolated or lonely.

Well North Initiative

10. Fylde Council is committed to working with partners and the local community to tackle the increasing challenge of loneliness and social isolation in support of our most vulnerable residents.
11. There are many relevant existing activities and community groups at a local level within Fylde to help people who are isolated. The difficulties are mainly that activities are insufficiently coordinated or joined up and that many people who could benefit miss out through being hidden from view.
12. Fylde Officers are working in partnership with other colleagues from business, councils, voluntary sector and health to develop a collective vision for a healthier Fylde. This is a new initiative funded through the CCG and facilitated by Well North Enterprises (<https://wellnorthenterprises.co.uk/>). The aim is to improve the wellbeing of the people of Fylde and ensure everyone has a sense of belonging by promoting the many

fantastic assets of the borough to improve the quality of life. The goal is to dig deep into the everyday lives of communities to find out what's important to them and establish a culture of innovation, collaboration and modernisation to help deliver transformative change.

13. The initial scheme will focus on Kilnhouse and Central wards as these have the highest levels of social isolation and loneliness in the borough, with pockets of extreme deprivation and very poor health outcomes for local residents, including higher than average rates of respiratory disease, diabetes and premature mortality:
 - Central ward has the highest percentage of people claiming out of work benefit in Fylde and the highest proportion of rented houses
 - Central ward has the 2nd highest rates of binge drinking and alcohol related hospital admissions in Fylde and significantly higher alcohol related hospital admissions than the national average
 - Kilnhouse Ward has above average levels of alcohol related hospital admissions and is ranked 5th in Fylde
 - Central ward has the highest rates of 11-15 year-old smokers and nearly double the England average
 - Kilnhouse Ward is above the national average rate of 11-15 year-old smokers
 - Central and Kilnhouse Wards also have rates higher than the national average for children's hospital admissions caused by unintentional and deliberate injuries to children and young people aged 0-17.
14. In general, the population health across Fylde is better than the England average with low deprivation and low poverty. Life expectancy is fairly similar to the England average although there is a significantly higher proportion of residents living with a limiting long term illness or disability and a high proportion of residents living in bad or very bad health.
15. The Well North pilot looks to address a number of these health and wellbeing concerns with a view towards learning from best practice and extending this approach across other areas of the borough as time moves on.

Regeneration, Heritage, Health & Well-being

16. There is a good and growing evidence base that historic places and assets can have a wide range of beneficial impacts on the physical, mental and social wellbeing of individuals and communities. Engagement with heritage and the arts can make a powerful contribution to individual health and wellbeing and improve overall community health.
17. The modern digital age has revolutionized human communication & connectivity. Ironically one of the side effects of this has been an atomisation of society, manifesting as a sense of isolation and loneliness and other mental health issues like depression and anxiety. It seems this phenomenon is increasingly affecting both young and older people. Online shopping, for example, has eroded much of the high street – once the hub of social and economic activity for most towns and centres. Such societal upheavals and dislocations on this scale haven't been seen since the Industrial Revolution and create profound challenges for policy makers and service providers. As the digital and trans-humanist revolutions accelerate rapidly, solutions to mitigate loneliness and isolation will urgently need to be found. Arts, heritage & place based regeneration programmes which re-connect socially isolated people with each other and their heritage will become increasingly important. They should provide new and repeat opportunities for meaningful social interactions and experiences and build a sense of collective belonging and identity. Town centre regeneration is obviously pivotal to this. Therefore they should absolutely be a key ingredient in town centre regeneration programmes.
18. Approaches like Neighbourhood Action and *Asset Based Community Development* (ABCD) – utilising assets, both people, institutional and place based to drive development, deliver both regeneration and public health outcomes – a win-win situation. For example, empty shops & units on the high street can be re-purposed as temporary venues to deliver a whole host of well-being interventions, from social prescribing, Arts on Prescription to Timebanks. This exchange between people creates the connections which are a vital asset to the community, in turn this enhances vitality, builds social capacity and improves local economy.
19. Policy Reports such as Historic England's Well-being and the Historic Environment, Royal Society Public Health's Health on the High Street, Public Health England's Healthy High Streets – Good Place Making in an

Urban Setting and the LGA's Report 'Combating Loneliness – A Guide for Local Authorities' all agree upon number of key points in relation to public health loneliness

- Healthy high streets can be considered an asset that promotes and improves the health of local residents and the wider local community.
 - Badly designed high streets with the wrong mix of shops can negatively impact health and well-being. Contrawise, good design and regeneration can improve health & well-being.
 - Neighbourhood action is important in building and harnessing communities' own capacity to tackle loneliness. Local authorities should support neighbourhoods to build resilience.
 - Interventions associated with culture, heritage and historic places can deliver multiple health outcomes, including tackling loneliness.
 - Humans are hard wired to need social interaction and thrive when connected in meaningful ways to a place, shared culture and history.
 - Research demonstrates that older people spend more time in their immediate neighbourhood making the immediate locality an extremely significant influence on their wellbeing
20. Funding is currently being sought from Historic England through the High Streets Heritage Action Zones (HSHAZ) programme to regenerate the historic market town of Kirkham. If successful, partners from the Councils, NHS, CCG, County Public Health & Museums Team, local GP practice and VCS groups will come together to identify and develop a number of exciting and innovative heritage themed cultural activities, events, workshops and sessions to feature in the HS HAZ area.
21. Some of the themes included in the proposal include:
- Memory, Place & Identity
 - Social & health inequalities
 - Museums on Prescription
 - Coping with Dementia
 - Mental Health and Heritage
 - Diet & Obesity through History
 - Drug & Alcohol Therapy through the Ages
 - Walking & Heritage
22. The benefits of working with the wellbeing agenda include focusing on diversity and inclusion by breaking down barriers to access; working with local authorities to raise aspiration in areas of high indices of multiple deprivation; promoting wellbeing and engagement with the historic environment through social prescribing; achieving local sustainability in new ways; building the relationship between people and place, while demonstrating the public value of the historic environment.
23. The guiding principles of the Kirkham HS HAZ initiative are that high streets must meet the needs of our communities, enhance health well-being and that any development should be co-produced with active community partnerships. The proposals are complementary to the development of local Primary Care Networks and align with community based approaches to well-being social prescribing and greater collaboration with partners

Other Initiatives in Fylde

24. Good health is about staying fit and well but it is also about the mind as well as the body. There are thousands of opportunities across the Fylde Coast through various groups, clubs and services for people to get out, socialise and learn new skills as part of a healthy lifestyle. A range of other services and initiatives are already on going across the Borough to address health and wellbeing issues and improve the quality of life for Fylde residents. These include:
- Befriending services
 - Volunteering
 - Park Run
 - Coach to 5k
 - YMCA Your Move Program

- Healthy workplace initiatives
- Health Walks
- Dementia awareness
- FYI Directory
- Self care week initiatives (18th – 24th November) – ‘think self care for life’
- The Big White Wall
- Care and Repair & DFG’s provide support to assist many with long term conditions
- Affordable Warmth schemes are beneficial in addressing COPD & respiratory illnesses amongst others
- Housing enforcement and homelessness services help those suffering acute health inequalities

25. Locally, the NHS is working collaboratively with neighbourhoods to build positive working relationships in order to develop and implement plans to improve health, with primary care teams, local authority, voluntary and community sector organisations and patients, public and informal carers all working together. This has seen GP practices working with local groups to set up projects including singing clubs, arts projects and friendship groups to combat loneliness and isolation. The main priorities are to focus on healthy lifestyle choices, increase levels of social prescribing, value the role of people and communities in their health and wellbeing, support and integrate the voluntary, community, faith and social enterprise sector.

26. In Fylde and Wyre, the CCG has worked closely with its GP surgeries and neighbourhoods to develop project work that is unique to those individual areas, focussing on six key principles:

- Care and support is person-centred: personalised, coordinated, and empowering
- Services are created in partnership with citizens and communities
- Focus is on equality and narrowing inequalities
- Carers are identified, supported and involved
- Voluntary, community and social enterprise and housing sectors are involved as key partners
- Volunteering and social action are recognised as key enablers.

Social Prescribing

27. Social prescribing, sometimes referred to as community referral, is a means of enabling GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical services and link them in with non-medical support in the community.

28. In January 2019, the British Medical Association and NHS England agreed plans to fund social prescribing link workers for Primary Care Networks in England. NHS England aim to recruit up to 1,000 link workers by 2020/21 who will be directly embedded within local GP surgeries and recruitment is already ongoing in Fylde.

29. Also known as social prescribers, navigators or community connectors, social prescribing link workers will have, a central role to play to ensure the success of social prescribing schemes and help patients address the wider determinants of health. Their primary role within these networks will be to help GPs, patients and their carers to navigate the voluntary and community services environment through signposting, but also referring patients to appropriate VCS services.

30. Social Prescribing schemes are targeted at patients who visit their GPs but do not necessarily immediately require clinical treatment. These schemes aim to address the wider determinants of health with supported access to community groups and voluntary organisations running a wide range of activities from benefits advice, singing and cooking classes, to sports, gardening and housing help.

31. An increasing body of literature on social prescribing reveals that patients referred to these schemes can benefit from a health offering which might be more appropriate to their needs. While the evidence is still emerging, some local initiatives have proved really effective at tackling health inequalities and cost saving.

32. Health leaders and GPs are confident that embedding link workers within local surgeries will contribute to reducing GP workload, as well as repeat attendance and admission to hospital too.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	10
UPDATE MY HOME CHOICE FYLDE COAST			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

MyHomeChoice is the Choice Based lettings (CBL) system across the Fylde Coast authorities of Blackpool, Fylde and Wyre. It provides a portal where all vacancies for social housing are advertised in one place and households can place bids for this accommodation. Properties are then allocated using a Consistent Assessment Policy for prioritising the housing need of applicants.

A review was undertaken of MyHomeChoice in 2015/16 which focussed on addressing issues of concern with the current Consistent Assessment Policy (CAP) raised by Registered Providers. These included addressing issues with delays in processing applications due to all applicants having to go through a full registration process, applicants losing a local connection if they move between boroughs and the system adopting a more flexible commercial approach to attract more households who would not necessarily have thought they would be eligible for social housing.

Six changes implemented:

1. Revised local connection requirement giving applicants access to the register if they can demonstrate a three year residency within Blackpool, Fylde and Wyre. However priority will still be given to Blackpool residents for Blackpool homes, Fylde residents for Fylde homes, and Wyre residents for Wyre homes.
2. At least 50% of homes, including those in the shortest supply, are available to people with a Banding priority for re-housing, Bands A-C. The rest of the homes will be available to everyone on the list and offered on a first come first served basis.
3. Simplification of the priority bands for people with a legally defined housing need. There are now three bands A, B and C. There will be no bands given to households who do not have a housing need defined in law, but they will be able to bid for accommodation on first come first served basis.
4. Restrictions on the use of the system by existing social housing tenants looking to transfer. Transfer applicants will only be able to access the housing register, if they have a banding priority for re-housing.
5. Priority given to people in paid or voluntary work by slightly increases the chances for access to social housing for working applicants. 20% of homes made available on a first come first served basis will be offered, with priority to people in paid or voluntary work.
6. Flexibility in the sizes of properties that applicants can bid for by allowing households where the rent is affordable to be able to get a home with an extra bedroom.

The proposed changes were approved by Environment, Health and Housing committee on the 18th June 2018 and it was recommended a further update on the working of the Consistent Assessment Policy of MHC within Fylde be provided to this Committee.

SOURCE OF INFORMATION

[Environmental Health and Housing – 7th November 2017](#)

[Environmental Health and Housing – 18th June 2018](#)

[MyHomeChoice Fylde Coast website](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Update on the operation of the MyHomeChoice CBL system in Fylde following the implementation of changes to improve how the system operates in January 2019.

FURTHER INFORMATION

Contact Kirstine Riding, Housing Services Manager – Kirstine.riding@fylde.gov.uk – 01253 658569

August 2019 - My Home Choice Fylde Coast Update

1. In January 2019 My Home Choice brought about changes to the way that Housing Association properties were allocated. Reducing the banding categories from A-F to A-C and including a “No Band/ No Need” category for the households who were not homeless or at threat of homelessness. See Fact sheet that explains who will be given a banding, by accessing the following link [MyHomeChoice Quick Guide](#), also available in Appendix 1 of this report.
2. All available properties are now being split down the middle into two categories, My Home Need for households allocated a priority banding for rehousing and My Home Choice for the “No Band” Households. Households allocated a banding on My Home Need still have access to the full housing register from both the band and no band category (Please see the flowchart in Appendix B to demonstrate how the new allocations scheme works). The following report will highlight how these changes have had an effect on the housing register since January 2019.

Analysis of households registered with MyHomeChoice Fylde Coast 2016 to 2019

3. Table 1 details the number of households with a local connection to Fylde who are active on the Housing register and able to bid. This shows a steady increase in applicants since 2016 with the number of applicants registered in 2019 remaining the same. The number of transfer applicants has fallen and this will be as a result of households already housed in social housing being unable to transfer, unless they have a housing need to do so and awarded a priority banding. Registered Providers report that since the implementation of the changes in January 2019 there have been no significant delays in the processing and accessing of applications to join the Housing Register.

Table 1: Analysis of MHC for residents with a local connection to Fylde

Application Status	31/03/2016	31/03/2017	31/03/2018	31/03/2019
Active applicants as at 31/03	975	1241	1462	1460
Of which are transfer applicants as at 31/03	202	270	249	114

4. Table 2 details the owner of applicants’ current accommodation. Data available from March 2019 (shaded) is only for **active** applicants who have placed a bid for accommodation through either the My Home Need stream or My Home Choice stream. Data for previous years included all applicants registered who would have been either active, being assessed, closed, cancelled or suspended.
5. Changes implemented were intended to make the process for applying for social housing simpler and more flexible for households actively looking for accommodation. The data illustrates in previous years we may have had high number of applicants who were adequately housed, registered for rehousing but never bid for accommodation. This may still be the case, but data from people actually bidding for accommodation helps to understand the tenures within Fylde where applicants are choosing to move from. Tenures where higher numbers of households are placing bids include living with relatives, no fixed abode, private rented accommodation and Housing Association tenants which will be transfer applicants with a priority for rehousing.

Table 2: Tenure of applicants placing bids

Owner of Accommodation	31/03/2016	31/03/2017	31/03/2018	31/03/2019
I am the Owner	153	164	199	3
Living with Friends/Others	36	43	59	3
Living with Relatives	132	190	271	106
No Fixed Abode	28	59	77	6
Occupier/Leaseholder	25	24	29	1
Other (please state)	72	99	120	13
Shared Ownership	16	15	21	1
Social Services	10	5	7	-
Tenant of a Private Landlord	590	789	987	289

Tenant of Housing Association	303	403	481	195
Tied Accommodation	8	10	19	4
Blank	34	39	58	571
TOTAL	1465	1925	2437	1192

6. Table 3 below details the number of members in each household on the register. This data is for **all** applicants registered who will either be active, being assessed, closed, cancelled or suspended and totals 1822. The register has 1460 households who are active (Table 1).
7. The total number of **all** households has decreased 615. The register has seen a steady decline in each category of household members, except single person households which has increased by 7.11% compared with March 2018. This evidences a continuous increase in demand of 1 bed accommodation needed in the borough since 2016. There is a reduction in households looking for 2 and 3 bedroom accommodation which will be as a result of increased affordable housing provision in the borough over the past couple of years. Table 4 details affordable housing provision since 2016/17 and tenures enabled.

Table 3: Number of household members all applicants

No. of Household Members	31/03/2016	31/03/2017	31/03/2018	% of Register Total	31/03/2019	% of Register Total	2018-2019 Change
1	615	805	1017	41.73%	890	48.84%	+7.11%
2	445	577	709	29.09%	503	27.60%	-1.49%
3	199	266	344	14.11%	224	12.29%	-1.82%
4	115	148	202	8.28%	126	6.91%	-1.37%
5	64	89	116	4.75%	51	2.79%	-1.96%
6	14	24	28	1.14%	19	1.04%	- 0.1%
7	9	8	9	0.36%	5	0.27%	- 0.09%
8	3	6	10	0.41%	2	0.11%	- 0.3%
9	0	1	1	0.04%	1	0.04%	0
10+	0	0	0	0	1	0.04%	0
Blank	1	1	1	0.04%	0	0	0
Total	1465	1925	2437		1822		- 615

Table 4 – Affordable housing delivery in Fylde

Tenure	2016/17	2018/19	2019/20
Affordable Rent	47	77	186
Shared Ownership	18	13	32
Discounted Market Sale	0	17	14
Total units delivered	65	107	232

8. Table 5 gives the breakdown for households with an active application who have been awarded a banding priority. 2016-2018 is shown by banding as per the previous allocation scheme at any one time registered. 2019, shows the allocated bandings as per the new allocation scheme.
9. The changes intended to reduce the number of households in priority banding categories, speeding up the registration process and allow households on both the MyHomeChoice and MyHomeNeed streams to have higher chance of securing accommodation. The data in Table 5 shows that households with a priority banding now take up 8.24% of the total active applicants, a reduction of 4.51% since 2018. Showing that the changes are having the intended effect.
10. This will be explained by the reduction in priority bandings from A to C and households choosing not to complete a full application and being able to access accommodation through My Home Choice as a result of the flexibility brought in by the changes implemented.

Table 5 – Breakdown of Banding awarded to active households

Band	31/03/2016	31/03/2017	31/03/2018	31/03/2019	% of active households
A	8	12	18	4	0.27%
B	110	136	155	59	4%
C	4	16	14	58	3.97%
D	137	179	201	N/A	
E	187	262	336	N/A	
F	528	634	735	N/A	0.06%
No Band	1	2	3	1339	91.64%
Total	975	1241	1462	1460	

11. Table 6 analyses the number of active applicants that are employed or undertaking voluntary work on the register as at the 31st March 2018 and 2019. Under the new allocations scheme applicants who are not in housing need and are working, employed or voluntary, now become part of the “No Band/No Need” group and bid for accommodation through My Home Choice.
12. While the priority Bands A, B and C have seen a decline in the number of employed applicants, the overall percent of employed applicants in Fylde that are active on the housing register has risen by 6.83% since 2018.

Table 6: Active applicants that are employed

31/03/2018	A	B	C	D	E	F	No Band	Total
Employed	5	36	3	65	303	128	0	540
% of Active Applicants employed in band	0.34%	2.46%	0.2%	4.44%	20.72%	8.75%	0%	36.93% of all active applicants (1462)
31/03/2019	A	B	C	D	E	F	No Band	Total
Employed	2	13	15	N/A	N/A	N/A	609	639
% of Active Applicants employed in band	0.13%	0.89%	1.02%	0%	0%	0%	41.71%	43.76% of all active applicants (1460)

13. Table 7 details the age group of the main applicant within each household for all applications on the Register. Over half (75.96%) of the housing register is made up of applicants of working age from 19-59 further demonstrating the register is attracting working age households.

Table 7: Age group of main applicant

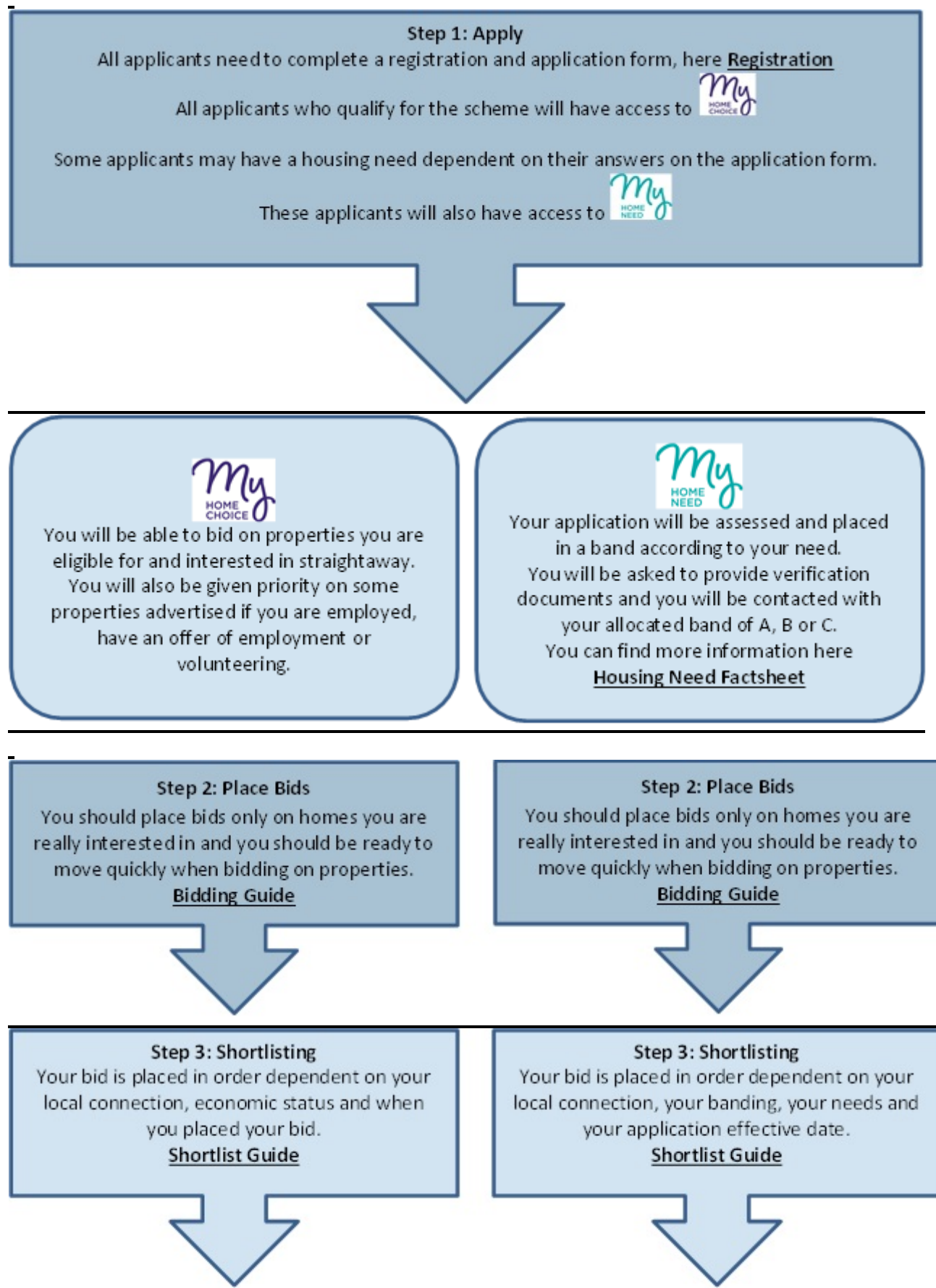
Age Group	31/03/2016	31/03/2017	31/03/2018	31/03/2019
16-18	5	2	2	6
19-25	125	197	205	184
26-40	436	582	655	679
41-59	467	584	624	521
60-65	119	149	154	144
66-74	158	209	213	168
75+	155	202	214	111
Blank	0	0	0	9
Total	1465	1925	2437	1822

Conclusion

14. The changes implemented were to address issues raised by registered providers around delays in processing applications due to all applicants having to go through a full registration process, applicants losing a local connection if they move between boroughs and the system adopting a more flexible commercial approach to attract more households in employment or voluntary work, who would not necessarily have thought they would be eligible for social housing.
15. An analysis undertaken to date does show that the implemented changes are addressing those initial concerns.
 - a. Feedback from processing partners, within Fylde this is Progress Housing, is that there have been no significant delays in the processing and assessment of applicants eligible for priority banding for rehousing. Fylde Council and Progress Housing work in partnership to fast track the assessment of applications presenting to Fylde Council Housing Services and facing homelessness.
 - b. On new build schemes enabled under Section 106 agreements for affordable housing provision on site, Registered Providers are not reporting significant issues with allocating accommodation from day of handover.
 - c. From December to January 18/19 the register was inactive to new applicants while changes the system were applied. As a result housing register since December 2018 has remained fairly static with 1460 active applicants registered.
 - d. The number of transfer applicants has fallen with existing housing association tenants only being able to register if they have been awarded a priority banding.
 - e. The main tenures where applicants are choosing to move from and placing bids for rehousing (living with relatives, no fixed abode, private rented accommodation) better reflect the register meeting the needs of Households in housing need within the borough.
 - f. The register has seen a steady decline in each category of household members, except single person households which has increased by 7.11% compared with March 2018. There is a reduction in households looking for 2 and 3 bedroom accommodation which will be as a result of increased affordable housing provision in the borough over the past couple of years. There is still a high need to continue to provide 1 bedroom homes.
 - g. The changes intended to reduce the number of households in priority banding categories, speeding up the registration process and allow households on both the MyHomeChoice and MyHomeNeed streams to have higher chance of securing accommodation. The data in Table 5 shows that households with a priority banding now take up 8.24% of the total active applicants, a reduction of 4.51% since 2018. Showing that the changes are having the intended effect.

Appendix 1

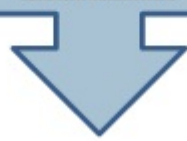
MyHomeChoice Fylde Coast Quick Guide



Step 4: Offer

The property landlord will contact you to make you your provisional offer. You can only be on offer for one property at a time.

[Our Partners](#)

**Step 5: Provide Documents**

The landlord will conduct pre-tenancy checks. You will need to provide the landlord with your documents and ID within 3 days to continue with your offer. [Documents Required](#)

**Step 6: View and Accept**

The landlord will contact you to arrange an internal viewing of the property. All Social Housing Properties are unfurnished. For further information see our [Guide to Viewings](#)

**Step 7: Sign Up**

If you like the property and pass the checks you will be advised when the property is ready for your sign up appointment. You may have to pay some rent up front. [Sign Up Guide](#)

**Step 8: Moving In**

You are responsible for your rent from the day you receive your keys and you will need to set up how you will pay your rent. You will need to have arranged your removals and cooker reconnection at your new property. You will need to set up your utility accounts. For more information see our [Moving In Guide](#)

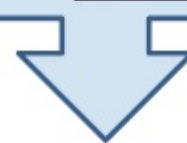
Step 4: Offer

The property landlord will contact you to make you your provisional offer. You can only be on offer for one property at a time.

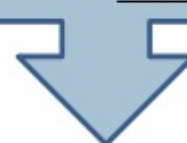
[Our Partners](#)

**Step 5: Provide Documents**

The landlord will conduct pre-tenancy checks. You will need to provide the landlord with your documents and ID within 3 days to continue with your offer. [Documents Required](#)

**Step 6: View and Accept**

The landlord will contact you to arrange an internal viewing of the property. All Social Housing Properties are unfurnished. For further information see our [Guide to Viewings](#)

**Step 7: Sign Up**

If you like the property and pass the checks you will be advised when the property is ready for your sign up appointment. You may have to pay some rent up front. [Sign Up Guide](#)

**Step 8: Moving In**

You are responsible for your rent from the day you receive your keys and you will need to set up how you will pay your rent. You will need to have arranged your removals and cooker reconnection at your new property. You will need to set up your utility accounts. For more information see our [Moving In Guide](#)

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	11
HECA UPDATE REPORT 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Home Energy Conservation Act 1995 requires all local authorities in England to report to the Secretary of State on the energy conservation measures they have adopted to improve the energy efficiency of residential accommodation in their area.

The current HECA report has been submitted in the new on-line standardised format on 31 May 2019. Key details from the on-line submission are outlined below. The next HECA report is due to be submitted by 31 May 2021.

SOURCE OF INFORMATION

HECA guidance 2019: https://www.gov.uk/government/publications/guidance-to-english-energy-conservation-authorities-the-home-energy-conservation-act-1995?utm_source=2ad41428-f0fe-4a19-9daf-e70dc257b7e9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Local authorities are required to publish relevant information submitted through their HECA report. As required by the HECA reporting arrangements, the details submitted were signed off by the Director of Development Services prior to on-line submission to the Department of Business Energy and Industrial Strategy.

FURTHER INFORMATION

Contact Ursula Seddon Tel 01253 658691

Overview

The reporting requirements from the Department of Business, Energy and Industrial Strategy (BEIS) require local authorities to capture information across the key themes and to submit this information on-line. This report summarises the information which was submitted to BEIS on 31 May 2019.

Fylde's strategy on carbon reduction and energy efficiency is outlined in the following policy documents:

- The [Lancashire Climate Change Strategy](#) sets out the long term vision that Lancashire is "low carbon and well adapted by 2020" with a target to reduce carbon dioxide emissions by at least 34% (relative to 1990) by that time.
- The Fylde Sustainable Energy Study 2012 identified that Fylde had a potential renewable energy capacity of 604MW and the identified technologies have been included in the Local Plan. <https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/>

Delivery

1. Delivering actions based on the strategy has been achieved through Cosy Homes in Lancashire (CHiL), which is a collaboration of local authorities which delivers domestic energy efficiency schemes pan-Lancashire. Fylde Council has participated in the CHiL collaboration since its inception in 2015.
2. Since 2017, CHiL has implemented the following schemes in owner occupied and private rented properties:
3. Delivery of replacement boilers and loft insulation through ECO and ECO-Flex.
4. In summer 2018 funding was secured from the Warm Homes Fund for the installation of 150 first time central heating systems across Lancashire, working in partnership with Sefton Council. Fylde also have some access to equivalent funding recently awarded to Blackpool Council.
5. The DECC Central Heating fund scheme concluded in 2017 provided over 600 first time central heating systems to Lancashire residents.
6. Lancashire County Council has provided a total of £1m funding to councils across Lancashire to deliver affordable warmth interventions such as replacement boilers, heating system repairs, servicing and insulation measures. The funding was available for winter 2016-17 and 2017-18 and was targeted at those at greatest risk of their health being affected by having a cold home. In addition, Fylde Council have made further funding available for affordable warmth measures to supplement that provided by Lancashire County Council.
7. Going forward, Fylde Council may continue to participate in CHiL schemes over the next two years. This includes the following in owner occupied and private rented properties:
 - a. Delivery of ECO and ECO-Flex schemes for loft insulation, replacement boilers and first time central heating.
 - b. CHiL has secured a total of £2.2m from the Warm Homes fund for the installation of first time central heating systems for delivery over the next two years across Lancashire.
8. Funding from Warm Homes Fund has been secured to provide home visits for vulnerable residents with health conditions until March 2020. The visit will provide an energy audit, benefit checks, registering for Priority Services Register and soft measures such as draught proofing & radiator foils, for example.

Sources of funding

9. A total of £2.2m pan-Lancashire from the Warm Homes Fund for the installation of first time central heating.
10. £380,000 from the Warm Homes category 3 health fund for the delivery of home energy advice visits over 3 years.
11. All other schemes are delivered through securing ECO or ECO-Flex for delivery of measures.

12. Lancashire County Council has previously provided funding of around £500,000 per annum, allocated to district and city councils across Lancashire to deliver affordable warmth interventions. However, this funding ceased in 2018.
13. In addition, CHiL works with local businesses to install ECO measures and engages with energy providers to secure funding. For example, through the Warm Homes Fund projects CHiL works with Affordable Warmth Solutions and National Grid. CHiL is active in the National Energy Action (NEA) forums and has worked with NEA to secure funding and deliver projects such as the 'heat and eat' community events held with funding secured from the NEA Warm & Safe at Home Prize Fund.
14. CHiL works with local stakeholders such as Home Improvement Agencies, local council grant teams, as well as Housing Standards and Environmental Health departments.
15. Locally CHiL engages with local third sector organisations such as Citizens Advice and Age UK to link up services and cross-refer as well as with hospitals, drop in centres, parish councils and community groups to raise awareness of CHiL schemes.

Local impact

16. Energy and carbon savings achieved varies depending on the property type and the measure installed. Using average estimates from the Energy Saving Trust, loft insulation (0-270mm) can save an average of £161 / year on energy bills and 707 kg carbon dioxide / year (<https://www.energysavingtrust.org.uk/home-insulation/roof-and-loft>) and since July 2017 CHiL has delivered the following measures in Fylde :
 - 11 lofts insulated
 - 2 First Time Central Heating installations
 - 33 boilers installed
17. Due to the exposed location of many of the properties in the area, cavity wall insulation is not promoted by Fylde council.

Lessons learned

18. Resources to work on energy saving schemes has continued to diminish over the last 2 years. Working as a collective, with a lead authority providing some resource is valuable and achieves economies of scale in delivering projects and attract funding from energy companies.
19. Through ECO, funding is intermittent, inconsistent and volatile. This makes it difficult to communicate and promote schemes to our residents as the measures available and the funding levels is in constant flux. It is also difficult for installers who have no guarantee of work and makes it difficult to plan schemes and projects long-term.

Communication

20. The CHiL home energy visit project provides advice on energy efficiency, behaviour change and advice on energy bills, tariff switching, securing warm homes discount and signing up for priority services registers.
21. Council Officers offer advice, make recommendations and referrals to CHiL.
22. General information on energy saving and the schemes available are communicated to residents, through leaflets distributed via local charities, community events, health care providers and Local Authority service providers, and the CHiL website and facebook page. A quarterly CHiL newsletter is circulated to stakeholders for them to communicate to their customers and service users. CHiL carries out targeted mailouts to advertise any specific schemes to residents.
23. During 2018 a 'heat and eat' community was held, raising awareness of energy saving support and schemes available.

Local Green Supply Chain

24. CHiL uses local installers and manufacturers where possible to deliver energy schemes across Lancashire.

Private Rental Sector Minimum Energy Efficiency Standards

25. The Minimum Energy Efficiency Regulations (the Regulations) apply to all privately rented properties in England and Wales. As of April 2018, all such properties are legally required to have an Energy Performance Certificate (EPC) of at least an E before they can be let on a new tenancy. This requirement will then extend to all such properties by 1 April 2020.
26. Enforcement and advice has been on hold pending the amendment to the MEES regulations. The amended MEES regulations are included in a revised enforcement policy to be implemented from 1 August 2019.

Fuel Poverty

27. The council does not have a fuel poverty strategy. The proportion of households in Fylde classified as fuel poor is 9.7% (Sub-regional fuel poverty, 2016 data, published 26 June 2018). This is the lowest proportion of households in fuel poverty in the north west.
28. Across Lancashire the [Report of the Director of Public Health and Wellbeing](https://www.lancashire.gov.uk/council/performance-inspections-reviews/health-and-social-care/), identifies addressing fuel poverty as one of the key actions to secure our health and wellbeing: <https://www.lancashire.gov.uk/council/performance-inspections-reviews/health-and-social-care/>
29. The latest Lancashire Joint Strategic Needs Assessment (JSNA) annual commentary reports fuel poverty as one of the priority health, wellbeing and social care issues for Lancashire: <https://www.lancashire.gov.uk/lancashire-insight/jsna-publications/>
30. To identify residents in fuel poverty, CHiL works with local stakeholders such as Home Improvement Agencies, Citizens Advice and Age UK to identify vulnerable residents, link up services and cross-refer. We promote schemes and the measures available to frontline health and social care staff, ensuring the most vulnerable are targeted, and link up with other council support services such as Disabled Facilities Grants.
31. The CHiL newsletter is used to engage with partners who work with vulnerable residents to ensure they're aware of what's available and how to signpost residents.
32. CHiL targets areas of high fuel poverty by holding community events, such as the 'heat and eat' events held during 2018. Properties that are known to require measures that there is funding for are targeted with mailouts and leaflet drops.
33. Our key actions to address fuel poverty by improving the energy efficiency of properties through the installation of insulation measures and replacing inefficient heating systems in homes together with advice on reducing energy usage are key actions identified in the Lancashire Climate Change Strategy to reduce carbon emissions from the domestic sector.

The Energy Company Obligation (ECO) and Statement of Intent

34. Fylde Council has published a Statement of Intent (SoI) for ECO flexible eligibility enabling more households on low incomes and vulnerable to the effects of cold homes to access ECO funding through CHiL. Link to Statement of Intent: <https://new.fylde.gov.uk/resident/housing/chil-statement-of-intent-for-eco-flexible-eligibility/>
35. With regard to the extent and impact of ECO flex, BEIS data from April 2017 to December 2018 indicates that, out of 293 affordable warmth measures installed, 6 involved ECO Flex delivery. To date 136 ECO Flex declarations have been signed pan-Lancashire.
36. The ECO-Flex process in Lancashire is managed through CHiL, working with installers approved to work on the CHiL scheme. We have, however, been approached by some installers aggressively demanding ECO-Flex declarations be signed, in some cases post-installation. This is difficult for local authorities to manage when there is an established process in place in the area.
37. The ECO transition phases make it difficult to continue delivery, with a 'stop-start' approach to funding.

Smart Metering

38. CHiL has previously linked up with Smart Energy GB to support the smart meter roll out, leaflets were produced with the Lancashire 'Cosy Homes' branding and some local energy officers attended training provided. However, in Lancashire customers have experienced issues with the roll out with residents being

left with obsolete meters after switching energy providers, as well as connectivity issues in rural areas so currently no further work is planned.

39. Fylde Council has no plans at present to integrate activity around energy efficiency improvements with Smart Meter promotion.
40. In certain circumstances Fylde Council offer support to vulnerable residents to repair and service broken central heating boilers (highlighted as a result of Smart meter rollout). The CHiL scheme can provide support with replacement heating measures where funding is available for eligible residents.

Future schemes and wider initiatives

41. The Lancashire Energy Officers Group consists of representatives from the 12 district councils in Lancashire, Blackburn with Darwen Council, Blackpool Council and Lancashire County Council. The Group was established in 2007 and works in partnership to improve the energy efficiency of Lancashire Homes, address health inequalities exacerbated by living in cold damp homes, reduce fuel poverty, tackle seasonal excess deaths and reduce carbon emissions from the domestic sector. Fylde Council is likely to continue to be active member of the group.
42. The Lancashire Enterprise Partnership has developed an Energy Strategy for Lancashire with the vision that by 2030: *"Lancashire has well-developed industry in the low carbon sector, sustaining secure high skilled jobs and supporting further energy efficiency and decarbonisation improvements in wider homes and businesses."*
43. The Strategy has 6 key priority areas:
 - Build the low carbon supply chain in areas of existing strength
 - Supporting businesses to improve energy productivity
 - Accelerating the shift to low carbon transport
 - Developing heat networks
 - Improving domestic energy efficiency
 - Decarbonisation
44. The Fylde Sustainable Energy Study 2012 identified that Fylde had a potential renewable energy capacity of 604MW and the identified technologies have been included in the Local Plan.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	12
UPDATE ON THE LANCASHIRE SYRIAN RESETTLEMENT PROGRAMME IN FYLDE 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

This report is an update on work undertaken in Fylde in partnership Lancashire Resettlement Programme, to deliver the local authorities commitment made in January 2017 (Environment, Health and Housing Committee) under the Lancashire Syrian Resettlement Programme and Vulnerable Children Resettlement Programme to accommodate 5 families in 2019/20.

In 2015 Government made a Commitment to the Syrian Refugee Programme (SRP) to accommodate 20,000 Syrian Refugee families whose claim for Asylum had been taken when outside of the UK, mainly in Syrian Refugee Camps over 5 years from 2015. Vulnerable Children's Resettlement Scheme (VCRS) launched at the same time as the Syrian Refugee Programme to assist vulnerable children and their families displaced in the migrant crisis.

The Lancashire Chief Executives Group have considered two pledges in relation to the Syrian Resettlement Programme considered by each authority:

1. In January 2016: to resettle 500 Syrian Refugee families
2. In September 2016: to resettle 75 refugees (including children and their families) under the Vulnerable Children Resettlement Programme (VCRP)

SOURCE OF INFORMATION

[Lancashire County Council Syrian Resettlement Programme](#)

[Environment, Health and Housing Committee 10th January 2017 Lancashire Syrian Refugee and Vulnerable Children and their Families Resettlement Programme](#)

[Environment, Health and Housing Committee 5th June 2018 Home Office Widening Dispersal Programme](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Update on work undertaken to deliver on the commitment made.

FURTHER INFORMATION

Contact: Kirstine Riding, Housing Services Manager 01253 658569

LANCASHIRE RESETTLEMENT PROGRAMME IN FYLDE 2019

LANCASHIRE MODEL

1. The model adopted in Lancashire means a certain degree of coordination and commissioning from Lancashire County Council (LCC) who are the lead Authority that engage directly with the Home Office and the North West Strategic Migration Partnership.
2. All associated funding is received in the first instance by LCC as the upper tier authority and district councils enter into an agreement with LCC regarding the sourced accommodation and resettlement services that are to be delivered or commissioned within their boroughs/districts.
3. As the Resettlement Programme in Lancashire has progressed since January 2016, the approach altered for resettlement services in 19/20 and Fylde benefitted from this change in approach.
4. Lancashire County Council appointed direct a resettlement case worker solely for the resettled families in Fylde. Previously local authorities had to appoint or commission resettlement case workers or organisations for the families within their area.
5. The resettlement case worker supports the families with initial orientation which includes transport, setting up bank accounts, claiming welfare benefits, knowledge of the local area and facilities available. The worker will also provide translation or access to translation services and arrange for the families to undertake English for speakers of other languages (ESOL) course. Support includes accessing education for children of school age and accessing healthcare services for example, registering with Doctors, Dentists and Health and Wellbeing Services.
6. LCC receive nominations of families direct from the Home Office that reflect the property sizes the local authority have been able to source. LCC then make allocations to each district authority to match the properties acquired for the program.

ACCOMMODATION

7. With a dedicated staff resource funded by LCC of 6 hours per week, Fylde Council's role has been to source accommodation for the 5 families.
8. As part of the funding guide from the Home Office there is up to £30,000 budget available to each sourced property to carryout adaptations or approved works to the properties to meet the project standards. The funding available includes bond and rent in advance to secure the accommodation and furnishing costs.
9. The Home Office grant agreement with LCC requires under 'Provision of Accommodation', that;
 - a. The Recipient will arrange accommodation for arriving Refugees which,
 - b. Meets local authority standards, and
 - c. Will be available on their arrival, and
 - d. Is affordable and sustainable.
10. Accommodation needed to be furnished appropriately. The Funding could not be used to procure luxury items and should be used for food storage, cooking and washing facilities but should not include the provision of other white goods or brown goods, i.e. TV's, DVD players or any other electrical entertainment appliances.
11. In sourcing accommodation Fylde Council needed to ensure the properties were affordable and rental charges in line with Local Housing Allowance Rates (LHA).
12. A Funded Budget Increase was approved by the Chair of Finance and Democracy up to a maximum amount of £50,000 in May 2019 to allow preparation for the arrival of the families to commence without delay, with all of the funding being met by the government grant for this purpose.
13. Five, two 3 bedroom units and three two bedroom units have been sourced in Kirkham and St Annes from private sector landlords, the YMCA and Progress Housing. All properties were inspected under the Housing Health and Safety Rating System Regulations (HHSRS) a risk based assessment tool introduced by the Housing Act 2004, used to assess the risk (likelihood and severity) of a hazard in all residential housing, regardless of tenure, to the health and safety of occupants or visitors.

14. Furniture packs were provided by LCC and staff at Fylde Council and their friends volunteered to assemble the furniture for arrival.
15. To date £30,000 has been spent on accommodation sourced. This includes costs for rental charges to secure accommodation for arrival, rent in advance and rent bonds, property improvements (electrical rewire), loft insulation, carpeting and decoration.

ARRIVAL OF THE SYRIAN REFUGEES

16. To familiarise local authority staff and key stakeholders LCC delivered a bespoke Refugee Resettlement training ahead of the new arrivals in July 2019. The sessions were available to key stakeholders from all local authorities participating in the forthcoming charter, including casework support staff, Local Authority staff, representatives from DWP, Clinical Commissioning Groups and other public services, and to organisations from the third sector. The programme this year incorporated the skills, knowledge and experience that the Resettlement Programme in Lancashire has accrued over the past few years, and included sessions on employment, wellbeing and community integration.
17. The families arrived in the UK on the 11th July 2019 and were met by local authority staff and the resettlement support workers from LCC, at Liverpool John Lennon Airport.
18. The Fylde families were taken by coach to Wesham Community Centre for Syrian food and a welcome before being taken to their accommodation, by the case workers.
19. All properties were supplied with food parcels which would last the families for an initial period of 5 days.
20. Households needed to be registered for Council Tax purposes and signed up with utility companies and ensure that arrangements for payments were put in place (no pre-pay coin or card meter accounts).
21. Briefing on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point were also required. The next working day Fylde staff visited families to support with the tenancy sign up process, how to work boilers and other electrical appliances, arranging utility suppliers and council tax registration. They also checked progress with on-going maintenance as required.
22. On the 23rd July 2019 at the United Reformed Church, Amnesty International facilitated a welcome event and settled families from Blackpool Council's resettlement intake in 2018 provided the food.
23. Initially three families were able to go straight into their sourced accommodation and two families were placed in temporary accommodation, while final arrangements were being made for accommodation. One family is still in temporary accommodation and the tenancy is due to be signed on the 15th August 2019.

ONGOING SUPPORT

24. Fylde staff are still involved with the orientation work to assist the case worker and this will continue as and when required.
25. Fylde Council attend meetings with LCC Syrian Resettlement Programme and Lancashire Local Authorities to report on progress with the resettlement and respond to any issues reported.
26. The Housing Service will provide advice and assistance to the families when requested.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	13
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2019/20 - POSITION AS AT 31ST JULY 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 31st July 2019 and specifically for those areas under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2019.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2019:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2019/20

POSITION AS AT 31ST JULY 2019

Summary

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 31st July 2019. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31st July 2019.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2019/20 budget at its meeting on 5th March 2019. Subsequently on 24th June 2019 the Finance and Democracy Committee approved the financial outturn position for 2018/19. The impact of those approvals, including savings and growth options approved at Council and slippage from 2018/19 approved by the Finance and Democracy Committee, are now reflected in the financial ledger of the Council and therefore this report monitors expenditure and income against the updated approved budgets.

2. Budget Rightsizing Exercise

- 2.1 For a number of years the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process will be repeated during the second quarter of 2019/20 and any resulting changes to budgets will be reflected in later updates to the Councils Financial Forecast.

3. Budget Areas to Note

There are a number of budget areas to note on this General Fund Budget Monitoring report:

i. Employee Costs

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

ii. Sale of Sand (Sand-winning)

The increase in the annual income budget for 2019/20 to 400k (from £300k in the previous year) may be a challenging target and income to date is below the budgeted amount. Some of this may be due to a slight delay in invoicing whilst details of tonnage amounts are awaited. This budget will be kept under review during the remainder of the financial year and will be adjusted as necessary as part of future updates to the Financial Forecast.

iii. Fleet Costs

There are a number of favourable variances in respect of vehicle costs in the period to date. Some are due to the fact that a number of new vehicles have been acquired in the past 12 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.

iv. Car Park Income

Despite some recent inclement weather, there has been periods of very good weather especially in April and late May/June which has resulted in higher than budgeted income. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.

v. Miscellaneous Properties income

Additional income has been generated from rent reviews, fees for filming and photography on Council-owned land and from new concessions and other licences. This additional income will be reflected in the next update to the Financial Forecast.

vi. Cemetery and Crematorium income

The reduced income arising from funerals and interments is due to a lower than anticipated volume of activity and is offset to a degree by an increase in income from memorials. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.

4. Conclusions

External pressures outside the Council's control are impacting on all local authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies. This approach has a downward impact on costs incurred by the Council and may result in an under-spend against budget this year.

Regular budget monitoring reports are an integral part of the Council's financial monitoring framework. These will be available on the Council's website.

Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.

We are still at the early part of 2019/20 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 2019 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.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A

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

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS												
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	9,149,668	3,159,078	3,083,183	55,199	3,138,382	-20,696	FAVOURABLE	-0.7%		Corporate	The budget forecast which was approved by Budget Council in March 2019 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	8,808	0	0	0	-8,808	FAVOURABLE	-100.0%		Hazel McNicoll	The Council is currently waiting to see if permission to appeal to the Supreme Court is granted against an earlier Court of Appeal decision which challenged the St Annes Neighbourhood Plan. However it is unlikely that a Neighbourhood Planning referendum will be required in 2019/20 and this funding may ultimately be rescheduled to 2020/21. This budget will be kept under review during the remainder of the year and re-phased as necessary.
Legal Services Team	Legal Fees and Court Costs	10,000	3,336	31,420	1,524	32,944	29,608	ADVERSE	887.5%		Ian Curtis	The majority of these costs have been incurred in meeting counsel's fees to defend the council's position in a claim for reimbursement of a significant amount of business rates monies previously paid to Fylde Council. A further element relates to counsel's fees in the 'Neighbourhood Plan Challenge case', which the Council has won at all stages so far, but which may yet be taken to the Supreme Court. It will be necessary to address this additional financial requirement as part of the next update to the Financial Forecast.
Internal Audit	Miscellaneous Income	0	0	-6,360	0	-6,360	-6,360	FAVOURABLE	100.0%		Dawn Highton	This is additional unbudgetted income arising from the provision of internal audit services to Lancaster City Council. This additional income will be reflected in the next update to the Financial Forecast.
Miscellaneous Properties	Other Rent	-164,457	-54,860	-81,639	0	-81,639	-26,779	FAVOURABLE	-48.8%		Marie Percival	This is additional income arising from rent reviews, fees for filming and photography on Council-owned land and from new concessions and other licences. This additional income will be reflected in the next update to the Financial Forecast.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A (cont'd)

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

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			
TOURISM & LEISURE COMMITTEE												
Parks Development	Other Miscellaneous Grants	0	0	-12,379	0	-12,379	-12,379	FAVOURABLE	100.0%		Tim Dixon	In March 2019 the Council were notified of a 'Local Authorities Parks Improvement Funding Grant' from the Government of £12,379 to support work on parks where there is urgent need of refurbishment. A report will be presented to the Tourism and Leisure Committee later in the year to detail proposals for how the grant will be used.
Coast and Countryside	Sale of Sand (sandwinning)	-400,000	-133,440	-119,158	0	-119,158	14,282	ADVERSE	10.7%		Marie Percival	Although some of this shortfall may be due to a slight delay in invoicing, the increase in the annual income budget for 2019/20 to 400k (from £300k in the previous year) may be a challenging target. This budget will be kept under review during the remainder of the financial year and will be adjusted as necessary as part of future updates to the Financial Forecast.
OPERATIONAL MANAGEMENT COMMITTEE												
Fleet	FMS Material Cost	147,670	48,661	22,557	6,986	29,543	-19,118	FAVOURABLE	-39.3%		Kathy Winstanley / Steve Fulton	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 12 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.
	Fuel Costs	313,406	104,536	94,882	0	94,882	-9,654	FAVOURABLE	-9.2%			
Fylde Waste Schemes	Other Sales	-45,000	-15,008	-32,485	0	-32,485	-17,477	FAVOURABLE	-116.5%		Kathy Winstanley	This is additional unbudgetted income arising from the increased sale of chargeable wheeled bins in respect of newly built properties. This additional income will be reflected in the next update to the Financial Forecast.
Car Parks	Car Parking Fees	-575,000	-252,179	-257,735	0	-257,735	-5,556	FAVOURABLE	-2.2%		Andrew Loynd	Despite some recent inclement weather, there has been periods of very good weather especially in April and late May/June which has resulted in higher than budgeted income. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A (cont'd)

Key	BLUE	Variance currently showing but expected to be on target at year end
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Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Cemetery and Crematorium	Interments	-200,000	-66,720	-60,408	0	-60,408	6,313	ADVERSE	9.5%		Alan Royston	The reduced income arising from funerals and interments is due to a lower than anticipated volume of activity and is offset to a degree by an increase in income from memorials. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.
	Cremations	-1,140,000	-380,304	-350,126	0	-350,126	30,178	ADVERSE	7.9%			
	Memorial Income	-40,000	-13,344	-19,859	0	-19,859	-6,515	FAVOURABLE	-48.8%			
Homelessness	Bed and Breakfast accommodation costs	30,000	10,008	17,535	0	17,535	7,527	ADVERSE	75.2%		Kirstine Riding	Although this adverse variance is partially offset by income of £7,000 from Housing Benefits, the service has seen a marked increase in presentations of single households in priority need following the introduction of the Homeless Reduction Act. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.
Housing Standards	Disabled Facilities Grant Fees	-150,000	-50,040	-71,819	0	-71,819	-21,779	FAVOURABLE	-43.5%		Kirstine Riding	The increase in the level of Disabled Facilities Grant funding from central government in recent years has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are able to be awarded. Additionally the grant management fee level has been increased to 15% in line with that levied by other councils. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A (cont'd)

Key	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Favourable variance against latest budget
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Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			

DEVELOPMENT MANAGEMENT COMMITTEE

Development Management	Consultants Fees	30,000	10,008	3,570	1,355	4,925	-5,083	FAVOURABLE	-50.8%		Mark Evans	Consultants are appointed as and when necessary to provide specialist advice on complex planning applications and projects. Accordingly expenditure is dependant upon the nature of planning applications submitted during the year. The budget will continue to be monitored during the remainder of 2019/20 and adjusted as necessary.
Planning Appeals	Planning Appeal Hearing Costs	50,000	16,680	660	5,000	5,660	-11,020	FAVOURABLE	-66.1%			Costs associated with planning appeals vary depending upon the number of planning appeals that are made against the Council's decisions. Following the adoption of the Local Plan in October 2018 there has been a marked decrease in the number of major planning appeals submitted to the planning inspectorate. The budget will continue to be monitored and may be adjusted as part of future updates to the Financial Forecast.
Development Management Team	Consultants Fees	40,000	13,344	0	0	0	-13,344	FAVOURABLE	-100.0%			The need to appoint specialist consultants to assist in the determination of planning applications depends on the nature of applications submitted to the Council and as such is difficult to forecast accurately. To date that need has been lower than anticipated. The budget will continue to be monitored during the remainder of 2019/20 and adjusted as necessary.
Planning Policy	Local Development Framework Costs	18,000	6,004	0	0	0	-6,004	FAVOURABLE	-100.0%			The review of the Local Plan has commenced, but no costs outside normal staffing costs have yet been incurred. There will be a need to seek specialist advice later in the year as the review continues. The budget will continue to be monitored during the remainder of 2019/20 and adjusted as necessary.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	3 SEPTEMBER 2019	14
CAPITAL PROGRAMME MONITORING REPORT 2019/20 – POSITION AS AT 31st JULY 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 31st July 2019 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2019.

LINK TO INFORMATION

Capital Programme monitoring Report to 31st July 2019:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

CAPITAL PROGRAMME MONITORING REPORT 2019/20 –

POSITION AS AT 31ST JULY 2019

Summary

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

1. Background

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

2. Notes on Specific Schemes

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

i) Coast Protection Scheme

The Fairhaven to Church Scar Coast Protection scheme total cost is £21.8m, being funded by Environment Agency grants of £21.4m and a contribution from Fylde Council of £0.4m. This is made up of a contract price of £19.5m, with a risk/contingency budget of £1.8m and a budget for fees of £0.5m. Work started on site in December 2017 and is progressing well with the replacement hard sea defences and work on the promenade underway at Church Scar is nearing completion. Work on the sheet piling around Fairhaven Lake started in September, four months ahead of schedule.

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

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

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

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

The tender for the physical works (Buildings and Landscapes) was issued on the 1st August, with works due to start on site in October and to be completed by July 2020. This excludes the lake works which are due to be undertaken on site in Autumn/Winter 2020. An element of the scheme will be re-phased into 2020/21 to reflect this as part of the next update to the Financial Forecast. Events and Activities at the lake and gardens will be on-going throughout this period.

The Adventure Golf scheme has been delayed from the original dates as set out within the earlier Committee reports due to physical constraints arising from the Heritage Lottery Fund works at the location. The Adventure Golf works will now be rescheduled into 2020/2021 as part of the next update to the Financial Forecast. The proposed start date for work to start on site is now April 2020 with a completion target date of summer 2020.

iii) Disabled Facilities Grants

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

iv) St Annes Regeneration Schemes

The next phase of regeneration works in St Annes was agreed to be Wood Street, subject to agreement with landowners following the usual delivery model. However, despite several meetings with tenants and owners there remain difficulties in 'acquiring' all of the forecourt for implementation of the easterly side of the works. As a result it is now recommended that the westerly side (The Council's car park side) be finalised initially with a view to commencement in the spring of 2020. In addition it is proposed to extend the Pier link scheme/ Clifton Drive South to include other elements of the town centre regeneration plan as set out in the 2020 Vision document. It is anticipated that an element of the scheme will now be rescheduled into 2020/21 as part of the next update to the Financial Forecast.

v) Lytham Regeneration Schemes

In respect of the large capital scheme for Lytham town centre, a number of suggestions have been made by the Lytham Business Group and other parties, some of which require careful consideration along with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan is being drawn together. This will have a phased programme of works to be considered in due course by the Planning Committee. It is envisaged that the first phase will be commenced during the current financial year.

3 Conclusions

- 3.1 Actual expenditure to 31st July 2019 is £3.905m against a full year budget of £17.579m. This equates to 22.2% of the latest budget. Certain schemes will be adjusted or re-phased into 2020/21 as part of future Financial Forecast updates that are reported to Members during the year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2019/20 onward. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2020/21.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. As at 31st March 2019 the balance of the reserve was £4.386m after a favourable 2018/19 outturn position allowed for the transfer into the reserve of an additional sum of £0.530m in 2018/19.

There is a forecast further transfer into the reserve in 2019/20 of £0.955m along with future committed expenditure from the reserve of £3.361m (not including any possible underwriting of the Fairhaven

Restoration Scheme as approved by Council in July 2018), leaving a forecast unallocated balance on the reserve at the end of 2019/20 of £1.980m.

An updated position in respect of the Capital investment Reserve will be included within the Financial Forecast Update to be presented to the Finance and Democracy Committee in November this year and to Council the following month. Additional future projects will be subject to further consideration as part of the budget setting process for 2020/21. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/19

Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Accommodation Project - Phase 8 - Town Hall Car Park	General asset disposal receipts	0	33		33		33	This scheme (the final element of the Accommodation Project) has now been completed. The final invoices and the retention element remain to be settled.
Purchase of Land Adjacent to Squires Gate Station	Capital Investment Reserve	0		5	5		5	The Council has commenced negotiations with the landowner to purchase the land.
Sub total		0	33	5	38	0	38	
<u>TOURISM & LEISURE COMMITTEE</u>								
St Annes Pool	No external finance - funded by borrowing / general asset disposal receipts	93			93		93	No expenditure is currently planned for 2019/20. If not required in this financial year the budget will be re-phased into 2020/21 which will be reflected in the next update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens Restoration	Capital Investment Reserve	120		1,435	1,555	84	1,471	The scheme is progressing well although an element may require re-phasing into 2020/21. Further details are provided within the body of the report.
Fairhaven Adventure Golf	Capital Investment Reserve	0		505	505		505	This scheme has been delayed from the original dates set out within the Committee reports due to physical constraints arising from the Heritage Lottery Fund works at the location. Further details are provided within the body of the report.
Promenade Footways	No external finance - funded by borrowing / general asset disposal receipts	40	-5		35		35	A scheme is being developed and will be submitted to the Tourism and Leisure Committee for consideration at either the September or November meeting of the committee.
Staining Playing Fields Development Scheme	Capital Investment Reserve	129	151		280	134	146	Phase 1 and 2 started in April 2019 and the works are due to be complete by March 2020. The primary drainage works and secondary sports pitch drainage are being undertaken. The cost of these phases are £186,000. Once the contractor was 'on site' to undertake the main drainage scheme, it became obvious that the secondary drainage works and additional levelling of the site needed to be undertaken at the same time, to ensure best value for money and a fully competent drainage scheme. The remaining budget for Phase 3 is £94,000 and a scheme for these works are being designed in consultation with the parish council and community groups. It is expected that physical works will start in March/April 2020 with an anticipated finish date of May 2020. An element of the scheme will be re-phased into 2020/21 to reflect this as part of the next update to the Financial Forecast.

Appendix A (cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
<u>TOURISM & LEISURE COMMITTEE (cont'd)</u>								
Ashton Gardens Play Area	Capital Investment Reserve	20			20		20	Tenders have been received and evaluated for the supply and provision of a new timber 'Galleon'. A report will be presented to the meeting of the Tourism and Leisure Committee in September 2019 detailing the procurement process and requesting approval to award the contract. The works are due to start in December 2019 with a completion date of January 2020.
Ashton Gardens Nursery Improvements	Capital Investment Reserve	30			30		30	Tenders have been received and evaluated to carry out the improvement works. A report will be presented to the meeting of the Tourism and Leisure Committee in September 2019 detailing the procurement process and requesting approval to award the contract. The works due to start in October 2019 with a completion date of November 2019.
Coastal Signage Improvements	Capital Investment Reserve	60			60		60	A proposed scheme is currently being developed. It is intended that the scheme will be presented to the Tourism and Leisure Committee for consideration at either the January or March 2020 meeting of the committee. It is expected that the scheme will be re-phased into 2020/21 and that this will be reflected in the next update of the Financial Forecast.
Open Space access control measures	Capital Investment Reserve	15			15		15	Consultation with ward members and relevant 'friends groups' are currently being undertaken to confirm the details of what access controls are required at Blackpool Road North Playing Fields and King George the V Playing Field (Heeley Road). Once the requirements are agreed a report will be presented to the November meeting of the Tourism and Leisure Committee detailing the procurement process and requesting approval to award the contract. It is anticipated that the physical works will be completed by 31st March 2020.
Coastal Explorers	Capital Investment Reserve	20			20		20	Officers are currently developing and progressing funding bids for the project. An 'expression of interest' to the Big Lottery Fund is being prepared and once assessed feedback on the submission of a full application should be received, which may in turn lead to a grant application of £50,000. A further grant application will be made to Arts Council England in 2020, for a further £50,000. Meanwhile officers are working on the specification and logistics for the provision and installation of the Coastal Explorers unit, to be located at Fairhaven Lake around early 2021. This is a trial project which will deliver a diverse range of cultural and arts projects and initiatives that will be creative and educational and may lead to a further grant application to Arts Council England for a permanent facility. It is expected that the scheme will be re-phased into 2020/21 and that this will be reflected in the next update of the Financial Forecast.
Sub total		527	146	1,940	2,613	218	2,395	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	471	148		619	199	420	It is anticipated that most planned vehicle purchases will be completed to budget during 2019/20 although the delivery of a number of vehicles may be delayed due to the long build times for bespoke vehicles and delivery may run into 2020/21.
Car Park Improvements	No external finance - funded by borrowing / general asset disposal receipts	30			30		30	A proposed scheme will be presented for consideration to the Operational Management Committee at either the September or November 2019 meeting of the committee.
Public Transport Improvements	S106 Developer Contributions	48	30	13	91		91	This funding is being spent as projects are developed. To date £13k has been allocated to Staining Parish Council to support a free local bus service.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	7,330	2,276		9,606	2,987	6,619	This project is currently on target and within the agreed spending profile.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	260	100		360		360	This project is currently on target and within the agreed spending profile.
Accommodation/ facilities at Snowdon Rd Depot	Capital Investment Reserve	200			200		200	A proposed scheme will be presented for consideration to the Operational Management Committee at the November 2019 meeting of the committee.
North Beach Car Park: Development of Toilet Facilities	Capital Investment Reserve	185			185		185	Site investigations and surveys are currently underway. A report will be presented to the Operational Management Committee once the scheme has been fully designed and developed.
Stanner Bank car park - barrier scheme	Capital Investment Reserve	50			50		50	Progress on this scheme is dependant on the wider sea defence project. With Stanner Bank Car Park entrance likely to be used as part of the operating area for the installation of Granneys Bay sea defence works (which has just been awarded) the barrier is unlikely to be installed until those works are complete. The works will now be rescheduled into 2020/2021 as part of the next update to the Financial Forecast.
Sub total		8,574	2,554	13	11,141	3,186	7,955	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants (DFG) Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,050	13	80	1,143	489	654	Grant awards are progressing well and It is anticipated that the majority of the available funding of £1,143k will be spent in 19/20. Further details are provided within the body of the report.
Housing Needs Grant	DFG Grant Repayments	0	16	17	33	2	31	The income from returned DFG grants is intended to be used for incidental costs relating to specific DFG works e.g. architect fees. As this requirement is unplanned it is not readily predictable as to when costs will be incurred.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	-460		0		0	This scheme was completed to budget in March 2019.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275			275		275	This scheme was completed to budget in August 2019.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	8		8		8	This funding is intended to provide financial support for means-tested affordable warmth measures undertaken by CHiL (Cosy homes in Lancashire) Scheme as and when required. There have been no requests for such support received during the year to date.
CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	0	27		27		27	It has been agreed by the Environment, Health and Housing Committee that capital expenditure will only be made on essential work or replacement CCTV when necessary and subject to approval; all unspent funds will continue to be slipped as necessary.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294		294	This scheme is expected to commence shortly and to be completed by the end of November 2019.
Sub total		2,079	-396	97	1,780	491	1,289	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
PLANNING COMMITTEE								
St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	315			315	10	305	The scheme is currently in development and there are a number of issues that remain to be determined. It is anticipated that an element of the scheme will now be rescheduled into 2020/2021 as part of the next update to the Financial Forecast. Further details are provided within the body of the report.
St Annes Road West – Square to Pier link and Gateway	Capital Investment Reserve	110			110		110	This scheme is being progressed in consultation with with various agencies including Lancashire County Council and the owners of adjoining land. The works are expected to commence in March 2020.
Lytham Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	400			400		400	This scheme is currently in development and there are a number of issues that remain to be determined. It is still envisaged that the first phase will be commenced during the current financial year. Further details are provided within the body of the report.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	0	5		5		5	It is expected that this scheme will be delivered within budget during this financial year.
M55 Link Road	S106 Developer Contributions / M55 Link Road Reserve	0	103	1,000	1,103		1,103	Discussions are ongoing with the developer of the residential land at Queensway and other public bodies to secure funding to enable the accelerated delivery of the M55 link road. Given deadlines attached to other funding streams that have been secured to accelerate the delivery of the link road, it is expected that a decision on the accelerated delivery of the road will be made this financial year.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	0	10		10		10	It is expected that this scheme will be delivered within budget during this financial year.
St Annes Pier - Coastal Revival Fund	Specific Grant	0	24		24		24	It is expected that this scheme will be delivered within budget during this financial year. This project has been tied to the phasing of a wider scheme of works by the Pier Company.
Tree Planting	Capital Investment Reserve	25			25		25	It is expected that this scheme will be delivered within budget during this financial year.
Kirkham and Wesham Station	S106 Developer Contributions	0		15	15		15	The procurement of a feasibility study to examine the options available to deliver a park and ride facility at Kirkham and Wesham Station is currently underway. It is expected that the study will be completed during the current financial year.
Sub total		850	142	1,015	2,007	10	1,997	
Total Expenditure		12,030	2,479	3,070	17,579	3,905	13,674	

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

	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 8 - Town Hall Car Park	33				
Purchase of Land Adjacent to Squires Gate Station	5				
Sub total	38	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot					
St Annes Pool	93				
Fairhaven Lake & Promenade Gardens Restoration	1,555	714	169		
Fairhaven Adventure Golf	505				
Promenade Footways	35	40	40	40	40
Staining Playing Fields Development Scheme	280				
Ashton Gardens Play Area	20				
Ashton Gardens Nursery Improvements	30				
Coastal Signage Improvements	60				
Open Space access control measures	15				
Coastal Explorers	20				
Sub total	2,613	754	209	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	619	562	119	306	971
Car Park Improvements	30	30	30	30	30
Public Transport Improvements	91	48	48	30	
Fairhaven and Church Scar Coast Protection Scheme	9,606				
Fairhaven and Church Scar Coast Public Realm Works	360				
Accommodation/ facilities at Snowdon Rd Depot	200				
North Beach Car Park: Development of Toilet Facilities	185				
Stanner Bank car park - barrier scheme	50				
Sub total	11,141	640	197	366	1,001
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,143	1,130	1,130	1,130	1,130
Housing Needs Grant	33				
Affordable Housing Scheme - Sunnybank Mill, Kirkham	0				
Church Road Methodist Church, St Annes	275				
Affordable Warmth Scheme	8				
Rapid Deployment CCTV Replacement Projects	27				
Cemetery and Crematorium - Infrastructure Works	294				
Sub total	1,780	1,130	1,130	1,130	1,130
PLANNING COMMITTEE					
St Annes Regeneration Schemes	315				
St Annes Road West – Square to Pier link and Gateway	110				
Lytham Regeneration Schemes	400	300	100		
Kirkham Public Realm Improvements	5				
M55 Link Road - S106 monies for design work	1,103				
Ansdell / Fairhaven - Public Realm scheme	10				
St Annes Pier - Coastal Revival Fund	24				
Tree Planting	25				
Kirkham and Wesham Station	15				
Sub total	2,007	300	100	0	0
Total Expenditure	17,579	2,824	1,636	1,536	2,171

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

	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,103	1,090	1,090	1,090	1,090
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	33				
Section 106 Monies - St Annes	265				
Section 106 Monies - Lytham	130				
Section 106 Monies - Church Road Methodist Church, St Annes	275				
Section 106 Monies - M55 Link-Road	103				
Section 106 Monies - Public Transport Improvements	91	48	48	30	
Section 106 Monies - Staining Chain Lane Playing Fields	174				
Section 106 Monies - Kirkham and Wesham Station	15				
Capital Investment Reserve	1,976				
Capital Investment Reserve - Budget Council Proposals March 19	985	300	100		
Capital Investment Reserve - Underwriting max £343k - Fairhaven	32				
M55 Link-Road Reserve	1,000				
Funding Volatility Reserve - Fairhaven Restoration Project	400				
Other External Finance (see analysis below)	10,364	754	209	40	40
Direct Revenue Finance					
Prudential Borrowing	563	562	119	306	971
Total Financing	17,579	2,824	1,636	1,536	2,171

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

Other External Finance: Analysis

LSP Performance Reward Grant	27				
Environment Agency - Fylde Coastal Preliminaries	9,206				
Lancashire County Council - Affordable Warmth Scheme	8				
Coastal Revival Fund - St Annes Pier	24				
Staining Parish Council	25				
Friends of Staining Open Spaces	1				
John Lees Charitable Trust	30				
New Fylde Housing - DFG Contribution	40	40	40	40	40
Heritage Lottery Fund - Fairhaven Restoration Project	594	714	169		
Sport England - Fairhaven Restoration Project - confirmed	100				
United Utilities - Fairhaven Restoration Project	60				
Lytham Schools Foundation - Fairhaven Restoration Project	15				
RSPB - Fairhaven Restoration Project	8				
Coastal Communities Fund - Fairhaven Restoration Project	130				
Lawn Tennis Association - Fairhaven Restoration Project	51				
Lancashire Environmental Fund - Fairhaven Restoration Project	30				
Café Tenant Contribution - Fairhaven Restoration Project	15				
	10,364	754	209	40	40