



FYLDE BOROUGH COUNCIL



Meeting Agenda

**Community Outlook Scrutiny Committee
Town Hall, Lytham St. Annes
Thursday 24 July 2008, 7:00pm**

The main doors to the Town Hall will be open to the public at 6:40pm

**The maximum capacity for this meeting room is 60 persons –
once this limit is reached no other person can be admitted.**

COMMUNITY OUTLOOK SCRUTINY COMMITTEE

MEMBERSHIP

CHAIRMAN - Councillor Kiran Mulholland
VICE-CHAIRMAN – Councillor Fabian Craig Wilson

Councillors

Brenda Ackers	Richard Fulford-Brown
Craig Halewood	John Singleton
Howard Henshaw	Louis Rigby
Elaine Silverwood	

Contact: Peter Welsh, St. Annes (01253) 658502, Email:
peterw@fylde.gov.uk



CORPORATE OBJECTIVES

The Council's investment and activities are focused on achieving our five key objectives which aim to :

- Conserve, protect and enhance the quality of the Fylde natural and built environment
- Work with partners to help maintain safe communities in which individuals and businesses can thrive
- Stimulate strong economic prosperity and regeneration within a diverse and vibrant economic environment
- Improve access to good quality local housing and promote the health and wellbeing and equality of opportunity of all people in the Borough
- Ensure we are an efficient and effective council.

CORE VALUES

In striving to achieve these objectives we have adopted a number of key values which underpin everything we do :

- Provide equal access to services whether you live in town, village or countryside,
- Provide effective leadership for the community,
- Value our staff and create a 'can do' culture,
- Work effectively through partnerships,
- Strive to achieve 'more with less'.



A G E N D A

<u>PART I - MATTERS DELEGATED TO COMMITTEE</u>	
ITEM	PAGE
1. DECLARATIONS OF INTEREST: <i>if a member requires advice on declarations of interest he/she is advised to contact the legal services executive manager in advance of the meeting. (for the assistance of members an extract from the councils code of conduct is attached).</i>	4
2. CONFIRMATION OF MINUTES: <i>To confirm as a correct record the minutes of the community outlook scrutiny committee held on 15 May 2008 as attached at the end of the agenda.</i>	4
3. SUBSTITUTE MEMBERS: <i>details of any substitute members notified in accordance with council procedure rule 26.3</i>	4
4. NORTH LANCASHIRE PCTT – HOSPITAL ACQUIRED INFECTIONS	7-9
5. LAND DRAINAGE ROLES AND RESPONSIBILITIES PRESENTATION BY THE ENVIRONMENT AGENCY	10-13
6. PARTNERSHIP WORKING ANNUAL REPORT 2007/08	14-24
7. SCRUTINY REVIEW OF ON STREET TRAFFIC MANAGEMENT ISSUES – FINAL REPORT	25-43

Personal interests

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

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

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

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

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

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

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

Disclosure of personal interests

9.—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

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

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

Prejudicial interest generally

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

Prejudicial interests arising in relation to overview and scrutiny committees

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

Effect of prejudicial interests on participation

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

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES AND MEMBER SUPPORT	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	24 TH JULY 2008	4

NORTH LANCASHIRE PCTT – HOSPITAL ACQUIRED INFECTIONS

Public Item

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

Summary

In September 2007, the Community Outlook Scrutiny Committee nominated a task and finish group to review hospital acquired infections across Fylde. The North Lancashire PCT will provide an overview of infection control procedures based around key questions identified by the task and finish group.

Recommendation

1. To thank Anita Watson, Lead Nurse for Infection Control for attending the committee.
2. To comment on the presentation and make appropriate recommendations

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Community and Social Wellbeing: Councillor Patricia Fieldhouse

Report

1. In September 2007 the Community Outlook Scrutiny agreed to conduct a scrutiny review on hospital acquitted infections. Councillor Kiran Mulholland and Councillor Fabian Wilson were nominated to form the task and finish group. Since then, we have undertaken some work with the MRSA Action Society and Blackpool Council's Health Scrutiny Committee with limited success.

2. Lancashire County Council holds the formal health scrutiny powers for Lancashire including the Fylde area and it has been approached to seek its support with this review. The County Council has written letters of support to the North Lancashire Primary Care Trust and the Blackpool, Fylde and Wyre Hospital Trust explaining that the Borough Council will be undertaking a review of hospital acquired infections with the blessing of the County Council.

3. North Lancashire Teaching Primary Care Trust was established on 1 October 2006 following the reorganisation of PCTs in England. It is responsible for the delivery of healthcare to the 327,500 residents of North Lancashire (Fylde, Lancaster and Wyre districts). We have approached North Lancashire PCT to provide the committee with an overview of the preventative measures taken to avoid hospital acquired infections based around a set of key questions identified by the task and finish group:
 - What is being done to reduce incidents of C-Difficile and MRSA in North Lancashire? Have these actions seem positive results?
 - Who scrutinises North Lancashire PCT with regard to hospital acquired infections, what were the recommendations from scrutiny, has it made a difference?
 - What we are seeing is that government is talking about controlling infection (via super cleaning programmes) and cleaning hospitals, but is this enough?
 - Why when these cleaning programmes are being carried out, along with hand washing, etc. are we still getting higher numbers of cases?
 - Would hospitals be better maintained if the overall control of housekeeping and cleanliness issues were returned to Matron?
 - Or if hospital cleanliness were in-house rather than procured from outside sources?
 - Is "super cleaning with steam" really going to make an overall difference, if hospital staff return to old familiar practices?
 - What from the PCT perspective can be done that is not be done presently to help eradicate hospital infections rates?
 - Is it possible to distinguish the source of infections from those acquired in hospitals and community settings?
 - What specifically can the citizens of Fylde do?

4. Anita Watson, Lead Nurse for Infection Control will be present at the committee to provide an overview of infection control procedures at the PCT. Members will be given the opportunity to ask further questions and comment.

IMPLICATIONS	
Finance	none
Legal	None
Community Safety	None
Human Rights and Equalities	None

Sustainability	None
Health & Safety and Risk Management	none

Report Author	Tel	Date	Doc ID
Carolyn Whewell	01253658563	15 th July 2008	

List of Background Papers		
Name of document	Date	Where available for inspection
Document name		Council office or website address

REPORT



REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES MANAGER	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	24 TH JULY 2008	5

LAND DRAINAGE ROLES AND RESPONSIBILITIES PRESENTATION BY THE ENVIRONMENT AGENCY

Public Item

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

Summary

This report details a request from Councillor Thomas Threlfall to invite representatives from the Environment Agency (EA) to present to the Committee an overview of its responsibilities in relation to land drainage, flood protection and the maintenance of watercourses in the Borough. There will be an opportunity for Members to ask questions of the Officers following the presentation.

Recommendation

1. That Members be requested to comment on the content of the EA presentation.
2. That Members express their thanks to the Officers of the EA for attending and presenting to the Committee.

Cabinet Portfolio

The item falls within the following Cabinet portfolio: Streetscene – Councillor Tim Ashton

Report

This request was submitted by Cllr Threlfall who expressed concern that the EA was seemingly no longer overseeing and maintaining dykes and watercourses to ensure proper drainage. This appeared to be managed on an ad hoc basis by local farmers with the resultant problems of flooding on the roads. Cllr Threlfall asked for a review of the matter to involve Officers of the EA addressing the Community Outlook Scrutiny Committee.

The topic was scored using the Council's formal criteria and it emerged as an "A" Band priority topic.

Subsequently, it was RESOLVED:

'To place the item onto the Community Outlook's workplan for the earliest available date and to invite an Officer from the Environment Agency to attend and address the meeting'.

Consequently, an invitation was extended to the Environment Agency for an Officer(s) to attend the Committee to present an overview of the EA responsibilities in relation to land drainage, flood protection and the maintenance of watercourses in the Borough.

Mr Darren Wrigley from the Council's Technical Services Team will also be in attendance to clarify the roles and responsibilities of the Council in relation to these matters - an advisory note is also attached for information.

Implications	
Finance	None arising from this report
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability	None arising from this report
Health & Safety and Risk Management	None arising from this report

Report Author	Tel	Date	Doc ID
Andrew Shore	(01253) 658640	8 th July 2008	

List of Background Papers	
Name of document	None
Document name	N/A

Attached documents

FBC Land Drainage Advisory Note

IN THE EVENT OF FLOODING

DO

- Stay calm and deal with the problem sensibly.
- Check that neighbours, especially the elderly and infirm, are aware of any flood warnings.
- Move people and animals to a place of safety.
- Switch off gas, water and electricity at the mains.
- Contact the EA's Floodline and listen to local radio for up to date news on the situation.
- Have spare clothes, wellingtons, waterproofs, torch, batteries, radio, and food readily available.
- Seek professional advice if your property is damaged.
- Ventilate your building after flooding – less damp is less damage.
- Contact the emergency services if you consider yourself or family to be at risk because of severe flooding and/or damage so caused.
- **Remember** to lock up as you leave.

DON'T

- Throw rubbish into the watercourse or leave debris on the banks – it can cause flooding.
- Use electrical circuits or equipment exposed to flood water until checked by a qualified electrician.
- Dispose of damaged goods until your insurers have had the chance to inspect them.
- Use domestic water supply until you are advised it is safe to drink.
- Drive vehicles through floodwater such that bow waves are created which could damage roadside properties.

FYLDE BOROUGH COUNCIL PUBLIC HEALTH ADVICE –BEFORE RE-OCCUPYING YOUR HOME AFTER FLOODING

The flood water affecting your home or other property may have been contaminated with sewage and other contaminants. Although this would be very diluted and present a low risk there are a few precautions when dealing with the problem as below:

CLEANING UP THE HOUSE AFTER THE FLOOD

- Cover open cuts and wounds on exposed skin with a waterproof plaster.
- Remove all soft furnishings and fittings that are damaged beyond repair.

- Remove all dirty water and silt from the property as much as possible, including out of the space under downstairs floorboards if you have these. This may require pumping out.
- Wash down all hard surfaces with hot soapy water several times until visually clean.
- Use a domestic disinfectant, following manufacturers directions as to concentrations, to wash over all hard surfaces after cleaning.
- Food preparation surfaces and storage cupboards, refrigerators etc should be washed down with food safe disinfectants such as Milton, Dettol or similar.
- Allow to thoroughly dry - this will also help to destroy any germs left behind.
- Heating and good ventilation will assist the drying process.

Clothing and bedding Clothing, bedding and other soft/fabric articles including children's' toys etc should be laundered on a hot wash (60°C and above) which will destroy any germs that may be present. Other soft furnishings that have been contaminated and cannot be put in a washing machine will have to be professionally cleaned or if this is not possible may have to be disposed of.

OTHER CONTAMINANTS

If the flood water contained oil, diesel etc this should in the main be removed with the flood water and silt. Any remaining oil, diesel etc contamination in accessible areas can be removed by using a detergent solution and washing the surface down after initial cleaning has been carried out. In inaccessible areas such as under floorboards it may present an odour problem but is not necessarily a health hazard.

ASSISTANCE

The Fire Brigade may be able to help you with pumping flood water out of your house, but there may be a charge.

Remember others may also need help so you may have to wait your turn.

Remember that there is no point in pumping out water while the flood is rising.

Check that the drains around your property are clear and free flowing.

Check that road gullies near your property are not blocked (if they are, the Lancashire County Council will unblock them).

Buy some sandbags & sand & store them in a dry place ready for use at short notice to cover door thresholds & ventilation grills.

Consider fitting flood boards if yours is high risk property.

If there is a water course on your land, make sure it isn't overgrown or choked with debris.

FLOODING

& Land Drainage



CONTACT TELEPHONE NUMBERS

Fylde Borough Council

01253 658658-office hours

Environment Agency

08708 506 506 - office hours

0845 988 1188 - Floodline

United Utilities

0845 602 0406-sewers

Lancashire County Council

(culverts under highways)

0845 053 0011

Flooding brings chaos to parts of the Fylde Coast every year.

TYPES OF FLOODING

Three types of flooding can occur in the Borough:

Tidal flooding

Flooding of major rivers & watercourses (fluvial flooding)

Flash flooding, due to local rainfall.

FLOOD WARNINGS

The Environment Agency monitors water levels in major rivers, weather conditions and tidal conditions and issues flood warnings to properties at high risk, Local Authorities and the Emergency Services when flooding is expected.

Warnings are sent using a telephoned pre-recorded message system. Where a flood warden scheme exists, the volunteer receives the warning and passes it on to his/her group. Local radio stations also receive warnings.

Updates on the progress of significant floods are available to all through the EA's Floodline telephone service, Tel: 0845 9881188

FLASH FLOODING

Flash flooding occurs when the drainage infrastructure is overwhelmed as a result of intense rainfall in the locality.

Flash flooding is a local event which develops rapidly and cannot be predicted with any reliability through weather forecasting. Each event is sensitive to prevailing local conditions which govern its extent, severity & duration. No system of flood warning for flash flooding exists, principally because the periods of warning that could be given would be too short to be of any significant practical use.

Flash flooding is occurring more frequently for a number of reasons, including:-

- Changes in land use which concentrate runoff.
- Poor maintenance of ditches, drains, streams and culverts.
- Changes in weather patterns.

FLOOD PROTECTION FOR YOUR PROPERTY

If you live near the coast, there is always a possibility that a combination of high tides and bad weather will threaten your property with flooding, even though engineers will have done as much as possible to reduce the risk of this happening.

However, even if you live inland, events over the past few winters have demonstrated that storms can cause flooding even on hill slopes, when the drainage system is overwhelmed by the amount of water it is expected to carry. In addition, when the ground is saturated even small extra amounts of rainfall will have difficulty draining away from gardens and enclosed spaces.

The Borough Council has a very small number of staff to deploy at times of emergency and these will be endeavouring to protect the public at large and will not be able to assist a large number of individual homeowners who may find their properties threatened.

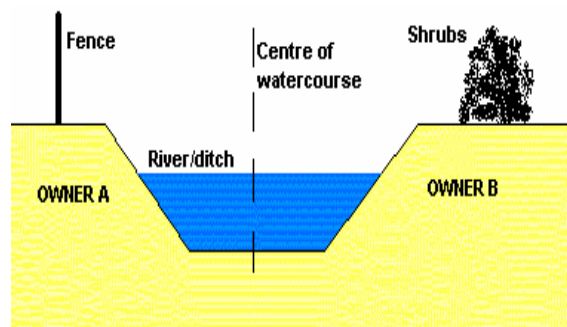
MAINTENANCE OF WATERCOURSES

No single body has the responsibility to manage rivers and watercourses in respect of flooding.

The Environment Agency has a duty to exercise supervision over all matters to do with flood defence and has powers to maintain and improve main rivers.

Fylde Borough Council has permissive powers over all other watercourses and land drainage matters within its area.

Riparian owners, that is those owning the bank or part of the bed of a watercourse, retain important responsibilities to other such landowners, the community and the environment.



Even if the Title Deeds for Owner A's property show the boundary to be the fence, he has riparian rights and responsibilities to the centre of the watercourse.

YOUR RIGHTS

- You may own land up to the centre of the watercourse
- You have the right to receive flow of water in its natural state, without undue interference in quantity or quality
- You have the right to protect your property from flooding, and your land from erosion
- You have the right to fish in your watercourse, although this must be by legal methods and with an Environment Agency rod licence
- You can abstract a maximum of 20 cubic metres per day of water for the domestic purposes of your own household or for agricultural use, excluding spray irrigation, from a watercourse at a point which directly adjoins your land without the need for a licence. Most other types of abstraction will require a licence from the Environment Agency.

These rights are modified by your Duty to other riparian owners, the rest of the community and to the environment.

Before starting any work on or adjacent to a watercourse, you must submit the plans of any work to the Environment Agency and the Council to determine whether you require a land drainage consent and/or planning permission. Environmental issues, including flood risk, wildlife conservation, fisheries, reshaping of the river and landscape, must all be considered.

YOUR RESPONSIBILITIES

- You have the responsibility to pass on flow without obstruction, pollution or diversion affecting the rights of others
- You have the responsibility to accept flood flows through your land, even if caused by inadequate capacity downstream, as there is no common law duty to improve a watercourse
- You have the responsibility for maintaining the bed and banks of the watercourse (including trees and shrubs growing on the banks) and for clearing any debris, natural or otherwise, including litter and animal carcasses, even if it did not originate from your land. Advice on the removal of animal carcasses can be obtained from the Council on **01253 658658**.
- You must not cause any obstructions to the free passage of fish
- You are responsible for keeping the bed and banks clear from any matter that could cause an obstruction either on your land, or by being washed away by high flow to obstruct at a structure downstream. Watercourses and their banks should not be used for the disposal of any form of garden or other waste.
- You have the responsibility for protecting your property from seepage through natural or man-made banks. Where such seepage threatens the structural integrity of a flood defence, it may become the concern of the Environment Agency.
- **FAILURE TO CARRY OUT YOUR RESPONSIBILITIES COULD RESULT IN CIVIL ACTION.**

Reproduced from the Environment Agency publication 'Living on the Edge'

DITCHES WITHIN THE HIGHWAY

The question of who has responsibility for maintenance of ditches within the highway has been considered by the courts on many occasions. Except in the case of new roads, the highway authority owns only the surface of the road and their powers do not extend to the maintenance of watercourses. It is therefore usual for roadside ditches to be the responsibility of the adjoining landowner. Culverts passing under the road are normally the responsibility of the highway authority to maintain

LOCAL LAND DRAINAGE AUTHORITY

Fylde Borough Council is the local land drainage authority and it has resolved to exercise its powers under the Land Drainage Act 1991 where appropriate. This act gives local authorities powers to deal with obstructions in ordinary watercourses. If the obstruction impedes flow, the Borough council may serve notice on the riparian owner to remove the obstruction. If no action the Borough council may carry out the work itself and recover the cost from the riparian owner.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	24 TH JULY 2008	6

PARTNERSHIP WORKING ANNUAL REPORT 2007/08

Public Item

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

Summary

The Council's Policy for Partnership Working includes a 'Protocol for Reviewing Partnership Performance' that requires an annual review of the Council's Partnership Working to be reported to the Community Outlook Scrutiny Committee. This is the fourth such annual review.

Recommendations

1. Members are asked to note and comment upon the level and effectiveness of partnership working during 2007/08; and,
2. Members are asked to consider whether to carry out a value for money evaluation of the South Fylde Line Community Rail Partnership and of the North West Coastal Group; and
3. Members are requested to consider receiving presentations on/from specific partnerships at future meetings; and,
4. Members note that the Partnership Working Policy has now been updated to meet the requirements of the Equality Standard for Local Government.

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Cabinet Portfolio: Customer Services & Partnerships – Cllr Albert Pounder.

Report

1. The Council's Policy for Partnership Working was approved by the former Corporate Policy Committee on 19th April 2004. The policy was one of a number of outcomes identified subsequent to an inspection and report by the Audit Commission. Included in the policy is a 'Protocol for Reviewing Partnership Performance' that requires an annual review of the Council's Partnership Working to be reported to the Community Outlook Scrutiny Committee. The protocol is appended to this report together with a summary of the partnership performance during 2007/08.
2. In compiling the information for the 2007/08 review of partnership performance, the following new partnerships have been identified:

Formal Partnerships –

- *South Fylde Line Community Rail Partnership*
- *North West Coastal Group*

Information Networks –

- *Every Child Matters*
- *Wyre & Fylde School Sports Partnership*
- *Lancashire Recycling Forum*
- *Lancashire Waste Officers Group*
- *Lancashire Democratic Services Network Group*
- *Lancashire Electoral Administrators Group*

The two new Formal Partnerships were formerly Service/Strategy Coalitions; however, this year the partners have been asked to make a financial contribution and as such they now fall within the definition of Formal Partnerships. In accordance with the Partnership Working Policy the scrutiny committee would normally subject these partnerships to a value for money evaluation. However, in light of the relatively small financial contributions being made (£720 and £500, respectively), the committee is requested to consider whether such an evaluation is necessary.

It should also be noted that the council has withdrawn from the following partnerships (or they have otherwise ceased to exist or have been succeeded):

North Lancashire Highway Partnership
National Parking Adjudication Service Board
Lancashire Cycling Liaison Group
Lancashire West Strategic Housing Group
Lancashire District Traffic Engineers Group
Classic Golf Website Group
Northern Area DSO Leisure Group (NADSOL)

3. During 2007/08 the council self-declared Level 2 of the Equality Standard for Local Government. As part of this process all policies were reviewed to ensure that the issue of Equality was appropriately addressed. The Partnership Working Policy was included in this process and has been updated accordingly.

IMPLICATIONS

Finance

There are no direct Finance implications but the process of

	review is designed to ensure that value for money is achieved in partnership working.
Legal	There are no direct implications.
Community Safety	There are no direct implications
Human Rights and Equalities	There are no direct implications. The Partnership Working Policy has been reviewed and updated to meet the requirements of the Equality Standard for Local Government
Sustainability	There are no direct implications
Health & Safety and Risk Management	There are no direct implications

Report Author	Tel	Date	Doc ID
Dave Joyr	(01253) 658700	01/06/08	

List of Background Papers		
Name of document	Date	Where available for inspection
FBC Partnership Working Policy	April 2004	http://www.fylde.gov.uk/ccm/navigation/council-and-democracy/partnership-working/

Attached documents

FBC Protocol for Reviewing Partnership Performance

Summary of Partnership Performance 2007/08.

FYLDE BOROUGH COUNCIL

PROTOCOL FOR REVIEWING PARTNERSHIP PERFORMANCE

Introduction.

This Protocol forms part of the Council's Partnership Policy Framework and should be read and applied in conjunction with other protocols and reference documents that contribute to this Framework.

This Protocol describes how performance will be measured according to the different categories of Partnership. It also describes the roles and responsibilities of officers, in the monitoring and reporting of partnership performance, and members, in the review of that performance.

Performance Measurement.

- Each partnership will have performance measures and annual targets that are either adopted by all parties or are specific to the needs of the Council.
- The performance of **Statutory Partnerships** will be monitored and reviewed on an annual basis to ensure that:
 - all statutory obligations are being fulfilled
 - performance targets are set and are being met
 - appropriate measures are in place to manage risk
 - the Council's contribution/investment represents value for money
- The performance of **Formal Partnerships** will be monitored and reviewed on an annual basis to ensure that:
 - the partnership's objectives and priorities remain aligned with the Council's Corporate Plan and the Community Plan for Fylde
 - performance targets are set and are being met
 - appropriate measures are in place to manage risk
 - the Council's contribution/investment represents value for money
- The performance of **Service/Strategic Coalitions** will be monitored and reviewed on an annual basis to ensure that outputs are measured (e.g. No. of projects completed, No. of service users, level of funding acquired)

- The performance of **Information Networks** will be monitored and reviewed on an annual basis to ensure that inputs are measured (e.g. No. of meetings, No. of information exchanges)

Roles & Responsibilities

- Whether or not the Council is the lead partner, each partnership will be assigned a Lead Officer from the Council (and where appropriate, a Member of the Council) who will be responsible for monitoring the performance of the partnership.
- It will be the responsibility of the Lead Officer/Member to monitor the performance of individual partnerships and to report performance to the Partnership Officer on an annual basis (or more frequently if circumstances require).
- The Lead Officer/Member annual report will be submitted to the Partnership Officer at the end of the financial year and should include actual performance against targets, proposed revised targets, minutes of meetings, financial implications for future budgets etc.
- Partnership Officer to take annual 'Partnership' report to the Community Outlook Scrutiny Committee. The annual Partnership report will summarise the performance of individual partners, make recommendations as to the continuance of individual partnerships and report the cost-benefit of the Council's Partnership Working in totality.
- It will be the responsibility of the Community Outlook Scrutiny Committee to scrutinise the performance of individual partnerships and the cost-benefit of the Council's total partnership working. Where appropriate the Community Outlook Scrutiny Committee will include in its future work plans presentations from partnering organisations.
- The Lead Officer/Member will report any references from the Community Outlook Scrutiny Committee to the Cabinet, and as appropriate such reports will include recommendations for performance improvement or an exit strategy.
- The Cabinet will be responsible for approving:
 - i. Proposals to enter into a new or existing partnership, and
 - ii. Proposals to withdraw from a partnership.

Where appropriate, the latter should include an exit strategy to minimise the impact on the partnership of the Council's withdrawal.

PARTNERSHIPS PERFORMANCE MONITORING 2007- 08

Name of Partnership	Partners	Lead Officer/ Business Unit	Description	Performance 2007-08
<u>Statutory Partnerships</u>				
Fylde Vision	LCC. New Fylde Housing, Fylde Real World Group, PCT, CVS, Chamber of Commerce, Connexions, Age Concern, Jobcentre Plus, Fire Service, Police , Council of Churches.	Christine Miller – Strategic Planning & Development	Local Strategic Partnership	No. of meetings 07/08 = Formal 50; Informal 100 FBC contribution - £29,530
Fylde Community Safety Partnership	Lancs Constabulary, Lancs County Council, Probation Service, Fylde PCT, Lancs Fire - Rescue Service.	Bryan Ward – Strategic Planning & Development	Crime & Disorder Reduction Partnership	No. of meetings 07/08 = 180 Formal and 150 informal FBC contribution - £ 88,217 Fylde CDRP have achieved an 18% reduction in crime over 3 years set against a target of 12.5%
Blackpool Airport Consultative Committee	Blackpool Airport, Travel Agents Rep, Blackpool BC, Police, Servisair Rep. Chamber of Commerce	Clare Platt - Consumer Wellbeing & Protection	Statutory Liaison Partnership (Civil Aviation Act 1982/ Aerodromes Designation (Facilities for Consultation) Order 1996 as amended).	No. of meetings 07/08 = 3 FBC contribution - officer time Noise issues, future airport developments, air traffic summary. This year has considered Airport Master Plan.
Local Resilience Forum	Multi-agency including Police, Fire & Rescue, Ambulance Service, NHS, Maritime & Coastguard Agency, LCC, other Lancs. Local authorities.	Phil Woodward – Chief Executive	Strategic co-ordination of emergency planning across the county.	No. of meetings 07/08 = 3 FBC contribution - £ 900 for secretariat £500 for promotional materials Standard topics:- updates from sub groups, incident reviews, National/Regional policies and guidance, mutual aid, Exercise/training reviews, National Capability survey, Emergency preparedness promotion , organisational updates, future issues – climate change, terrorist threat pandemic flu, animal diseases, etc.
<u>Formal Partnerships</u>				
Ribble Discovery Centre	RSPB, United Utilities.	Paul Norris – Cultural Services	Provision and management of the Ribble Discovery Centre at Fairhaven Lake.	No. of meetings 07/08 = 2 FBC contribution - £ in kind Provision of building and maintenance. Lease at peppercorn rent. Performance report PISC 19 th June 2008
Lytham Windmill & Lifeboat Museum	Lytham Heritage Group	Paul Norris – Cultural Services	Provision of museum facility.	No. of meetings 07/08 = No formal meetings FBC contribution - Use of Lytham Windmill
Citizens Advice Bureau	Fylde CAB	Tracy Scholes – Democratic Services	Provision of advice service.	No. of meetings 07/08 = 2 FBC contribution - £56,167

St Annes Regeneration Partnership	Business Link, Carr Royd Leisure, Chamber of Trade, Lancs. Constabulary, HALSA, LCC Youth & Community Services, Lytham St. Annes Civic Society, St. Annes Land and Building Company.	Paul Drinnan – Strategic Planning & Development	Town Centre Regeneration Partnership.	Re-launch of partnership being planned to promote the Classic Resort initiative.
Age Concern	Age Concern	Clare Platt Consumer Wellbeing & Protection	Provision of information and advice service for older people.	No. of meetings 07/08 = 2 FBC contribution - £ 16,000 per annum from 1/4/08. 3 Year SLA in place with Age Concern Lancashire to deliver advice & case work in Fylde.
Lancashire Sport	All 14 Lancs. local authorities, LCC.	Claire Grant – Cultural Services	County-wide delivery of Sport England's Active Sports Programme	No. of meetings 07/08 = 8 (Sept 07 to May 08) FBC contribution - £5000 Clubmark, SPAA, Lancashire Youth Games, Sport England CIF bid
Lytham Lifelong Learning Partnership	LCC, Blackpool & Fylde College	Paul Norris – Cultural Services	Provision of ICT based community learning facility at Lytham Library.	No. of meetings 07/08 = ad hoc discussions FBC contribution - £ in kind use of building
Care & Repair (Fylde & Wyre)	Wyre Borough Council Lancashire Social Services Supporting People North Lancashire PCT	John Cottam – Consumer Wellbeing & Protection	Home Improvement Agency	No. of meetings 07/08 = 4 FBC contribution - £30,000 Was subject of O&S review in 2007/08
North West Coastal Group	All coastal DC's from Sefton to Solway Firth, Environment Agency, English Nature, DEFRA	Andrew Shore – Technical Services, Streetscene Unit	Co-ordinates NW coastal activity, production of joint Shoreline Management Plan, regional monitoring, joint procurement of studies, joint DEFRA grant aid bids.	No. of meetings 07/08 = 4 FBC contribution £720 Coordinating production of SMP2, CERMS and other regional coastal policy matters
South Fylde Line Community Rail Partnership	FBC, Bpl BC, LCC, Network Rail, Pleasure Beach, Bpl Airport, Voluntary rail user groups	Andrew Shore – Technical Services Tony Donnelly – Planning Policy	Partnership of interested parties with aim of achieving Community Rail Line status for South Fylde line.	No. of meetings 07/08 = 6 FBC contribution £500 Produced terms of reference, action plan, marketing plan and submission to DEFRA. Achieved designation and launched in May 2008.
<u>Service/Strategy Coalitions</u>				
Lancashire Municipal Waste Management Partnership	All districts, Blackpool, Blackburn Unitary Councils and Lancs County Council	David Jenkinson – Streetscene Services	Countywide strategy in place.	No. of meetings 07/08 = 3
Action Ribble Estuary	RYA, Estuary local authorities, RSPB, NW Sea Fisheries, English Nature, BAe Systems, CLA, Environment Agency, BASC	Paul Norris – Cultural Services	Co-ordinates strategy to sustain, enhance and improve the environment of the Ribble Estuary in order to maximise its potential for wildlife and human use.	No. of meetings 07/08 = 4 (plus 4 sub group meetings)
Fylde Cricket Development Group	Lytham CC, St. Annes CC, Wrea Green CC, ECB,	Claire Grant- Cultural Services	Local partnership implementing the Cricket Development Strategy	No. of meetings 07/08 = 1 Kwik cricket tournament held for Lancashire youth games

	Local Schools		for Fylde.	
Ansdell Arena	LCC, Lytham High School, YMCA, Sport England	Claire Grant - Cultural Services	Local sports partnership co-ordinating, promoting and managing the Ansdell Arena.	No. of meetings 07/08 = 0
Dunes Management Plan	Blackpool BC, Lancs. C.C., RSPB, English Nature, Lancashire Wildlife trust	Mark Wilde – Streetscene Services	The production of a management plan for the Blackpool/Lytham St Annes dune system.	No. of meetings 07/08 = 2 Funding gained through LSP. Consultant now engaged to prepare dune management plan. Conservation officer funding secured through external grant
Daniel Thwaites Scholarship	Lancs. local authorities, Thwaites Brewery	Hazel Wood – Democratic Services	Organises overseas travel scholarship for one Fylde student each year.	Student selected by Lead Officer and Mayor.
William Rainford Golf Competition	Thomas Armstrong Holdings Ltd, local golf clubs	Viv Wood – Strategic Planning & Development	Organises the annual Rainford Golf Competition.	Annual event held in August Costing £ - office time only, event pays for itself
Friends of Parks	Supporters of Ashton Gardens Supporters of Lowther Gardens Friends of Fairhaven Park View 4 U Friends of Green Drive Friends of Waddington Friends of Mornington	Darren Bell – Streetscene Services	Officers liaising with and supporting a number of Friends of Parks groups.	'Friends' groups meet either weekly or monthly throughout the year. New groups now include Waddington, King George V and Mornington.
Parkwise Board	All Lancashire district councils and LCC.	Andrew Shore – Technical Services, Streetscene Unit	Parking Enforcement in Lancashire. Board made up of LCC and District Council representatives.	No. of meetings 07/08 = 4 Production of marketing plan, market research, procurement of new enforcement contract, IT contract, back office performance management, review of enforcement policies, TMA 2004 impact – Civil Parking Enforcement and differential charges.
Lancashire LRF Flooding Sub-group	All Lancashire DC's, LCC, Environment Agency, Emergency Services	Andrew Shore – Technical Services, Streetscene Unit	Planning for flood response.	No. of meetings 07/08 = 4 Updated Multi Agency Response Plans, Coordinated emergency flooding event and evaluated performance.
<u>Information Networks</u>				
Lancashire District Engineers	All Lancashire District Councils	Andrew Shore – Technical Services, Streetscene Unit	Network of Lancashire District Council Engineering Services Managers	No. of meetings 07/08 = 4
Fylde Strategic Transport Group	Fylde, Wyre, Blackpool, LCC, and Highways Agency transport planners and engineers	Andrew Shore – Technical Services Tony Donnelly – Planning Policy	Sub-regional network of transport planners and engineers.	No. of meetings 07/08 = 6
NW Regional Parking Managers Forum	All NW local authorities	Eugene Leal – Technical Services, Streetscene Unit	Network of local authority parking managers.	No. of meetings 07/08 = 4
Parkwise - Parking Managers Group	All Lancashire DC's and LCC	Eugene Leal – Streetscene Services	Networking Group of Lancashire Operational Parking	No. of meetings 07/08 = 12

			Managers/LCC/NCP Services and IT providers	
Public Rights of Way and Access Forum	All Lancashire DC's and LCC	Andrew Shore – Technical Services, Streetscene Unit	Network of Lancashire Rights of Way officers	No. of meetings 07/08 = 6
North Lancashire Rural Transport Partnership	NW transport operators, DC's, LCC, Parish Councils	Andrew Shore – Technical Services, Streetscene Unit	Network of north Lancashire local authorities and transport operators.	No. of meetings 07/08 = 0
Lancs. Sports Development Officers Forum	All 14 Lancs. Local Authorities	Claire Grant-Cultural Services	Network of Sports Development Officers of Lancashire local authorities.	No. of meetings 07/08 = 2
Lancashire Personnel Officers Network	Lancashire District and Unitary Councils and LCC	Allan Oldfield-Corporate Policy & Performance	Network of Personnel Officers of Lancashire local authorities.	No. of meetings 07/08 = 6 Agreement reached to share knowledge & resources on JE and equal pay claims.
Lancashire Districts Internal Audit Group	Other District Council Heads of Internal Audit	Savile Sykes-Finance	Network of Audit Officers of Lancashire local authorities.	No. of meetings 07/08 = 4
North West E Government Network	Councils from across the North West	Allan Oldfield-Corporate Policy & Performance	Network of IT, policy and change Officers of north-west local authorities. Strong links to North West Centre of Excellence.	No. of meetings 07/08 = 8 Shared service work started on new national indicator measure that will save time & money
North West Insurance Officers Group	Local Authorities in the North of England	Andrew Wilsdon-Democratic Services	Network of Insurance Officers of north-west local authorities.	No. of meetings 07/08 = 2 half day seminars and 1 full day conference on Insurance related topics
O&S Practitioners Network	NW Local Authorities; NW Employers Organisation	Tracy Scholes-Overview & Scrutiny	Network of Overview & Scrutiny Officers of north-west local authorities.	No. of meetings 07/08 = 7
Association of Local Authority Risk Managers	North West local authorities	Andrew Wilsdon-Democratic Services	Network of Risk Management Officers of north-west local authorities.	No. of meetings 07/08 = 2 half day seminars and 1 full day conference on Risk Management related topics
Fylde Registered Social Landlord Liaison Group	New Fylde Housing, Muir Group Housing, Five Piers Housing	John Cottam - Consumer Wellbeing & Protection	Liaison with the Council's preferred social landlords.	No. of meetings 07/08 = 8 Successful bids for £3.1m housing corporation funding worked up in group, plus delivery of affordable housing through planning gain agreements.
Blackpool & Lancashire Tourist Board Marketing Group	Lancashire local authorities, Major Tourist attractions, travel agencies, etc	Viv Wood-Strategic Planning & Development	Develops and monitors Marketing Strategy for the Tourist Board	No. of meetings 07/08 = 4
Play Safe Public Sector Software Forum	Play Safe Software Ltd/All other users	G. Willetts - Cultural Services	Network of local authorities using the Playsafe playground management software.	No. of meetings 07/08 = 2 Attended by Lee McCarthy
UK Beach Management Forum	Coastal Resort Local Authorities	G. Willetts – Cultural Services	Network of Beach Managers of coastal resort local authorities.	No. of meetings 07/08 = 2 AGM plus one regional meeting
ENCAMS	Coastal Local Authorities	G. Willetts – Cultural Services	Co-ordinates national beach awards.	No. of meetings 07/08 = 2 Debates over QCA and the way forward
Local Resilience Forum – Local	LCC, other Lancs. local authorities	Clare Platt – Consumer	Co-ordinates Emergency planning systems across the county.	No. of meetings 07/08 = 4 Standard topics :- review of emergency incidents in county,

Authority Group		Wellbeing & Protection		training and exercises, pandemic flu, flooding and other severe weather incidents, resilient communications, review of national and regional guidance on emergencies, mutual aid ,rest centres, etc.
Springfields Site Stakeholder Group	BNFL, HSE, FSA, Police, Env. Agency, Nuclear Inspectorate, Lancs. C.C., South Ribble B.C., Preston City Council	Mike Walker- Consumer Wellbeing & Protection	Re-formed and re-named following establishment of the Nuclear Decommissioning Authority (NDA) in April 05.	No. of meetings 07/08 = 2 routine + 1 extraordinary meeting Standard topics : - reports on Co.'s performance from Site Regulators, decommissioning progress, reports on work of subgroups, EHS and Socio economic reports, developments affecting site (national and local),Emergency Planning issues. Also representation at various sub groups. This year has considered NDA Socio-economic strategy, Site End State issues arising from Nuclear renaissance.
Environmental Health Lancashire	All Chief EHO's of districts in Lancs.	Clare Platt - Consumer Wellbeing & Protection	Network of Environmental Health Officers of Lancashire local authorities.	No. of meetings 07/08 = 6 Benchmarking forum and exchange of best practice, plus opportunities for joint working investigated.
Westby Liaison meeting	LCC, EA, Woods Waste, Westby Parish Council.	Mike Walker – Consumer Wellbeing & Protection	Meeting Chaired by Lancs CC elected member. Convened in response to concerns of local residents re Woods Waste operations and other local issues.	No. of meetings 07/08 = 1 held, 1 cancelled Standard items: - activities at Woods Waste site, local impacts noise, dust, odours and waste regulation issues. This year has considered merits of multi-agency operation to regulate waste carriers using Wood's Waste site.
Lancashire Chief Leisure Officers Group	All 14 Lancashire Chief Leisure Officers	Paul Norris- Cultural Services	Network of Leisure Services Officers of Lancashire local authorities.	No. of meetings 07/08 = 4 FBC contribution = £25
Blackpool Stakeholders Group	Blackpool Council, Local businesses and attractions	Viv Wood – Strategic Planning & Development	Developing proposals to access Airport Development Funding (NWDA)	No. of meetings 07/08 = 0 Change of management at airport - no meetings were arranged for the group.
Blackpool & Fylde College Liaison Group	B&FC, local tourism businesses and attractions	Viv Wood – Strategic Planning & Development	Advises college on employment opportunities in the tourism sector. Develops employment pathways for college students.	No. of meetings 07/08 = 5
Lancashire Waste Officers Group	All districts, Blackpool, Blackburn Unitary Councils and Lancs County Council	Jamie Dixon – Streetscene Services	Network of local authority Waste Management Officers - Waste management / operational issues	No. of meetings 07/08 = 4 FBC contribution
Lancashire Recycling Forum	All districts, Blackpool, Blackburn Unitary Councils and Lancs County Council	Kathy Winstanley – Streetscene Services	Network of local authority Recycling Officers	No. of meetings 07/08 = 6
Every Child Matters lead officers group and Lancashire Safeguarding children board	All district councils and County Council.	Claire Grant – Cultural Services	Network of local authority ECM lead officers in Lancashire.	No. of meetings in 2007/08 = 4 for ECM and 2 for safeguarding. Implementing statutory procedures within the authority in line with Lancashire County council, every child matters and the new Childrens Trust Arrangement.
Wyre and Fylde School Sports Partnership	Head teachers, sports development officers and school sports co-ordinators.	Claire Grant – Cultural Services	Network of Fylde and Wyre sports development officers and school sport providers	No. of meetings in 2007/08 = 6

Lancashire Democratic Services Network Group	All Lancashire District Councils	Peter Welsh - Democratic Services and Member Support	Network of Lancashire District Democratic Services officers	No. of meetings 07/08 = 4
Lancashire Electoral Administrators Group	All Lancashire District Councils	Peter Welsh - Democratic Services and Member Support	Network of Lancashire electoral administrators	No. of meetings 07/08 = 4

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES AND MEMBER SUPPORT	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	24 TH JULY 2008	7

SCRUTINY REVIEW OF ON STREET TRAFFIC MANAGEMENT ISSUES – FINAL REPORT

Public Item

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

Summary

The interim findings of the scrutiny review for on street parking were presented to the Community Outlook Scrutiny Committee in July 2007. This report details an updated position regarding those recommendations and presents further information regarding the position of parking enforcement for the Borough.

Recommendations

1. To comment on the findings of the review and make appropriate recommendations.
2. To consider and make recommendations as to the future of Civil Parking Enforcement for Fylde and Lancashire.

Cabinet Portfolio

The item falls within the following Cabinet portfolio: Streetscene - Councillor Tim Ashton

Report

Background

1. In January 2007, the Scrutiny Management Board agreed that a scrutiny review be included within the Work Plan of the Community Outlook Scrutiny Committee dealing with on-street traffic management issues, with specific focus on seeking a faster response time to the implementation of new Traffic Regulation Orders. The

review has also looked at on-street parking enforcement to examine what local flexibility could be developed with Lancashire County Council.

2. In 2004, Lancashire County Council (LCC) received the powers to carry out Decriminalised Parking Enforcement across the County. This service is now referred to as the Civil Parking Enforcement (CPE) service following the introduction of the Traffic Management Act 2004 in April of this year. District Councils are offered agency powers to manage the on street parking enforcement service on behalf of LCC, together with the management of the enforcement of its own off street car parks. The service across Lancashire is provided through the Parkwise partnership arrangement, the partners being LCC, the District Councils, an enforcement contractor and an IT provider.
3. Parkwise is a unique partnership arrangement within the UK that involves all the districts within a county working together. This generates economies through shared procurement of the enforcement support services. The responsibility for the day to day running of CPE is devolved to District Councils and as such, operational matters relating to the Civil Enforcement Officers (CEO's), formerly Parking Attendants, are dealt with in each district by a Parking Manager and an Area Manager for the enforcement contractor, currently NCP Services Ltd.
4. LCC is responsible for setting the strategic parking policy framework under which CPE operates so as to maintain equality of enforcement across the County and to make sure resources are deployed relative to Local Transport Plan objectives. In addition LCC is responsible for the following:
 - Traffic Regulation Order placing, review and audit
 - Management of the Traffic Regulation Order database
 - Implementation and management of the administration centre (Parkwise back office) on behalf of all Partners
 - Overall performance monitoring
 - Procurement & management of the enforcement supplier contract
 - Procurement & management of the IT contract
 - Procurement & management of the bailiff contract
 - Publicity and marketing countywide
5. FBC and the other district councils are responsible for the management of CPE through an agency arrangement with LCC. Each District Council must report annually to the County Council on the operational and financial management of the scheme. The traffic management objectives of CPE are as follows -
 - Maintain, and where possible, improve the flow of traffic
 - Improve safety and environmental conditions
 - Improve the quality and accessibility of public transport
 - Address the needs of local residents, shops and businesses, including deliveries
 - Address the particular needs of people with disabilities
6. The County Council and the 12 District Council Parking Managers meet once a month to discuss Parkwise issues, including administration, enforcement and contract performance. The Parkwise Board meets quarterly.

Scrutiny Review

7. The Task and Finish Group agreed that the main objective of the review was to evaluate the relationship between LCC, FBC and Parkwise in relation to traffic management issues. The review has examined the process by which we currently apply to LCC to make local changes to Traffic Regulation Orders and where possible, made recommendations for improvements in the interim report.
8. These recommendations potentially enable Fylde Borough Council to address specific issues with on street parking in localised areas of the borough where previously, there had been no set protocol in place for member involvement. Specific questions regarding the Parkwise partnership were also raised and reviewed briefly by the Task and Finish group. Some progress has been made on the recommendations in the interim report and is detailed below.

Update on Findings

- **To recommend that the Parkwise Project Board review the enforcement standards for on street parking at the earliest available opportunity.**
9. The request to review the enforcement standards for on street parking has been passed on to the Parkwise Project Board for consideration.
 - **For Fylde Borough Council to set up a Traffic Management Working Group as a means to enable all members to contribute to the TRO consultation process and feed into a joint Officer Traffic Management Group.**
 10. Fylde Borough Council is a statutory consultee for most Traffic Regulation Orders which affect the borough (See interim report for full details). In the early stages of the process, this is usually done through contact between Officers. At present FBC has no formal means of consultation with Members at this stage of the process, although members are consulted through the Fylde Lancashire Local. It is within the constitution of Lancashire Locals to approve the making of TROs where objections or representations have been received. While this is effective, only a limited number of FBC Members are represented. The aim of this recommendation was to provide a means of for members to consult with officers on specific traffic issues via an informal workshop to be held on a quarterly basis before the Officer District/County Liaison Group. It is anticipated this recommendation will be implemented once the Officer Traffic Management Liaison Group with LCC is fully embedded in the process.
 - **To set up an Officer Traffic Management Group to facilitate effective joint working between FBC, LCC, Parkwise and interested groups.**
 11. Officers have approached Lancashire County Council to set up a Traffic Liaison Group similar to those that are in place on other Lancashire District Councils. Following changes to the team at LCC, they have agreed to set up this group. The Liaison meetings serve to gather officers from the district and county council with the police to discuss any traffic issues that arise, and also make others aware of any schemes in the area that may affect the network. The first meeting took place on 25th June and dates have been set for quarterly meetings for the coming year.
 - **To consider this Council's position in relation to providing resources to implement any future resident parking schemes**

12. The group has considered this councils position to providing resources to implement residents' parking schemes in certain areas. Any resources allocated to this scheme would be subject to a revenue growth bid to be considered with other budget priorities. Given the councils financial position, it is unlikely that residential parking schemes will be allocated the necessary funding to resource implementation of any potential schemes.

Communication and Media

13. Since the launch of Parkwise in September 2004 parking enforcement has become a high profile issue with local press and media covering a wide range of stories from individual complaints about receiving a 'parking ticket' to the activities of parking attendants and bailiffs. It is almost certain that much of the media coverage of parking enforcement will be negative but the press coverage surrounding CPE has now settled down. A contributing factor to this is the work undertaken by the Overview and Scrutiny Task and Finish group in reviewing off street parking enforcement policy where the a number of the controls surrounding Fylde Borough Councils off street car parks were revised.
14. The last two years have seen a more positive and proactive approach to communication and media activity through the work of the Council and Parkwise. This has resulted in a number of positive achievements:
- All 18 of Fylde's car parks have received the Association of Chief Police Officers (ACPO) Parkmark award status
 - The development of the "Partnership Plus" service level agreement between the district, LCC, NCP and the Police, whereby Civil Enforcement Officers act as "eyes and ears" for the police and in return offences against the Enforcement Officers are rigorously pursued by the Police. This scheme had a high profile launch by the Chief Inspector of the Police just before Christmas 2007
 - Proactive issue of press releases for radio and the local press by Parkwise and the Council

Parkwise

15. Parkwise is a partnership arrangement between Lancashire County Council, the 12 district councils within Lancashire (including Fylde) and an enforcement contractor, currently NCP Services Ltd. All Districts call off resources through the enforcement contract, including Ribble Valley and Wyre who employ their own civil enforcement officers. The main features of the framework are:
- Single contract for both on and off street enforcement
 - NCP are required to supply on request
 - Civil Enforcement Officers
 - Uniforms
 - Equipment
 - Training
 - Transport
 - Cash collection service
 - Accommodation
 - Districts 'buy in' enforcement hours from NCP
 - Civil Enforcement Officers are managed and deployed by the District Councils

- Framework agreement contains no targets for PCN issue. Performance is monitored through PCN quality, measuring for example Civil Enforcement Officer issuing errors.
- Civil Enforcement Officers are salaried members of staff and do not earn commission based on PCN's issued
- LCC provides a centralised administration function on behalf of the District Councils – the back office. Districts are required to pay an administration charge of £5.30 per PCN issued for this service as part of the arrangements.

16. Fylde Borough Council is tied into the Parkwise partnership until September 2009. The task and finish group reviewed a summary of the options for the CPE service beyond this date. Since the last report, Fylde has also entered into a partnership arrangement with Wyre Borough Council to share the services of a Joint Parking Manager. Officers have also visited Barrow-in-Furness District Council in Cumbria to compare their in-house service with the service provided throughout Lancashire. There are three options for how this service will progress beyond the term of the current arrangements. These options have been briefly examined by the task and finish group and the advantages and disadvantages of each are presented below -

- Option 1 - To continue with the current agency arrangements with LCC

Advantages	Disadvantages
<ul style="list-style-type: none"> • Local control of parking enforcement • 1 enforcement team for on-street and off-street enforcement • Council buys in hours and has no HR function • LCC provide back office support • Minimal impact on resources as current service runs at net nil cost in Fylde 	<ul style="list-style-type: none"> • FBC has little flexibility over showing any discretion over on street regulations • FBC cannot place or amend Traffic Regulation Orders to support and improve the service • FBC cannot improve signs and lines on the highway

- Option 2 - Fylde Borough Council to enforce off street parking and LCC to enforce on street parking – ‘two tier’ approach

Advantages	Disadvantages
<ul style="list-style-type: none"> • FBC continues to manage off street parking enforcement • FBC has discretion over off street parking enforcement restrictions • Clear identity of FBC responsibilities 	<ul style="list-style-type: none"> • No local control of parking enforcement on street • Still little discretion over on-street enforcement • No clear lines of responsibility from public perspective. • Significant resources into PA and back office support required. • No partnership working arrangement with LCC • No enhanced two tier working arrangements with LCC

- Option 3 - To externalise the Civil Parking Enforcement service

Advantages	Disadvantages
<ul style="list-style-type: none"> • Back office support and CEO contract run externally • Limited additional resources required 	<ul style="list-style-type: none"> • Limited control over local enforcement • Profit driven service provided by external organisations • Districts have to retain elements of the service that cannot be externalised

Traffic Management Act 2004 (TMA)

17. The TMA 2004 came into force in April 2008 and sets out a number of amendments to parking enforcement across local authorities. The Act extends the powers of local authorities outside of London to take over enforcement of some traffic contraventions from the police.
18. Section 95 of the Act gives local authorities the additional freedom to spend surplus funds from their on-street parking account on local environmental improvements as well as parking facilities, road improvements and provision of public passenger transport services. Unfortunately the Act was designed with single tier authorities in London in mind and does not consider the processes by which 2 tier authorities operate. It is estimated that 60% of all parking enforcement services run by local councils run at a deficit.
19. The Act also introduced differential charging for Penalty Charge Notices. The regulations set out the contraventions deemed to be more serious than others e.g. parking on double yellow lines would attract a higher level PCN than a vehicle parking over time on a pay and display car park. These are designated as higher level contraventions. The remainder are designated as lower level contraventions. The regulations also set out two charging bands. The current PCN levels were required to change to one of the two new charging bands from 31st March 2008. These were either £70 (£35 if paid early) and £50 (£25) for the higher band or £60 (£30) and £40 (£20) for the lower band.
20. At the present time, as is the case with the majority of Authorities enforcing under DPE powers, Fylde Borough Council does not currently make a surplus through PCN income. A significant proportion of the PCN's we currently issue are for 'lesser' contraventions as identified in the TMA 2004. Consequently the Council has adopted the higher band of differential charging in line with all other Lancashire District Councils

Residents Parking

21. As stated earlier in this report, the task and finish group have considered whether it is prudent for Fylde Borough Council to introduce residential parking schemes in the Borough. This would require significant financial commitment and resources to be provided up front to set up the service. Ability to recoup the expenses would be largely dependant on demand for residential permits and whether residents would be willing to pay a fee for the permit.

22. Any future resident parking schemes would need to be subject to a revenue growth bid to be considered alongside other council priorities. It was anticipated that such a bid would be unsuccessful as it is not currently a council priority.

23. LCC, however, has advised that they will be consulting with all of the districts on resident permit schemes via the Lancashire Locals over the summer period.

Conclusions

24. This report details the information gathered by the task and finish group since the interim report in 2007. Members are invited to review the information presented and consider whether they wish to support the establishment of an Officer Traffic Management Group and also consider the future of parking enforcement in the Borough.

25. Whilst the work of the Fylde Task and Finish Group has been ongoing the LCC Sustainable Development Overview and Scrutiny Committee has carried out a review of Parkwise with a view to recommending an option for the continued provision of Civil Parking Enforcement in Lancashire. The LCC report also identifies the options referred to as part of this report and is appended for information.

IMPLICATIONS	
Finance	Members should be aware that all of the options for the future of CPE may require significant financial resources. The impact of all options will be reviewed during the negotiations with LCC.
Legal	None arising from the report
Community Safety	None arising from the report
Human Rights and Equalities	None arising from the report
Sustainability	None arising from the report
Health & Safety and Risk Management	As mentioned the report Car Parking enforcement is a high profile issue with the public and adverse public reaction to parking enforcement can have a detrimental effect on the Council's reputation

Report Author	Tel	Date	Doc ID
Carolyn Whewell	(01253) 658563		

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

Document name		Council office or website address
---------------	--	-----------------------------------

Attached documents

1. LCC Parkwise Report

ParkWise - Update on Financial and Communication Arrangements
(Appendices 'A', 'B', 'C', '1a' and '1b' refer)

Contact for further information:
Paul Riley, 01772 530143, Environment Directorate

Executive Summary

Members considered an update report on ParkWise on 10 January 2008. The report highlighted a proposed financial audit to inform decisions on how the current deficit should be addressed and the appropriate model for Civil Parking Enforcement beyond September 2009. This report sets out the findings of the financial audit and suggests possible options for the operation of the partnership beyond September 2009.

Recommendation

The Committee is asked to consider the report and propose a recommendation for consideration of the Cabinet Member for Sustainable Development.

Background

In September 2004 Lancashire County Council took over responsibility for parking enforcement from the police. Leading up to this date the County Council and each district council had agreed to work under a partnership arrangement to deliver the parking enforcement. An Agency Agreement was to be signed allowing the district councils to enforce both on- and off-street parking places. ParkWise was the name given to the decriminalised parking enforcement (DPE) partnership between the county council and the 12 district councils. The County Council procured on behalf of itself and participating districts both IT and enforcement contracts as well as managing the back office processing centre. The district councils manage the day to day enforcement at a local level.

Members considered a report on the Review of Financial and Communication Arrangements on 10 January 2007 with updates on 23 May 2007 and 10 January 2008. This report updates members on progress.

Progress Since the Last Meeting

Members highlighted the need for continuing development of communication issues relating to Civil Parking Enforcement (CPE) at their meeting of 10 January 2008.

The University of Central Lancashire (UCLan) research was commissioned to investigate how the public would prefer to be informed about ParkWise activities and notified about any changes in national parking legislation. The findings informed the activities undertaken as part of the Traffic Management Act (TMA) 2004 awareness campaign. The campaign included a local media awareness campaign, radio advertising as well as direct contact with all county councillors and the development of a ParkWise TMA information leaflet.

A series of internal focus groups, including partners, were undertaken to research how staff perceived a variety of communications issues within the ParkWise partnership. This internal research is now complete and an action plan has been developed which can be built into both the ParkWise business plan and the communications strategy. This has also led to the creation of a customer focus strategy which will address the main requirements for change in the back office communications activities, e.g. letters, information we distribute to customers and telephone standards.

A review of the ParkWise website will also be completed by September 2008 which will assess the information on the website and its relevance to customers.

As a result of the feedback from staff during the internal research the communications officer identified a relevant award category for ParkWise to enter to test its standing within the parking industry. We were successful in this venture and won the Back Office Team of The Year Award 2008 at the British Parking Awards. This has helped to raise staff morale and gone some way to change the perception of the service.

The back office was also assessed for the customer service standard, Charter Mark on 28 April 2008. The service has been recommended for receiving the Charter Mark standard.

Appendix 'A' provides the updated operational indicators for the 07/08 financial year.

Appendix 'B' provides the year on year cancellation rates and shows a year on year drop in the cancellation rates from 22% down to the present level of 18%. This compares favourably with the Traffic Research Laboratory Benchmarking group which shows an average of 21%.

There is currently a review of the 2 main reasons for Penalty Charge Notice (PCN) cancellation. These are on the grounds of blue badge incorrectly displayed/used and pay and display ticket incorrectly displayed. A more in depth review of these cancellations is on going as is research into how other authorities address these cases. A further update will be presented to the Committee when proposals have been finalised.

Partnership Agreements

At the time of writing, five districts have still not signed the agreement. The districts are Wyre, South Ribble, Preston, Burnley and Ribble Valley.

Outstanding Signs and Lines Remedial Works

The outstanding remedial works continue to be progressed with orders being placed with Lancashire County Engineering Services (LCES) to undertake the works.

A defect reporting process has been agreed with the Area Managers so that performance can be more easily monitored. This more formal approach has only recently been implemented and is intended to produce indicators to monitor the progress of these works.

Traffic Regulation Orders

The Consolidation Order was sealed on 19 December 2007; works are now progressing on the 2008 Consolidation Order. This will be an annual process in order to ensure that all traffic regulation orders are up to date and easily accessible.

Finance

At 31 March 2007 the accumulated deficit on the Parkwise arrangements was £0.647m and this was projected to have increased to £0.921m by the end of the 5 year agreement in September 2009.

At the time of writing this report, 2007/08 accounts have been received from 10 authorities. Whilst a detailed examination of these accounts has not yet been undertaken, the broad picture is one of a worsening financial position with the deficit increasing by over £0.200m from that predicted. Appendix 'C' gives an analysis of the 2007/08 outturn position.

A financial audit of the ParkWise arrangements has been undertaken with a view to minimising the current deficit and informing the choice of option to be adopted for CPE beyond September 2009. The audit process started in January 2008 involving Finance Officers from the County Council, Chorley and Lancaster as well as the Project Manager for ParkWise. The audit concentrated on the period to 31 March 2007 and has identified a number of errors in allocation of income and non DPE costs (outlined in Appendix '1a') plus varying approaches to the calculation of overheads. These were considered by Lancashire Chief Finance Officers (LCFOs) at their meeting on 13 June. At this meeting LCFOs commissioned a further piece of work and this will be considered by them at a special meeting to be held by the end of July. The outcome of these discussions, together with recommendations for addressing the remaining deficit will be reported to Members in due course when outstanding issues have been finalised.

Options for the Partnership Model after September 2009.

The options considered for the future are as follows. A more detailed financial examination of each option will be presented at the meeting:

Option 1a

Continue with the current model. The estimates and the audit process to date indicate that to maintain this model in the future would require a financial investment by the county council on an annual basis in excess of £300k per annum. Appendix '1a' shows the revised overall position at the end of the 5 year agreement, subject to the resolution of the income and non-dpe adjustments, and the receipt of the outstanding 2007/08 accounts. It is clear that there is still a substantial deficit and the worsening trend from 2007/08 would indicate that the overall deficit could increase further.

Option 1b

Maintain the current model with targeted financial budgets. This model is considered to be practical if **all** 12 Districts are in agreement and formally sign up to it by 1st September 2008. This will allow adequate time for subsequent tendering of IT and enforcement contracts. Appendix '1b' sets out the reduction in enforcement and operational management costs needed in every District in order to achieve a break even position. This cost level will be capped at an agreed level as the County Council will not meet any future deficits. This model is based upon the current arrangements and thus assumes that the Districts will continue to contribute their *marginal off-street surplus*. It is anticipated that the reduction in costs could be made in two key areas. Firstly, a more efficient deployment of parking attendants would reduce enforcement costs without a detrimental impact upon income. Secondly, the work currently being undertaken by LCFOs to agree a consistent and reasonable approach to direct costs and overheads charged to the on-street accounts will seek to reduce costs in this area.

Option 2

The County Council will undertake enforcement of on-street parking across the county with the district councils enforcing off-street parking in their area. Under this model, the County Council will continue to operate the back office function and procure enforcement and IT systems and the districts will have the option of utilising these services. This option will enable savings in the operational management costs as it is envisaged that the contractor would require fewer posts to carry out the parking manager function than are employed under the current arrangements. There would need to be a more proactive management of enforcement in response to the county council's network management duty under the Traffic Management Act 2004. Whilst the actual costs of this option will only be known once a formal tendering process has been undertaken, an exercise has been carried out to estimate the likely costs, including the savings from more efficient enforcement and control of overhead costs mentioned above.

Option 3

Externalising all car parking functions within the county and district councils. The option has been discussed by the ParkWise project board and not considered beneficial to the scheme for the reason laid out below.

Some authorities do have a contractor undertaking the back office function, but these are only where there has been no existing operation. The main reason why these authorities chose this option was because of time constraints in setting up the in house back office. There are no examples of authorities outsourcing existing back office facilities. Similar sized county councils, Kent, Hampshire and Essex have not considered this option nor do they have any immediate plans to do so.

Outsourcing of this function would involve a degree of replication of work. Firstly, there would need to be a monitoring team set up to ensure that the work undertaken was carried out timely and to the required standard. Secondly, certain functions must be undertaken by the enforcement authority. The work that the council would still have to undertake are, the determination of representations, forwarding cases to the adjudicator and progressing debts. To undertake these remaining functions would still require a significant number of staff. It would be inevitable that the council would still receive direct contact from the public which would result in it undertaking certain aspects of work that had in fact been contracted out.

Income

The review of the cancellation policy mentioned earlier in the report may have an impact upon the levels of income received. Any changes to this policy would apply to all options equally.

Consultations

N/A.

Advice

The scheme has now been in operation for over three and a half years and has been subject of operational, financial and Member reviews (O&S Task Group, summer 2006). The operational and communication issues have either been addressed or action plans are in place to address them. The financial position, however, remains a concern. Despite numerous discussions with partners through a number of different forums the scheme is currently showing a significant deficit and the recent audit indicates the position could get worse unless appropriate action is taken. This is subject of further discussion at LCFO meetings. This clearly highlights that the current model of operation is not sustainable. The only way for this option to become financially viable would be for District Councils to operate within specified expenditure limits as set out in Appendix 1b. This requires **all** District Councils to formally agree to this by the 1st September 2008. If this is not achieved by the given date, it is recommended that Option 2 should be progressed.

Alternative options to be considered

Set out within the report.

Implications: e.g. Financial, Legal, Personnel, Human Rights, Crime and Disorder or Other

Financial and legal services have been consulted and their comments incorporated into the report.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Directorate/Ext
Report to Sustainable Development Overview & Scrutiny Committee	10 January 2007	Paul Riley/Environment/ 34788
Report to Sustainable Development Overview & Scrutiny Committee	23 May 2007	
Report to Sustainable Development Overview & Scrutiny Committee	10 January 2008	

Reason for inclusion in Part II, if appropriate

N/A.

Appendix 'A'

Operational Indicators 1 April 2007 to 31 March 2008

Appendix A

Operational Indicators 1 April 2007 to 31 March 2008

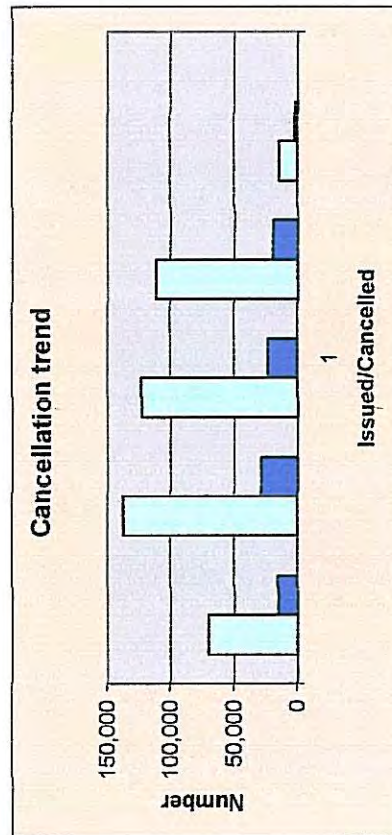
1 April 07-31 March 08	Burnley	Chorley	Fylde	Hyndburn	Lancaster	Pendle	Preston	Ribble Valley	Rossendale	South Ribble	West Lancs	Wyre	Totals to date (31.04.08)	
PCN's generated	15603	9910	9726	4988	19180	6394	21262	2998	4506	2906	6292	7843	111608	
a) PCN's not issued	234	90	80	43	186	59	148	35	25	10	51	87	1048	
b) No of PCN's issued	15369	9820	9646	4945	18994	6335	21114	2963	4481	2896	6241	7756	110560	
Paid at Discount Rate £30	7623	4895	5597	2619	9485	3533	11081	1947	2791	1662	3324	4486	59043	
As % of PCN's Issued	50%	50%	58%	53%	50%	56%	52%	66%	62%	57%	53%	58%	53%	
Paid at Full Rate (Pre NTO) £	1814	884	908	491	2024	776	2435	314	546	267	707	612	11778	
As % of PCN's Issued	12%	9%	9%	10%	11%	12%	12%	11%	12%	9%	11%	8%	11%	
Paid at Full Rate (Post NTO)	916	480	461	287	1067	314	1384	111	253	156	298	236	5963	
As % of PCN's Issued	6%	5%	5%	6%	6%	5%	7%	4%	6%	5%	5%	3%	5%	
Paid at 150% (CC Stage) £90	190	86	97	67	174	65	312	30	52	25	51	46	1195	
As % of PCN's Issued	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	
Paid at 150% + £5 reg fee £95	156	67	68	44	168	35	270	25	38	17	57	32	977	
As % of PCN's Issued	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%	1%	
Paid at Warrant stage £95	248	136	82	76	242	70	408	24	54	45	85	49	1519	
As % of PCN's Issued	2%	1%	1%	2%	1%	1%	2%	1%	1%	2%	1%	1%	1%	
Total PCN's Cancelled	2673	2330	1744	711	3092	763	2590	377	349	473	1229	1761	18092	
As % of PCN's Issued	17%	24%	18%	14%	16%	12%	12%	13%	8%	16%	20%	23%	16%	
Cancellation Reasons														
Management referral	141	136	71	31	114	32	77	25	32	5	7	38	709	
As % of PCN's cancelled	5%	6%	4%	4%	4%	4%	3%	7%	9%	1%	1%	2%	4%	
Mitigating circumstances	668	516	950	346	1010	344	639	104	147	154	395	807	6080	
As % of PCN's cancelled	25%	22%	54%	49%	33%	45%	25%	28%	42%	33%	32%	46%	34%	
Policy	1355	1450	494	139	1398	190	1205	150	78	244	706	726	8135	
As % of PCN's cancelled	51%	62%	28%	20%	45%	25%	47%	40%	22%	52%	57%	41%	45%	
Cancelled due to PA error	297	130	104	107	166	95	255	30	53	26	51	87	1401	
As % of PCN's cancelled	11%	6%	6%	15%	5%	12%	10%	8%	15%	5%	4%	5%	8%	
Write Offs	158	55	80	50	327	77	275	12	19	26	29	55	1163	
As % of PCN's cancelled	6%	2%	5%	7%	11%	10%	11%	3%	5%	5%	2%	3%	6%	
Part payment accepted as full	54	43	45	38	77	25	139	56	20	18	41	48	604	
As % of PCN's cancelled	2%	2%	3%	5%	2%	3%	5%	15%	6%	4%	3%	3%	3%	
PCN - Challenges														
Number of Challenges Made	4943	3,355	2,638	1,080	5,990	1,957	4,825	622	1,077	874	2,309	2,474	32144	
As % of Notices issued	32%	34%	27%	22%	32%	31%	23%	21%	24%	30%	37%	32%	29%	
PCN - Representations														
Number of Representations Made	397	170	142	109	481	167	490	11	79	57	97	40	2240	
As % of Notices Issued	3%	2%	1%	2%	3%	3%	2%	0%	2%	2%	2%	1%	2%	
PCN - NPAS Appeal														
v	89	23	40	14	61	25	92	8	8	5	11	11	387	
As % of Notices Issued	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
PCN's paid	10947	6548	7213	3584	13160	4793	15890	2451	3734	2172	4522	5461	80475	73%
PCN's cancelled	2673	2330	1744	711	3092	763	2590	377	349	473	1229	1761	18092	16%
PCN's written off	158	55	80	50	327	77	275	12	19	26	29	55	1163	1%
PCN's with bailiffs	754	322	257	227	1124	380	1271	48	148	87	242	127	4987	5%
PCN's outstanding	837	565	352	373	1291	322	1088	75	231	138	219	352	5843	5%

Appendix 'B'

Cancellation Trend

	2004/05			2005/06			2006/07			2007/08			2008/09 (1.4.08-23.5.08)		
	Issued	Cancelled	%	Issued	Cancelled	%	Issued	Cancelled	%	Issued	Cancelled	%	Issued	Cancelled	%
Burnley	9,264	2,130	23	19,546	5,302	27	17,517	3,531	20	15,603	2,948	19	1,836	308	17
Chorley	6,896	1,631	24	12,180	2,771	23	10,471	2,793	27	9,910	2,439	25	1,380	224	16
Fylde	5,314	895	17	9,030	1,837	20	10,379	2,078	20	9,726	1,857	19	1,314	183	14
Hyndburn	3,589	863	24	7,100	1,283	18	5,302	758	14	4,988	791	16	697	82	12
Lancaster	13,441	3,363	25	24,026	5,447	23	21,201	4,284	20	19,180	3,402	18	2,759	354	13
Pendle	4,839	1,072	22	7,701	1,505	20	7,253	992	14	6,394	850	13	934	74	8
Preston	16,500	3,515	21	31,487	6,184	20	22,906	3,226	14	21,262	2,827	13	2,317	254	11
Ribble Valley	1,860	244	13	3,502	525	15	3,539	453	13	2,998	418	14	247	27	11
Rossendale	2,236	356	16	4,890	663	14	4,984	460	9	4,506	379	8	658	28	4
South Ribble	2,127	421	20	4,406	830	19	3,600	722	20	2,906	491	17	418	44	11
West Lanes	2,937	715	24	6,676	1,436	22	6,529	1,609	25	6,292	1,294	21	731	104	14
Wyre	1,074	211	20	6,253	1,053	17	9,411	2,089	22	7,843	1,863	24	1,486	272	18
Total	70,077	15,416	22	136,797	28,836	21	123,092	22,995	19	111,608	19,559	18	14,777	1,954	13

Note: Cancelled figures relate to PCNs issued within the date range and cancelled at any time



Appendix 'C'

07/08 Accounts (On Street)

	PCNs issued		Total Income		Income per PCN		Operational Management Costs		Cost per PCN		Enforcement Costs		Cost per PCN		Tickets & Permits Processing		Cost per PCN		Total Costs		Cost per PCN	
	No.		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Limley	8,520		246,331	28.91	50,865	5.97	243,025	28.52	57,355	6.73	351,245	41.23										
Horley	4,077		114,816	28.16	43,338	10.63	173,007	42.43	28,401	6.97	244,746	60.03										
Idle	5,574		166,010	29.78	39,195	7.03	113,440	20.35	36,304	6.51	188,939	33.90										
Windburn	4,793		151,200	31.55	36,672	7.65	76,261	15.91	31,863	6.65	144,796	30.21										
Wincaster	12,613		348,163	27.60	53,559	4.25	218,166	17.30	83,584	6.63	355,309	28.17										
Windle	4,284		88,665	20.70	42,910	10.02	87,599	20.45	20,904	4.88	151,413	35.34										
Winston	18,248		566,074	31.02	123,536	6.77	344,726	18.89	123,695	6.78	591,957	32.44										
Windle Valley	1,332		41,731	31.33	22,805	17.12	33,765	25.35	8,386	6.30	64,956	48.77										
Wissendale	2,072		70,652	34.10	22,562	10.89	38,119	18.40	13,673	6.60	74,354	35.89										
Wuth Ribbles	1,877	X	47,013	25.05	35,174	18.74	76,562	40.79	11,466	6.11	123,202	65.64										
West Lanes	1,731		48,090	27.78	0	0.00	60,987	35.23	10,880	6.29	71,867	41.52										
Wetherby	3,388	X	90,116	26.60	35,665	10.53	77,782	22.96	20,241	5.97	133,688	39.46										
	68,509		1,978,861	28.88	506,281	7.39	1,543,439	22.53	446,752	6.52	2,496,472	36.44										

X 2007/08 Accounts not yet received - 2006/07 Accounts used

Appendix '1a'

Projected Deficit to end of the current contract (all figures in £000)

DISTRICT	Deficit / Surplus (-) to 31/3/07	Income Error	Non DPE Costs	Revised Deficit / Surplus (-) to 31/3/07	2007/08 Accounts	Projected Deficit Surplus (-) (17 months)	Projected Deficit Surplus (-) (29 months)	Projected Deficit / Surplus (-) to Sept 09
	1	2	3	4	5	6	7	8
Burnley	45	-4	-86	-45	70	-21		4
Chorley	146	22	-141	27	65	114		206
Fylde	113	-55	-23	35	1	*		36
Hyndburn	9	-2		7	-6	6		7
Lancaster	-33			-33	7	-24		-50
Pendle	29	-15		14	63	68		145
Preston	0			0	26	-39		-13
Ribble Valley	27			27	23	22		72
Rosendale	42	9	-21	30	4	23		57
South Ribble	126	-4		122			78	200
West Lancs	0			0	0	-85		-85
Wyre	143			143			66	209
	647	-49	-271	327	253	64	144	788

* No projections provided by Fylde

(excludes Fylde projected deficit)

Key to Columns:

- 1 Deficit / Surplus (-) as at 31/03/07
- 2 Income in accounts understated (-) or overstated - all figures have been agreed with districts with the exception of Pendle and Fylde
- 3 Non DPE costs - includes cash collection and other costs which are subject to further discussion with the districts (Burnley - £86K, Preston £60K)
- 4 Revised Deficit / Surplus (-) as at 31/03/07 after taking these adjustments into account
- 5 Deficit / Surplus (-) as per the 2007/08 accounts (accounts not yet received from South Ribble and Wyre)
- 6 Projected Deficit / Surplus (-) to the end of current contract (17 months for those districts which have returned 2007/08 accounts)
- 7 Projected Deficit / Surplus (-) to the end of current contract (29 months for those districts which have not returned 2007/08 accounts)
- 8 Projected Deficit / Surplus (-) to Sept 09

Appendix '1b'

Annual Reduction required to Break Even (2007/08 On Street Accounts)

	PCNs issued	Total Income	Income per PCN	Total Costs	Costs per PCN	Reduction Required to Break Even	Marginal Off Street Contribution	Further Reduction Required
	No.	£	£	£	£	£	£	£
Burnley	8,520	246,331	28.91	351,245	41.23	104,914	34,472	70,442
Chorley	4,077	114,816	28.16	244,746	60.03	129,930	64,789	65,141
Fylde	5,574	166,010	29.78	188,939	37.85	22,929	21,992	937
Hyndburn	4,793	151,200	31.55	144,796	30.21	0	0	0
Lancaster	12,613	348,163	27.60	355,309	28.17	7,146	0	7,146
Pendle	4,284	88,665	20.70	151,413	35.34	62,748	0	62,748
Preston	18,248	566,074	31.02	591,957	32.44	25,883	0	25,883
Ribble Valley	1,332	41,731	31.33	64,956	48.77	23,225	7,450	15,775
Rossendale	2,072	70,652	34.10	74,354	35.89	3,702	3,702	0
South Ribble	1,877	47,013	25.05	123,202	65.64	76,189	2,668	73,521
West Lancs	1,731	48,090	27.78	71,867	41.52	23,777	23,777	0
Wyre	3,388	90,116	26.60	133,688	39.46	43,572	2,000	41,572
	68,509	1,978,861	28.88	2,501,318	36.75	524,015	160,850	363,165

X 2007/08 Accounts not yet received - 2006/07 Accounts used

Date	Thursday 15 th May 2008
Venue	Reception Room, Town Hall, Lytham St Anne's.
Committee members	Kiran Mulholland (Chairman) Fabian Wilson (Vice Chairman) Brenda Ackers, Craig Halewood, Howard Henshaw, John Singleton
Other Councillors	
Officers	David Gillett, Claire Grant, Christine Miller, Tracy Scholes, Carolyn Whewell
Others	Kim Cook, Louise Pope, County Councillor Joyce Stuart

1. Declarations of interest

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

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Community Outlook Scrutiny Committee meeting held on 6th March 2008 as a correct record for signature by the chairman.

3. Substitute members

No substitute members were reported.

4. Local Strategic Partnership Thematic Group Update - Enterprise and Employment

County Councillor Joyce Stuart (Chair of the Enterprise and Employment Thematic Group) presented a report detailing the aims and achievements of the Enterprise and Employment Local Strategic Partnership.

County Councillor Joyce Stuart advised the committee that the Enterprise and Employment Thematic Group works to the priorities of Ambition Lancashire and the Community Plan aiming to provide a supportive environment for businesses in the town and business centres of Fylde. Membership is taken from a wide spectrum of the business and training community and includes representation from Job Centre Plus, Blackpool, Fylde and Wyre College, the Chamber of Commerce and Council Officers Vivien Wood (Tourism Officer), Paul Drinnan (Head of Regeneration) and Christine Miller (LSP Manager).

The Group has outlined 5 key priorities within their Action Plan. These are:

- Tourism - The thematic group has facilitated the launch of a tourism website for the Fylde promoting things to do and accommodation in the area. Since its launch, the website has had 2,700 unique visitors with a total of 4108 visits to the site.
- Shaping the Place - specifically to reduce the number of people claiming incapacity benefit on St Albans Road by 10% from April 07 to March 2008. Ms Miller advised members that this target had been achieved with the recruitment of 2 claimants to the Booths Store in Lytham.
- Golf - Support Fylde to make the 2009 Women's tournament and the 2012 Golf tournaments spectacular events.
- Classic Resort - to promote "Classic Resort" activities across the borough to increase tourism to the area.
- Employment and Training - specifically to increase employability across the region via increased training opportunities and reducing the number of people claiming incapacity benefit. The group arranged for a number of people to receive training with local businesses. Unfortunately, this was not as successful as hoped as the Job Centre Plus legislated that a job must be available to all trainees at the end of the training placements. The group is still working to achieve this and the LSP is offering one placement within the LSP office as Local authorities are not tied to this condition.

Councillor Stuart highlighted a number of other achievements of the group in particular the successful bid for LSP funds to second a student do some research on economic development in Fylde to support the work on tourism.

Following the presentation, members questioned the impact on the lack of a dedicated Economic Development Officer at Fylde Borough Council on the work of the Enterprise and Employment Group. Councillor Stuart advised that the group received some support from an officer at Lancashire County Developments Ltd (Lancashire's economic development company run by LCC) who advises the group of potential grants in the area. However, it would be much more beneficial to the group for a specific Fylde based Economic Development Officer particularly in their current exercise of trying to map what VAT registered businesses there are in Fylde, which of these are at the embryonic stages and what help required to support them over the next 2 years .

Members also questioned the level of involvement of British Aerospace (BAE) as one of the largest employers in the borough. Members were advised that BAE had been invited to participate in the group but were already involved in the Lancashire Wide Strategic Partnership. Cllr Stuart emphasised that they were not seeking financial support from BAE but would like them on board as many residents of Fylde were employed by BAE.

Following the debate, it was RESOLVED:

1. To thank Cllr. Joyce Stuart for reporting on the work of the Enterprise and Employment Thematic Group.
2. To express disappointment that Fylde Borough Council was not able to provide a dedicated Economic Development Officer to support the work of the Enterprise and Employment Thematic Group.

3. To express disappointment that British Aerospace Systems were not taking the opportunity to become actively involved in the Enterprise and Employment Thematic Group.

5. Citizens Advice Bureau - Monitoring Report

Kim Cook (Fylde CAB Manager) and Louise Pope (Fylde BAB Deputy Manager) presented a report detailing the progress of the Citizens Advice Bureau (CAB) Service Level Agreement.

Ms Cook advised that Fylde CAB was currently in the second year of a three year service level agreement (SLA) with the council and received £56,000 per annum. In line with the conditions in the Service Level Agreement, Fylde CAB offered a 5 day a week service from September 7th 2007. Drop in, telephone and email services were offered from 9am -4pm daily. There had been no closures to date.

The CAB was currently based in Kirkham, but had piloted an outreach project in partnership with Age Concern to provide advice one morning per fortnight in the Age Concern Offices at St Anne's. It was hoped this service would be expanded as more volunteers were recruited. In addition to this, they had been successful in a joint bid with Blackpool CAB to the financial inclusion fund to fund a specialist Debt Advice worker to Fylde Offices one day per fortnight.

Ms Cook reported that the CAB was also looking to increase access levels of service to other parts of the Fylde. The CAB was involved with the Fylde LSP Lifelong Learning and Health and Wellbeing group where they were taking an interest in the development of a Fylde Credit Union. It was also reported that the CAB also took part in Kirkham family prison days.

Ms Cook further reported that Fylde CAB had received a 16% response to their customer satisfaction survey. Results to date had shown that overall; clients were satisfied with the service provided. Two areas of concern highlighted were accessibility and to a lesser extent, waiting times. Fylde CAB was implementing a gateway interviewing procedure in busy periods on order to ascertain whether people can be dealt with immediately in order to reduce waiting times.

Ms Cook further reported that Fylde CAB had explored a number of other funding opportunities since the last committee report. In particular, bids to the Department for Work and Pensions, Comic Relief, HRMC and Lancashire County Council for additional funding to support projects. Fylde CAB was currently in negotiation to provide a home visiting service for cancer patients subject to funding from Macmillan. . The restraints in funding bids were attributed to level of staffing and premises.

Fylde CAB were successful in a number of smaller funding bids. Funding was secured from the Community Projects Fund to invest in promotional literature for the Fylde wide service. The Fylde CAB was also now up and running and members were advised that they could visit the website at www.fyldecab.org.uk. In addition to this, a question and answer forum was being trialled on Fylde Life Forum.

Members questioned what promotional work was being carried out to publicise the Fylde service. Ms Cook advised that they had recently invested in a small gazebo to enable them to get out and about to club days across the borough.

Tracy Scholes (Executive Manager, Democratic Services and Member Support) reported that the Council was happy with the progress that had been made by Fylde CAB and that the service provided excellent value for money.

The committee commended Fylde CAB for the work that had been achieved to date.

Following the discussion, it was RESOLVED:

1. To thank Kim Cook and Louise Pope for their report and for attending the committee.

6. Scrutiny Review of Homelessness - Final Report

David Gillett (Interim Housing Manager) presented a report detailing an update on the recommendations of the Homelessness Task and Finish Group report to the Community Outlook Scrutiny Committee in November 2007.

Mr Gillett reported that the need for a scrutiny review had arisen from difficulty in securing permanent accommodation for homeless households which had resulted in homeless people experiencing an increase in the average length of stay in temporary accommodation. This issue was highlighted through the end of year performance report 2006/07 to Cabinet on 13 June 2007. The recommendation from Cabinet was that overview and scrutiny investigate the issue of homelessness in Fylde.

Mr Gillett further reported that reported that the majority of the recommendations made in the interim report focused on further work into homelessness prevention and the change in New Fylde Housing banding for homelessness applications from silver to gold banding.

Members were advised that the change in banding at NFH had affected the number of homeless in Fylde. Since reverting back to "gold" banding, a number of homeless applicants had been rehoused by NFH. While it was noted that several homeless applicants had been rehoused, many of these had built up a significant amount of time on the silver banding so when the changes were implemented, it placed them higher up the list than other gold band applicants. In total the number of homeless applicants had been reduced from 27 to approximately 19.

Members were also advised that the council were required to reduce the number of homeless in the borough to just 6 by the year 2010. The change in banding had a positive effect in reducing the number of homelessness residents however; New Fylde Housing does not have the turnover of housing stock to provide long term solutions to all current homelessness applicants in Fylde so the focus for reaching this target was placed on taking preventative measures.

Mr Gillett further reported that the task and finish group had reviewed the impact of the invest t-to -save scheme. Members were advised that he Council had received an increase of the Homelessness Grant from Central Government in 2007. £10k was set aside to establish the scheme in September 2007. Members were advised that the invest-

to-save scheme has so far prevented 5 cases of homelessness and has provided excellent value for money. This resulted in an estimated cash saving of approximately £9,000 in temporary accommodation costs based on a spend of £2000.

One issue of concern raised by the Task and Finish Group was that the council had not spent its full allocation of discretionary housing benefit and it was felt that this could impact upon future allocations to the council. Members were advised that there had been an increase in the award of discretionary housing benefit in 2006/07 which represented 73.5% of the total FBC allocation for 06/7. Members were also advised that provision had been made for a considerable increase in expenditure for 2008/9 to take account of the introduction of Local Housing Allowance from April 2008 and to the change to administration procedures that may come from the joint working with Blackpool BC on revenues and benefits.

Following this discussion, members of the Task and Finish group advised that they would like the Community Outlook Scrutiny Committee to request further information from the Benefits Manager on the reasons why the total budget for discretionary housing benefit for 2006/07 was not spent and what the likely impact on future funding might be.

Mr Gillett further reported that the council had recently undertaken a full review of the homelessness strategy where all lettings policies and nomination arrangements with RSL's were clarified. The strategy also sets the actions the council will take to achieve the new 2010 target. The full review of the homelessness strategy will be presented to the Policy and Service Review Scrutiny Committee on 12th June.

Following the debate, it was RESOLVED:

1. To note the work undertaken by the task and finish group.
2. To thank Mr Gillett for supporting the work of the task and finish group
3. To request that David Gillett, Housing Manager report back to the Community Outlook Scrutiny Committee in 2009 to provide an update of if, and how the Council is achieving the 2010 target.
4. That the committee request further information from the Benefits Manager on the reasons why the total budget for discretionary housing benefit for 2006/07 was not spent and what the likely impact on future funding might be.

7. Lower Lane Estate, Freckleton

Claire Grant (Community Development Officer) and Christine Miller (LSP Manager) presented a report detailing a scrutiny request from County Councillor Bernard Whittle to review the Lower Lane Estate in Freckleton.

Mrs Miller reported that the Local Strategic Partnership facilitated a community cleanup event and other initiatives to raise the vitality of the estate. Resources were also invested to provide computer facilities in the Community Centre for school children to raise

attainment levels on the estate. Ms Miller further reported that Councillor Whittle was concerned that access to the community centre was now restricted and that the playground equipment provided for young people was very poor with little access to other facilities.

Members agreed that this was an issue of concern and that a task and finish group should look at what can be done to resolve the issues outlined in the report.

Following the debate, it was RESOLVED:

1. To establish a task and finish group to undertake the review, consisting of
 - Councillor Kiran Mulholland
 - Councillor Fabian Craig-Wilson
 - Councillor John Singleton
 - Councillor Craig Halewood.

© Fylde Borough Council copyright [2008]

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. The material must be acknowledged as Fylde Borough Council copyright and you must give the title of the source document/publication. Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at www.fylde.gov.uk

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.