

Agenda

Internal Affairs Scrutiny Committee

Date:

Tuesday, 18 June 2024 at 6:30 pm

Venue:

Reception Room, Town Hall, St Annes, FY8 1LW

Committee members:

Councillor Susan Fazackerley MBE (Chairman)
 Councillor John Kirkham (Vice-Chairman)

Councillors Damian Buckley, Edward Collins, Kelly Farrington, Joanne Gardner, Cheryl Little, Sandra Pitman, Richard Redcliffe, Andrew Redfearn, William Taylor, Viv Willder.

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 17 April 2024 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	SCRUTINY ITEMS:	
4	Coastal Management Plan (Draft)	TO FOLLOW
5	Environmental Health & Housing Enforcement Action - Statistical Information	3-14
6	Year-End Performance 2023/2024	15-23
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SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF ENVIRONMENTAL AND HOUSING SERVICES	INTERNAL AFFAIRS SCRUTINY COMMITTEE	18 JUNE 2024	5
ENVIRONMENTAL HEALTH & HOUSING ENFORCEMENT ACTION – STATISTICAL INFORMATION			

PUBLIC ITEM

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

PURPOSE OF THIS REPORT

To present the enforcement statistics of the Environmental and Housing Services to the Internal Affairs Scrutiny Committee.

Environmental and Housing Services have enforcement and regulatory functions, and they are of a common theme, public health. Both services are now aligned under one Head of Services and benefit from one 'Enforcement Policy'. This report provides the statistical information around enforcement activities carried out within the last financial year (1st April 2023 – 31st March 2024).

SOURCE OF REFERRAL

At a meeting of the Internal Affairs Scrutiny Committee on 5th September 2023 it was **RESOLVED**:

"That a simple report with statistics and breakdowns of type of enforcement action undertaken be brought to committee at the end of each financial year, for members to peruse".

FURTHER INFORMATION

[The Environmental & Housing Services Enforcement Policy \(APPENDIX 1\)](#)

SUGGESTED RECOMMENDATIONS

To note the enforcement actions and statistics of Environmental and Housing services over the period 1st April 2023 – 31st March 2024 and make any comments as necessary.

REPORT

1. The aim of Environmental and Housing Services is to protect public health. This is done so by qualified officers offering professional advice, guidance and assistance through various interventions and inspection. However, the service must deal with residents and businesses who pose a risk to public health. This is done so in line with the 'Environmental & Housing Services Enforcement Policy' and relevant codes of practice/legislation.

2. Fylde Council acknowledges the involvement in allowing and even encouraging economic progress and takes into consideration the costs, effectiveness and perceptions of fairness when considering any enforcement action. As such, the Environmental and Housing Services department aim to carry out their regulatory and enforcement duties without imposing unnecessary burdens on businesses or individuals. Enforcement action will usually be graduated. Any individuals/businesses that deliberately or persistently flout the law will usually be subject to enforcement action.
3. Failure to comply with enforcement action could result in an escalation of enforcement action. For instance, failing to comply with a legal notice could result in legal proceedings being instigated. Escalated enforcement action will be taken where the continuing non-conformance is detrimental and there is a high risk of continuing non-conformance.
4. The Head of Governance, as the Council's solicitor, will decide whether to proceed with any case referred to him for potential prosecution. He will make that decision in accordance with the Code for Crown Prosecutors, which also applies to the council. A prosecution will usually be commenced where there is sufficient evidence to provide a realistic prospect of conviction unless that there are public interest factors (as detailed in the code) tending against prosecution which outweigh those tending in favour.
5. The Environmental and Housing Services department aim is to:
 - Protect the public and the environment.
 - Promote the health, safety and welfare of all our residents and visitors!
 - Enhance the quality of life for all residents and visitors and
 - Allow compliant businesses to flourish.

ENFORCEMENT STATISTICS

6. Environmental and Housing Services deal with a myriad of legislation and enforcement options, the table below provides a simple breakdown of enforcement in each category:

Table 1 – Enforcement statistics (1st April 2023 – 31st March 2024)

Section	Enforcement Statistics
Licensing	1 prosecution 3 driver revocations 2 Licensing Committees 2 Public Protection Committees 6 licensing panels
Commercial Safety	Food safety: 212 Written Warnings 5 Hygiene Improvement Notices 17 Voluntary Surrender of Food 3 Voluntary Closure 1 Prosecution Health and safety: 2 improvement notices 1 Prohibition Notice
Environmental Protection	4 Fixed Penalty Notices 7 Community Protection Warning letters 34 Formal Notices (i.e abatement notices, Public Health Act notices, Building Act notices etc)

Community Enforcement	2 Community Protection Warning letter 43 warning letters
Housing Standards	160 - Hazard Awareness Notices 13 – Improvement Notice 196 – HMOs Inspected 332 – Total properties inspected

7. It is not sensible to have enforcement targets or quotas, as enforcement in the Environmental Health and Housing service should always be based on public health risk and prosecutions should be based on the availability of evidence and the public interest. Introducing targets or quotas could put officers under pressure to take unnecessary enforcement action, which may be unfair on a business. However, members should be aware and have the right to be aware of the enforcement action taken by the service. It is hoped this report will provide members with a running update of enforcement action taken by the Council.
8. It should be borne in mind that although the services within Environmental Health and Housing carry out a large majority of the Council's enforcement action, other areas of enforcement, such as Planning enforcement, and Building Control sit within other service areas.
9. A copy of the Enforcement Policy - Environmental and Housing Services is attached as an appendix for information purposes.

IMPLICATIONS	
Finance	None
Legal	The legal action referred to in this report is taken with advice from the Council's solicitors.
Community Safety	The enforcement action referred to in this report is intended to improve community safety and deal with offences within the public interest.
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	Enforcement action taken by officers is conducted in line with departmental risk assessments.

BACKGROUND PAPERS RELEVANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Environmental Health & Housing Enforcement Policy	31/07/2023	The Environmental & Housing Services Enforcement Policy (APPENDIX 1)

LEAD AUTHOR	CONTACT DETAILS	DATE
IAN WILLIAMSON	IAN.WILLIAMSON@FYLDE.GOV.UK	30 th April 2024

Attached documents - Enforcement Policy - Environmental and Housing Services



Enforcement Policy

Environmental and Housing
Services

1. Introduction

This policy aims to set out the approach by Fylde Council in dealing with non-compliance and a commitment to good enforcement practice, informed by the principles of good regulation.

The Environmental and Housing Services departments aim to:

- protect the public and the environment
- promote the health, safety and welfare of all our residents and visitors
- enhance the quality of life for all residents and visitors and
- allow compliant businesses to flourish

Much of this work is achieved through education and advice. However where this fails to motivate individuals and business to improve then enforcement powers exist to ensure regulatory compliance.

We endeavour to adopt a graduated approach to enforcement action, and it will be taken in a fair, proportionate and consistent manner. All enforcement action will be considered with regards to this policy, in combination with current legislation, guidance and relevant Codes of Practice. We aim to carry out our regulatory functions without imposing unnecessary burdens on businesses.

2. Scope

This Enforcement Policy sets out standards and guidance for all officers involved in regulatory enforcement work at Fylde Council, and all stakeholders regulated by Fylde Council on the approach that will be adopted in the event of non-compliance.

Enforcement includes any civil or criminal action taken by enforcement officers aimed at ensuring individuals or businesses comply with the law.

The department deals with a myriad of legislation and enforcement options in the following regulatory areas:

- Licensing
- Housing
- Food Control
- Health and Safety Enforcement
- Environmental Protection (air quality, contaminated land, environmental nuisance, Public Health Act funerals, flytipping, Local Air Pollution Prevention and Control (LAPPC))
- Antisocial Behaviour
- Animal welfare
- Waste and litter enforcement
- Public Health
- Public Space Protection Orders (active orders within Fylde include ban on open fires in certain areas e.g. barbeques, dog control, restrictions on alcohol).

This policy intends to be reasonably comprehensive but cannot cover every situation which this department may have to deal with.

3. Legislative framework

In producing this enforcement policy we have had regard to various relevant pieces of legislation and guidance including:

The Legislative and Regulatory Reform Act 2006 which requires regulators to carry out their regulatory activities in a way which is proportionate, accountable, consistent, transparent and targeted.

The Regulators Code which came into effect on 6 April 2014 and provides a clear, flexible and principles-based framework for how regulators should engage with those they regulate. It provides a set of principles for Regulators to consider:

1. Regulators should carry out their activities in a way that supports those they regulate to comply and grow
2. Regulators should provide simple and straight forward ways to engage with those they regulate and hear their views
3. Regulators should base their regulatory activities on risk
4. Regulators should share information about compliance and risk
5. Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
6. Regulators should ensure that their approach to their regulatory activities is transparent – this includes an expectation that Regulators have an enforcement policy explaining how they respond to non-compliance.

The provisions within ***The Human Rights Act 1998*** are considered in this policy and all associated enforcement decisions. Due regard is given to the right to a fair trial and the right to respect for private and family life.

Where there is a need for the Council to share enforcement information with other agencies we will follow the provisions of the ***Data Protection Act 2018***.

When deciding whether to prosecute the Council has regard to the provisions of ***The Code for Crown Prosecutors*** which sets out two tests that must be satisfied, commonly referred to as the 'Evidential test' and 'The Public Interest test'.

The Regulatory Enforcement and Sanctions Act 2008 established the Primary Authority scheme and we will comply with the requirements of this Act and associated guidance when we are considering taking enforcement action against any business or organisation that has a Primary Authority agreement.

Investigations will be carried out in accordance with the following legislation and associated guidance, in so far as they relate to the Council:

The Police and Criminal Evidence Act 1984
The Criminal Procedure and Investigations Act 1996
The Regulation of Investigatory Powers Act 2000
The Criminal Justice and Police Act 2001
The Human Rights Act 1998
Attorney Generals Guidelines
The Protection of Freedoms Act 2012

4. General Approach

The Environmental and Housing Services departments aim to carry out their regulatory and enforcement duties without imposing unnecessary burdens on businesses or individuals.

We will endeavour to carry out our activities in an open and transparent way.

We shall have regard to all legal framework and guidance including that mentioned above. Each service area will have specific legislation, guidance, Codes of Practice which will guide appropriate enforcement decisions.

All regulatory work will be carried out by appropriately authorised officers who have received appropriate training, qualifications and/or supervision and have been trained in this policy to ensure it is applied consistently.

Authorised officers will be responsible for carrying out initial complaint investigations, inspections etc in the first instance. Any issues will be escalated to the Principal Officer/Manager.

Access to premises is normally achieved by informal means with the consent of the operator but where this fails the relevant legislation will usually provide a power of entry. Sometimes prior notice would be counterproductive or impractical in which case a visit will be made without prior notice. In some circumstances failing to allow entry to a premises is an offence of obstruction, and sometimes an application can be made to Magistrates Court for a warrant to enter premises.

Officers will always provide their name and contact information in relation to a regulatory or enforcement matter. Officers will be helpful, courteous and professional in their conduct.

We will usually provide the opportunity to enter dialogue to discuss advice given, actions required, or decisions taken in relation to non-compliance, and we can provide access to translators if required.

We will work with businesses and individuals to assist them in complying with their legal duties as we believe that most businesses wish to comply with the law but may need help in doing so.

We shall provide advice and guidance, including where necessary links to external sources.

All enforcement decisions will be made objectively to ensure that our decisions are not influenced by the gender, ethnicity, religious or political beliefs, disability or sexual preferences of any alleged offender(s).

Fylde Council supports national enforcement campaigns such as the Food Standards Agency's National Food Hygiene Rating Scheme to allow consumers to make informed choices.

We shall put procedures in place to ensure this policy is adhered to and review it on a regular basis, or when change is necessary.

We shall use a risk assessment approach to concentrate resources on to our higher risk areas and premises.

Fylde Council acknowledges their involvement in allowing and even encouraging economic progress and take into consideration the costs, effectiveness and perceptions of fairness when considering any enforcement action.

We will work with partner agencies to deliver multiagency solutions and will share the necessary intelligence to facilitate this.

We will provide clear application forms and explanatory notes where necessary.

We shall ensure efficient and effective compliance with the requirements of the Environmental Permitting (England & Wales) Regulations 2010. We will issue clear environmental permits based on the Secretary of State's guidance, and local circumstances, within the specified timescales where possible. Where the local authority is satisfied that there is an imminent risk of serious pollution of the environment a suspension notice may be served.

The departments will undertake their responsibilities with regards to antisocial behaviour with due regard for safeguarding issues and will have regard to the Community Trigger principles within the Anti-social Behaviour Crime and Policing Act 2014.

5. Enforcement Approach

The general principle will always hinge around negotiation, advice, guidance, education, and support, to achieve maximum benefit from minimum resource input, whilst avoiding unnecessary regulatory burdens.

We will have regard to Primary Authority agreements and take this into consideration where necessary.

Enforcement action will always be proportionate to the scale, seriousness, and intentionality of the offence.

Enforcement action will follow statutory guidance. Officers will also comply with the requirements of the particular legislation under which they are acting. Most of this legislation provides officers with powers of entry at all reasonable times with the associated offence of obstruction if entry is refused.

Enforcement action will usually be graduated. Any individuals/businesses that deliberately or persistently flout the law will usually be subject to enforcement action..

The risk assessment approach and relevant guidance within each service area will guide the need for appropriate enforcement action.

We will ensure consistency whilst recognising individual circumstances which may modify what action should be taken in each case.

Where incidents of non-compliance are revealed voluntarily with a willingness to resolve the issue, the Council will usually provide support and endeavour to avoid formal enforcement action. Enforcement action would not normally be instigated for innocent mistakes.

In certain circumstances, where an offence is thought to have been committed, communications may need to be undertaken in accordance with the requirements of the Police and Criminal Evidence Act (PACE) and its associated Codes. Any alleged offender will usually be invited to a tape recorded interview under caution at these offices to discuss the offence, and they have the right to legal representation at the interview.

The investigating officers will endeavour to keep the alleged offenders up to date with the investigation, and certainly when a decision has been made to instigate legal proceedings.

All staff will demonstrate commitment to equality in exercising their duties and in their professional relationships with regulated persons to ensure fair and effective enforcement.

Prosecution will only be considered where the relevant evidential and public interest tests have been met.

Any relevant complaint and appeal procedures will be brought to the attention of any person who has enforcement action taken against them.

Failure to comply with enforcement action could result in an escalation of enforcement action. For instance failing to comply with a legal notice could result in legal proceedings being instigated.

Escalated enforcement action will be taken where the continuing non conformance is detrimental and there is a high risk of continuing non-conformance.

Where prosecution is being considered, all cases will be reviewed by the relevant Head of Service.

We also reserve the right to take enforcement action in some cases after compliance has been achieved if it is in the public interest to do so.

Media attention will be sought where appropriate for successful prosecutions to emphasise the need to comply with the law, to deter illegal behaviour, and to instil confidence in the public that we are using enforcement tools where appropriate to protect the public.

6. Enforcement Options

Our primary function is to achieve regulatory compliance to protect the public, compliant businesses and the environment. We recognise that prevention is better than cure and work with all our businesses to help them comply with the law. But where it becomes necessary to take enforcement action we will do so.

The available enforcement options include those mentioned below. This is not an exhaustive list and it will change as legislation changes.

Sometimes several enforcement options could be taken at the same time. Failure to comply with enforcement action could result in an escalation of enforcement action. For instance failing to comply with a legal notice could result in legal proceedings being instigated.

Enforcement Options Available	
No action	In certain circumstances no action may be considered appropriate such as when an offender is elderly, frail or suffering from mental or physical ill health.
Advice/informal action	For minor breaches we may offer verbal advice/refer to guidance documents. This will always be the preferred course of action where individuals have a good record of compliance and/or appear eager to comply.
Warning letter	<p>A written warning that a recurrence or continuation of an infringement will result in legal action.</p> <p>In some instances a deadline may be set which would be reasonable and take into account the seriousness of the contravention.</p> <p>We shall be clear about what is a legal requirement and what is advice on good practice.</p> <p>Letter shall be laid out in a clear and concise way, it shall detail what work is required, why it is required, and a time frame in which the works should be completed.</p> <p>The letter should be sent as soon as possible after the intervention.</p>
Statutory legal enforcement notices	<p>Certain legislation allows notices to be served requiring specific actions or the ceasing of certain activities. Some notices may require activities to cease immediately (particularly in relation to health, safety, environmental damage or nuisance).</p> <p>In other circumstances the time allowed will be reasonable, taking into</p>

	<p>account the seriousness of the contravention, the implications of the non-compliance and the appeal period for that notice.</p> <p>In some circumstances we have the power to close businesses or carry out work in default, where reasonable costs are recoverable from the offender.</p> <p>Some notices have a requirement to have emergency action confirmed by a Magistrates Court.</p> <p>Any appeal provision will be provided with the notices at the time of service</p>
Simple caution	<p>In appropriate circumstances and where prosecution would be justified a Simple Caution may be administered. The following criteria must be satisfied:</p> <p>The person liable admits the offence A prosecution could be taken There are mitigating circumstances suggesting a Simple Caution is the more appropriate course of action The offender must be over 18 years of age</p> <p>It is an admission of guilt but not a criminal conviction</p>
Prosecution	<p>The institution of legal proceedings against an individual or company in respect of a criminal charge at Magistrates or Crown Court. The Council may seek to prosecute in respect of serious or recurrent breaches or where other enforcement actions have failed to secure compliance.</p> <p>When deciding whether to prosecute we shall have regard to the provisions of the Code for Crown Prosecutors – (1) prosecution will only be considered where the Council is satisfied that it has sufficient evidence to provide a realistic prospect of conviction and (2) whether prosecution is in the public interest.</p> <p>A successful prosecution will result in a criminal conviction and the court may impose a range of sentences.</p>
Licence review	<p>The Council issues a number of licences which include conditions requiring the licence holder to take steps to ensure the business is appropriately run. Breaches of these conditions may lead to a review of the licence which may lead to its revocation or amendment.</p> <p>Where any licensed premises breaches the licensing objectives of the Licensing Act 2003 then one of the ‘responsible authorities’ may apply to review the licence.</p> <p>Hackney carriage and private hire drivers licences may be revoked suspended, or refused a renewal.</p>
Proceeds of Crime Act applications	<p>The Local Authority, or in co-operation with the police may make application under the Proceeds of Crime Act 2002 to restrain and/or confiscate the assets of an offender. The purpose of any such proceedings is to recover the financial benefit that the offender has obtained from his criminal conduct. Proceedings are conducted according to the civil standard of proof.</p>

	This can be a significant contribution to the disruption of criminal enterprises through money laundering investigations to aid criminal investigations and through the recovery of criminal assets.
Community Protection Notices	These are issued under the Antisocial Behaviour Crime and Policing Act after a Community Protection Warning has been issued when the conduct of the individual or body is having a detrimental effect, of a persisting or continuing nature on the quality of life of those in the locality, and the conduct is unreasonable.
Criminal Behaviour Orders	These can be applied for when a person has been convicted of an offence and has engaged in behaviour that has caused or is likely to cause harassment, alarm or distress, and the court believes the making of the order will help prevent the offender from engaging in such behaviour
Public Spaces Protection Order	These are intended to deal with nuisance or problems in an area that cause harm to the quality of life of the local community. They impose conditions or restrictions on people using the specified area.
Fixed penalty notices	Notices served by an authorised officer to a person who has committed a criminal offence, often for antisocial behaviour or environmental crime such as littering or dog fouling. Failure to pay may result in prosecution or civil debt recovery.
Seizure	Certain legislation enables enforcement officers to seize goods, foods, equipment, or documents which may be unsafe or its being used to cause a nuisance, or as evidence for legal proceedings. We will give the person from whom the goods are taken an appropriate receipt and details of any appeals procedures and/or property return procedures.
Civil penalty	The Housing and Planning Act 2016 allows financial penalties to be imposed as an alternative to prosecution for certain offences under the Housing Act 2004. These can only be used when there is a realistic prospect of a conviction.
Permitting	Environmental permits set out limits on the pollution that a business can make at a premises and sets out what it needs to do prevent and control pollution of air, water, or land.

7. Review and Comments

If you would like to discuss or comment on this policy, then please contact us and help us improve.

Any complaints about enforcement action or the actions of our officers can be made through the Councils corporate complaint procedure <https://new.fylde.gov.uk/complaints/>

Our policies will be published on the Fylde Council website.



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Date: July 2023

Review Date: TBD

Authorised by: Ian Williamson – Head of Environmental & Housing Services

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SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF CORPORATE SERVICES	INTERNAL AFFAIRS SCRUTINY COMMITTEE	18 JUNE 2024	6
YEAR-END PERFORMANCE 2023/24			

PUBLIC ITEM

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

PURPOSE OF THIS REPORT

To provide the key performance outcomes for the year-end 2023/24. Performance is reported against targets set for the year and commentary is provided where there is a performance exception on indicators that have exceeded or underperformed against the target set.

SOURCE OF REFERRAL

The requirement from the former operational committees, the requirement to report data relevant to the Corporate Performance Management system on InPhase, which captures all service-based performance data.

FURTHER INFORMATION

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

SUGGESTED RECOMMENDATIONS

The performance information is relevant to the committee's terms of reference and the responsibility of the committee to monitor the performance of the services within its remit, making any recommendations necessary regarding the performance or the process.

The validity and relevance of the performance measures are reviewed on an annual basis and the committee is asked to make any observations or recommendations on the suite of indicators.

Year-end Commentary by Performance Exception for the Internal Affairs Scrutiny Committee

***** PERFORMANCE ABOVE TARGET *****

A commentary is provided to explain why progress has exceeded the target, with details of how this will be maintained.

PM101: Kg of residual waste per household (quarterly only for LG Inform) was 121.5kg, last year's comparison figure was 135kg, and the target is 135kg.

The Waste Minimisation team identified that some of the collected litter had been incorrectly recorded at the weighbridge as the general household waste category, this has now been rectified and measures have been put in place going forward to ensure accurate waste categories are recorded. The data inputted for 2023-24 has been adjusted to reflect the correct waste categories, which has automatically adjusted the overall kg of residual waste per household.

PM102: Current Operator Compliance Risk Score (traffic light) status is green this being the best score, last year's comparison status was green, and the target is green.

An operator's licence is the legal authority needed to operate goods vehicles in Great Britain. A licence is issued by the Traffic Commissioner – the independent regulator of the commercial road transport industry; a Traffic Commissioner also has powers to take regulatory action against a licence holder where they fail to meet the expected standards of operation. This action includes curtailment (limiting or reducing the number of vehicles an operator can operate), suspension (temporarily stopping operations) or revocation (permanently removing an operator's licence to operate commercial vehicles). The operator licence risk score for Fylde Council is in the green giving a particularly good "satisfactory" status. This is backed up by a full annual audit carried out independently by Logistics UK which provides an independent, best-practice review of workshop procedures and set-up, examining compliance in areas such as premises, equipment, technical staff, management, clerical staff, documentation, quality, and appearance.

PM113: The number of households to whom a relief duty is owed was 200 and last year's comparison figure was 165, the target is 180.

The Housing Service continues to experience increased numbers of households approaching the service under homelessness legislation. There is an increase in clients approaching a stage where they are already homeless and a Relief Housing Duty is owed. The increase in performance in Relief Duty acceptances is not a positive trend as households are seeking support when they are already homeless and the Local Authority has not been allowed to prevent homelessness from their last settled address.

PM132: The number of proactive dog enforcement patrols was 3668 and last year's comparison figure was 3056, the target is 3000.

Proactive dog patrols remain a priority for the Community Enforcement team, and the Community Safety Principal has been working hard at improving productivity and efficiency. Proactive patrols are carried out in areas where the team may be working for other Community Safety reasons, therefore the team can make better use of resources. This target should be capable of being maintained moving forward, despite the team having other important priorities around PSPO enforcement, ASB, crime and disorder, counter-terrorism, travellers, dog wardens, dog fouling and CCTV. There is greater capacity in the off-season to focus on pro-active dog enforcement patrols and this is a priority based on member and other stakeholder feedback.

PM151: The percentage of decisions on major applications within 13 weeks (or where extensions were agreed) was 93.9% and last year's comparison figure was 87.9%, the target is 80%.

The PAS review work has brought a focus to planning performance, the outcome has been good with extensions of time included.

PM178: The total number of new Social Media followers was 4918 and the target is 3000.

Review and refresh of the approach taken, and the content published on social media platforms has resulted in additional followers. There was an increase of followers in March 2024 on Fylde Council's Splash Facebook page due to the re-opening of the facility for the season.

PM179: The number of planning enforcement queries received was 165 and the target is 100.

The receipt of planning enforcement queries is a consequence of unauthorised work taking place or a misunderstanding of the legislation. Awareness and understanding of enforcement matters have increased through increased communication.

PM180: The number of planning enforcement queries resolved was 154 and the target is 100.

The team is fully staffed and has a good level of experience in investigating queries that are received, prioritising those which require further investigation and action and is focused on finding the most effective resolution in all cases.

PM29a: The total number of housing advice cases was 1027 and last year's comparison figure was 784, the target is 800.

The Housing Service continues to see increased numbers of households approaching the service at risk of homelessness who require advice and assistance. The increase in performance is not a positive trend as it reflects an increase in overall homelessness in Fylde.

PM37: The percentage of minor applications determined within 8 weeks was 93.6% and last year's comparison figure was 98%, the target is 80%.

The PAS review work has brought a focus to planning performance, the outcome has been good with extensions of time included.

PM38: The percentage of other applications determined within 8 weeks was 98.3% and last year's comparison figure was 97.4%, the target is 80%.

The PAS review work has brought a focus to planning performance, the outcome has been good with extensions of time included.

PM66b: Average days processing new claims for Council Tax Reduction is 8.2 compared to last year's 7.59. The current target is 12.

It is very difficult to predict this performance measure as it relies on the customer to provide the information in support of their claim in order to process it. It cannot be guaranteed that this performance can be maintained going forward for this very reason but it should be noted that the Local Authority do everything we can to get the evidence from the customer in a timely manner without, for example, relying on sending them a letter through the post, unless in exceptional circumstances. This performance measure is calculated on calendar days as well.

PM74: The percentage of first-time HGV fleet MOT passes was 95% and last year's comparison figure was 85%, the target is 85%.

Officer comment: Please explain the reasons why progress has exceeded expectations and details of how this will be maintained The team of LGV Technicians work meticulously in preparing Large Goods Vehicles for MOT, carrying out any required repairs before the scheduled MOT, this is supported by quality control checks before test and is reflective in the overall pass rate for 2023-24.

PM14: The percentage of invoices paid within 30 days or within agreed payment terms was 97% and last year's comparison figure was 95%, the target is 95%.

The Finance Admin Team now have a full complement of staff & have the capacity to process invoices within the agreed timeframe. Departments have assisted greatly when "receipting" the goods on the purchasing system. The fast turnaround assists with the payments being made.

PM64: % satisfaction with IT service overall is 100% compared to last year's 100%. The current target is 95.

A new helpdesk was introduced which increased productivity. Along with a new member of ICT allowing the Helpdesk to implement a structure of first, second and third line support. ITIL problem management and root cause analysis are followed to avoid recurring issues.

PM67b: Average days processing changes in circumstances for Council Tax Reduction was 4.44 compared to last year's 4.35. The current target is 7 days.

It is very difficult to predict this performance measure as it relies on the customer to provide the information in support of their claim in order to process it. It cannot be guaranteed that this performance can be maintained going forward for this very reason but it should be noted that the Local Authority do everything we can to get the evidence from the customer in a timely manner without, for example, relying on sending them a letter through the post, unless in exceptional circumstances. This performance measure is calculated on calendar days as well.

PM67a: Average days processing changes in circumstances for Housing Benefit was 5.42 compared to last year's 5.23. The current target is 7 days.

It is very difficult to predict this performance measure as it relies on the customer to provide the information in support of their claim in order to process it. It cannot be guaranteed that this performance can be maintained going forward for this very reason but it should be noted that the Local Authority do everything we can to get the evidence from the customer in a timely manner without, for example, relying on sending them a letter through the post, unless in exceptional circumstances. This performance measure is calculated on calendar days as well.

PM152: The percentage of major appeals allowed against all major application decisions (over the last 2 yrs.) was 0% and last year's comparison figure was 0%, the target is 10%.

The council has an up-to-date Local Plan and has delivered sufficient housing permissions to demonstrate a deliverable five-year supply of housing that has assisted in addressing appeals. Officers are focused on maintaining performance by granting suitable planning permissions.

PM140: The total number of online transactions made using digital services was 25746, last year's comparison figure was 23500 and the target is 24000.

The target has been notoriously difficult to set with constant and rapid changes in digital technology. There are multiple transactional channels for customers to use. A new system is being developed to collate all customer transactions streamlining the process for customers and officers.

PM142: The number of online payments made independently by the customer was 25124 and last year's comparison figure was 22106, the target is 22000.

Improved teamwork across departments has resulted in additional independent online payments and increased awareness.

PM23: The number of swims at St Anne's pool was 98950 and last year's comparison figure was 100725, the target is 91000.

The target was set lower based on the trend of falling attendance in previous years and known challenges with the asset. The performance above the target has been encouraging and reflects the demand for affordable leisure provision including public swimming.

PM39: The net additional homes provided was 330 and last year's comparison figure was 643, the target is 305.

Three hundred and thirty is a provisional figure and the final figure will be higher. The delivery/completion of net additional new homes is outside the Council's control. Homes will not be completed unless they can be sold, and this depends on the Housing market. Completions are being monitored via the Local Plan monitoring framework, and if necessary, adjustments to the plan can be made to ensure delivery.

PM47: The number of unique hits on the Council's website www.fylde.gov.uk was 324080 and last year's comparison figure was 323216, the target is 320000.

There have been more hits on the website however, given the volume involved the outcomes and the target are very similar. The website is primarily an information portal with transactional activity occurring on other digital platforms.

*****PERFORMANCE **BELOW** TARGET *****

A commentary is provided to explain why performance is currently not on target, with details of any corrective action.

PM28: The number of households living in temporary accommodation at the end of the quarter was 194 and last year's comparison figure was 164, the target is 100.

The Housing Service continues to see increased numbers of households approaching the service at risk of homelessness. The Local Authority must provide Interim Homeless Accommodation if a household is classed as being in priority need.

PM05: The percentage of sickness absence because of long-term sickness was 55.47% compared to last year's 48%. The current target is 30%.

There has been an increase in the number of absences because of depression, anxiety, stress etc which have experienced a national increase across all sectors since the pandemic, but the levels are not showing signs of reduction. The council is also experiencing organisational and cultural change that will cause stress, concern, resistance etc in some employees. Senior managers will be targeting long-term sickness absence to prevent it from occurring. It should be noted that given the low number of employees (circa 265) only a small number with long-term sickness will have a disproportionate impact on the %.

PM07: The number of complaints not responded to within five working days was 74 compared to last year's 70, the current target is 0.

The development and introduction of a new complaint system have had an impact on the response, reporting, and accuracy of the data. There was a period of parallel operation, testing, and downtime that has impacted on the performance. The new system has been tested and further adjustments will be made to improve the process.

PM117: The number of households with prevention duty assisted to source alternative accommodation owed was 48 and last year's comparison figure was 50, the target is 100.

The Housing Service continues to see increased numbers of households approaching the service at risk of homelessness. This includes approaching us where a Relief Housing Duty is owed, and we have not been allowed to resolve their housing situation at the Prevention Duty stage.

PM66a: Average days for processing New Claims for Housing Benefit was 16.43 compared to last year's 11.53. The current target is 12 days.

It should be noted that this performance measure is calculated in calendar days and therefore as the Housing Benefit caseload decreases, due to the migration of cases to Universal Credit, the caseload that the Local Authority is left with is more complex with Supported Accommodation cases becoming larger part. New schemes or changes in rent for Supported Accommodation schemes can take months for costs of schemes to be agreed upon due to the complexity of the rent breakdowns and therefore as they form more of the caseload that remains with Local Authorities they result in a skewed performance measure being reported. This will continue to be more prevalent as cases move to Universal Credit therefore any corrective action cannot be taken in this area and performance may continue to be below any preferred performance moving forward.

PM86: The percentage of FOIs responded to within the statutory deadline of 20 working days was 81.47 compared to last year's 92.86, the current target is 100.






The compliance figure for the year was significantly impacted by staff absence putting an unsustainable strain on a service that lacked resilience. This has been documented in a separate report previously received by the committee. The figures for the second half of the year showed a significant recovery, but further action is being prioritised to address the fragility of the service, for which demand continues to increase.

IMPLICATIONS	
Finance	None
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

BACKGROUND PAPERS RELEVANT TO THIS ITEM		
Name of document	Date	Where available for inspection
InPhase Performance Data for Fylde Council	Online	https://fyldeperformance.inphase.com
Item 7 - Mid-year Performance 202324	21 Nov 2023	Internal Affairs Scrutiny Committee

LEAD AUTHOR	CONTACT DETAILS	DATE
Alex Scrivens, Corporate Performance & Engagement Manager	alex.scrivens@fylde.gov.uk 01253 658543	14/05/2024

APPENDIX 1: Performance Measures year-end performance (1st April 2023 - 31st March 2024)

PERFORMANCE STATUS ICONS	
	Over Performance – the indicator is overperforming against the target.
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

Note – the determination as to the status of the performance is the measure against the current in-year target, not the previous year's outturn.

Performance Measure	Planning Pattern	Tolerance Type	APR 22- MAR 23	APR 23 - MAR 24	Target	Performance Status
PM101: Kg of residual waste per household (quarterly only for LG Inform)	Quarterly	Smaller Is Better	135	121.54	135	
PM102: Current Operator Compliance Risk Score (traffic light)	Quarterly	Smaller Is Better	Green	Green	Green	
PM113: Number of households to whom a relief duty is owed	Quarterly	Bigger Is Better	165	200	180	
PM132: Number of proactive dog enforcement patrols	Quarterly	Bigger Is Better	3056	3668	3000	
PM151: Percentage of major applications in 13 weeks or where extensions agreed (2yr rolling figure)	Quarterly	Bigger Is Better	87.9	93.9	80	
PM178: Total number of new Social Media followers	Monthly	Bigger Is Better	New	4,918	3000	
PM179: Number of planning enforcement queries received	Quarterly	Bigger Is Better	New	165	100	
PM180: Number of planning enforcement queries resolved	Quarterly	Bigger Is Better	New	154	100	
PM29a: Total number of housing advice cases	Quarterly	Bigger Is Better	784	1027	800	
PM37: Percentage of <u>minor</u> applications determined within 8 weeks	Quarterly	Bigger Is Better	98	93.6	80	
PM38: Percentage of <u>other</u> applications determined within 8 weeks	Quarterly	Bigger Is Better	97.4	98.3	80	
PM66b: Average days processing new claims for Council Tax Reduction	Quarterly	Smaller Is Better	7.59	8.2	12	
PM74: Percentage first time HGV fleet MOT passes	Quarterly	Bigger Is Better	85	95	85	
PM14: Percentage of invoices paid within 30 days or within agreed payment terms	Quarterly	Bigger Is Better	95.22	97.3	95	
PM64: % satisfaction with IT service overall	Monthly	Bigger Is Better	100	100	95	
PM67b: Average days processing changes in circumstances for Council Tax Reduction	Quarterly	Smaller Is Better	4.35	4.44	7	
PM67a: Average days processing changes in circumstances for Housing Benefit	Quarterly	Smaller Is Better	5.23	5.42	7	
PM152: Percentage of major appeals allowed against all major application (2yr rolling figure)	Quarterly	Smaller Is Better	0	0	10	
PM140: Total number of online transactions made using digital services	Monthly	Bigger Is Better	23,500	25,746	24,000	
PM142: Number of online payments made independently by the customer	Monthly	Bigger Is Better	22,106	25,124	22,000	
PM23: Number of swims at St Annes pool	Monthly	Bigger Is Better	100,725	98,950	91,000	
PM39: Net additional homes provided	Monthly	Bigger Is Better	643	330	305	
PM47: The number of unique hits on the Council's website www.fylde.gov.uk	Monthly	Bigger Is Better	323,216	324,080	320,000	

Performance Measure	Planning Pattern	Tolerance Type	APR 22- MAR 23	APR 23 - MAR 24	Target	Performance Status
PM02: Average number of days sickness per Full Time Employee	Monthly	Smaller Is Better	8.65	6.44	6	
PM108 % of the total DFG Budget committed	Quarterly	Bigger Is Better	100	100	100	
PM109 Percentage of food hygiene interventions completed (Category A to D)	Quarterly	Bigger Is Better	100	99	100	
PM111: % of customers who agree that the adaptation has increased their independence	Quarterly	Bigger Is Better	100	100	100	
PM112: % of customer rating the DFG service as either good or excellent	Quarterly	Bigger Is Better	98.75	100	100	
PM114: Number of households with relief duty is owed who have been assisted to source accommodation	Quarterly	Bigger Is Better	98	98	100	
PM115: Number of households to whom a prevention duty is owed	Quarterly	Bigger Is Better	92	97	100	
PM116: Number of households with prevention duty owed been assisted to remain in their own home	Quarterly	Bigger Is Better	43	42	40	
PM169: Percentage of Fylde Council email newsletters viewed	Monthly	Bigger Is Better	54	54	55	
PM175: Percentage of IT incident resolution within SLA target times	Monthly	Bigger Is Better	0	0	0	
PM177: Percentage of Social Media engagement	Monthly	Bigger Is Better	3.3	3.4	3.5	
PM20: Number of Major parks achieving a 'Green Flag' award	Annual	Bigger Is Better	6	6	6	
PM21: Number of community groups supported (including 'in bloom' & 'friends of')	Annual	Bigger Is Better	35	35	35	
PM22: Number of 'in bloom' awards achieved by groups working with LA	Annual	Bigger Is Better	39	40	40	
PM25: % of premises scoring 3 or higher on the food hygiene rating scheme	Quarterly	Bigger Is Better	98	98.5	98	
PM55: Missed bins as a percentage of all collections	Quarterly	Smaller Is Better	0.05	0.06	0.05	
PM69: Percentage of Business Rates, which should have been received, received	Quarterly	Bigger Is Better	98.39	98.05	100	
PM70: % of Licensing Act 2003 certificates issued within 3 working days of statutory time scale	Annual	Bigger Is Better	100	100	100	
PM71c: Total % of hackney carriage/private hire vehicle & driver licenses issued within 3 days	Annual	Bigger Is Better	100	100	100	
PM72: Percentage of statutory EPA Permitted process inspections completed	Annual	Bigger Is Better	100	100	100	
PM94: Number of recorded safety inspections carried out on each unit of children's play equipment	Annual	Bigger Is Better	51	51	50	
PM95: Percentage of ICT Service delivery available during core times	Monthly	Bigger Is Better	100	100	99	
PM96: Percentage of customers satisfied with MOT experience	Quarterly	Bigger Is Better	100	100	100	
PM162: Number of news releases, statements and letters issued	Monthly	Bigger Is Better	124	122	120	
PM49: Percentage of phone calls to 01253 658658 answered	Monthly	Bigger Is Better	90.1	90	90	
PM73: Percentage of high risk "A" rated health and safety premise inspections completed (quarterly)	Annual	Bigger Is Better	100	100	100	

Performance Measure	Planning Pattern	Tolerance Type	APR 22- MAR 23	APR 23 - MAR 24	Target	Performance Status
PM68: Proportion of Council Tax collected	Quarterly	Bigger Is Better	96.6	96.61	100	!
PM40: Number of affordable homes delivered (Gross)	Quarterly	Bigger Is Better	65	76	80	!
PM28: Number of households living in temporary accommodation at the end of the quarter	Quarterly	Smaller Is Better	164	194	100	✘
PM56: Percentage of household waste recycled	Quarterly	Bigger Is Better	40	43.5	50	✘
PM05: Percentage of sickness absence as a result of long-term sickness	Quarterly	Smaller Is Better	48	55.47	30	✘
PM07: Number of complaints not responded to within five working days	Monthly	Smaller Is Better	70	74	0	✘
PM117: Number of households with prevention duty assisted to source alternative accommodation	Quarterly	Bigger Is Better	50	48	100	✘
PM66a: Average days for processing New Claims for Housing Benefit	Quarterly	Smaller Is Better	11.53	16.43	12	✘
PM86: Percentage of FOIs responded to within the statutory deadline of 20 days	Monthly	Bigger Is Better	81.47	82.58	100	✘

SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	INTERNAL AFFAIRS SCRUTINY COMMITTEE	18 JUNE 2024	7
PLANNING PEER REVIEW ACTION PLAN - MONITORING DELIVERY			

PUBLIC ITEM

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

PURPOSE OF THIS REPORT

To provide the information necessary for the committee to oversee and monitor the delivery of the approved Planning Peer Review Action Plan.

To provide an update on completed actions and to outline the factors that have impacted on the progress or delivery of any actions.

SOURCE OF REFERRAL

As agreed by Internal Affairs Scrutiny Committee, and at the specific request of the Executive Committee at its meeting on 17 October 2023.

FURTHER INFORMATION

A full copy of the Planning Service Peer Challenge – Feedback Report is available [here](#).

A full copy of the Planning Peer Review Action Plan, as adopted by the Executive Committee, is available [here](#).

SUGGESTED RECOMMENDATIONS

That the Committee to note the progress made to date in delivering the action plan and make any comments as necessary.

REPORT

1. At the meeting of the Internal Affairs Scrutiny Committee held on 20 June 2023, the Committee reviewed the draft Planning Peer Review Action Plan. The draft had previously been approved by the Planning Committee. At its meeting on 17 October 2023, the Executive Committee adopted the Planning Peer Review Action Plan having accepted the amendments of that review. In doing so, the Executive Committee requested that the Internal Affairs Scrutiny Committee oversee and monitor delivery of the approved action plan as a standing item on their agenda.
2. Each monitoring report provides an update on the actions indicated for completion ahead of the committee date. If an action has not been completed by the identified target date, an explanation of why that is the case, together with an outline of proposed remedial action to be put in place, addressing any outstanding actions or including a revised target date.

3. Members are aware that the nature of local government along with the unique demands on small district authorities like Fylde, make it challenging to cite specific completion dates therefore, target dates are set. The target date for each action is set based on the known workload and resource at that time, the work environment is dynamic with many changing factors that will impact on deliverability, it is necessary to prioritise work that can result in revising the target date.
4. The schedule of actions completed or due for completion by [31 October 2023](#) were considered by this committee on 21 November 2023, and showed that out of the six actions due to be completed by 31 October 2023, six had been completed or were ahead of schedule. Two actions due for completion in November 2023 had also been completed. One target date (June 2023), relating to the roll out of managed devices had not been achieved and a revised target date of December 2023 was agreed and has now been achieved.
5. A schedule of actions to be completed or due for completion between [1 November 2023 and 31 January 2024](#) was considered on 20 February 2024 showed that the amended target relating to the roll out of laptops had been completed in line with the revised target, that three targets had been completed and that a further 3 targets were behind schedule. Revised target dates were agreed for these outstanding actions with the committee recognising that unforeseen factors had changed since the target was first set.
6. The schedule of actions due for completion between [1 February and 31 March 2024](#) was considered by committee on 17 April 2024. Of the 10 Actions originally targeted for completion during the monitoring period, 5 were completed within the originally anticipated time frame, 1 was completed, but outside the anticipated timeframe and the others were in progress but behind the original timetable.
7. As with previous reports, a schedule of actions due for completion by the date of the scrutiny committee is attached as appendix 1. This is the fourth report with a composite schedule of actions included as appendix 2 for ease of reference. Fifteen actions have a target completion date before 31 May 2024. Of the actions due, 9 have been completed in line with the original target date and 6 remain in progress. Details of progress made on all outstanding actions are included in the attached schedule.
8. The committee is asked to consider the progress report against the PAS Action Plan, to note the work carried out by the team and the factors that have influenced the deliverability of some actions. The planning team continues to experience high demand and the senior officers are required to dedicate significant time to stakeholder engagement including bespoke requests for meetings or additional information, this has increased over recent months and has been taken into consideration when proposing revised targets.

IMPLICATIONS	
Finance	None arising directly from this report. It is possible that some actions will require future expenditure on matters such as IT licensing or staff training, but these are expected to be covered through existing budgets.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Planning Service Peer Challenge – Feedback Report	January 2023	Council Website
Planning Peer Review Action Plan	October 2023	Council Website





LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	Email: mark.evans@fylde.gov.uk Tel: 01253 658460	June 2024






Attached documents.




Appendix 1 - Planning Peer Review Action Plan Scrutiny Monitoring Report (June 2024)



Appendix 2 – Cumulative Actions to Date






Planning Peer Review Action Plan Scrutiny Monitoring Report (Actions due 1 April to 31 May 2024)







6.4	Feedback on EoTs	Feedback from agents received.	Dec 2023	Mar 2024 May 2024 July 2024	Comments on Fylde’s use of EoT have been requested from agents who regularly submit planning applications to Fylde Council. As a wide and varied range of responses were received, it is proposed that this feedback will be considered at a meeting of the Agent’s Forum due to take place on 13 June 2024 and so a new target date of July 2024 is now proposed.	 In Progress 20/02/2024 17/04/2024 18/06/2024
6.5	EoT Performance indicator	Performance measure for EoT’s introduced and reporting (see Action 6.2) in place.	April 2024	N/A	A local target for the use of extensions of time has been included in the department’s service plan. This has been set at 40% for 2024/25, i.e. below the current level for Fylde (44%), the Lancashire Average (41%) and the England Average (43%). The target will be reviewed annually as part of the service planning exercise. N.B. A national review of the use of extensions of time is currently being undertaken by the Government.	 Complete 18/06/2024
9.1	IT investment	IT review completed.	Apr 2024		A review of the IT hardware and software requirements for the service has been completed.	 Complete 18/06/2024
9.2	Develop DEF software	DEF identified improvements and a programme of improvements in place.	Apr 2024		Upgrades to the DEF IT system have been identified and a programme of improvements is in place to make fuller use of the software’s functionality. The use of the software will	 Complete

					continue to be developed to maximise its benefits to service delivery.	18/06/2024
9.3	GIS Software improvements	Programme of GIS improvements in place including integration with DEF.	Apr 2024		Work has been carried out to improve integration of the DEF (planning) and GGP (Geographical Information System) software packages. A series of further refinements to improve integration have been identified and are in the process of implementation.	 Complete 18/06/2024
9.4	Staff IT development	Staff training and development completed.	Apr 2024	Oct 2024	Staff training has been carried out but not yet completed due to recent staffing changes within the team. The training programme is expected to be completed by October 2024 .	 In Progress 18/06/2024
9.6	Resource IT development	Review of IT resource requirement complete and resources secured.	Apr 2024		The resources required to upgrade access to IT and maximise the functionality of back-office systems have been secured through a combination of corporate and service specific budgets.	 Complete 18/06/2024
12.1	Review web page content	Content of planning web pages reviewed and updated	Apr 2024	Dec 2024	Several changes have been made to the planning pages of the website, including the functionality of planning application pages identified by the PAS Team, but the comprehensive review of the content is on-going. It must reflect proposed changes to the English planning system which are not expected be final until December 2024 .	 In Progress 18/06/2024
12.3	Promote interactive website pages	Interactive pages promoted through website/social media and regular	Apr 2024	Nov 2024	A review of the information provided to agent's, applicants and interested parties is underway, including details of how to track progress of applications online. This functionality will be	 In Progress 18/06/2024

		communication with stakeholders.			discussed at the Agents' and Parish Forums. The revised target is November 2024	
13.1	Review Committee Procedures	Full review of committee procedures completed, and recommendations implemented at next annual review of constitution	May 2024	Dec 2024	Although a number of refinements have been made to Planning Committee procedures to address issues raised by the PAS Team, e.g. junior officers presenting more items, availability of meeting proceedings via YouTube, providing estimated start times for individual items, positioning location plans in report headings, etc. a full formal review of procedures has still to be completed. This work will continue throughout the year with a new target of December 2024 proposed.	 In Progress 18/06/2024
13.2	Annual review of committee	Annual review of practice and procedure takes place	Apr 2024	May 2025	Although ad-hoc changes will be introduced during the year, the proposed annual review of procedure will take place ahead of the next Municipal year in May 2025 .	 In Progress 18/06/2024
13.4	Member training	Annual member training programme in place	Apr 2024		A programme of member training has been established with a series of training and briefing events (new member induction, Car Parking, Affordable Housing, Flood Risk and Drainage) having been delivered already.	 Complete 18/06/2024
14.2	Ad-hoc feedback	All feedback collated and considered in annual service update	Apr 2024	N/A	Ad-hoc feedback, for example suggestions to improve service or opportunities identified to improve service delivery in resolving complaints is now recorded and acted upon immediately or as part of the service planning process.	 Complete 18/06/2024

17.1	Implement Sn 106 Internal Audit findings	The 8 recommendations of the 106 Audit have been actioned.	Apr 2024		See attached schedule for individual actions.	 Complete 18/06/2024
18.2	Affordable Housing SPD	Affordable Housing Supplementary Planning Document has been updated and adopted by the council.	Apr 2024 (subj to scrutiny review)		A Task and Finish Group of the IASC considered the proposed amendments to the Affordable Housing SPD on 8 April 2024. The SPD was subsequently adopted following consideration by Executive Committee on 25 April 2024	 Complete 18/06/2024



PERFORMANCE STATUS ICONS	
	Over Performance – the indicator is overperforming against the target.
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.



Monitoring colour codes	
Completed to or ahead of original target.	
Completed to revised target.	
Behind Schedule but progressing.	
Significantly behind target or abandoned.	
Not Due	
First report 18 June 2024	




Action 17.1 - Internal Audit Sn 106 Actions - Summary



No.	Recommendation Summary	Risk	Action	Completed
1	Produce internal procedure guidance	M	Internal procedure guidance to be produced	24/04/2024
2	Complete SLA with LCC	L	Process changed to require developers to covenant directly with LCC	18/01/2023
3	Widen 106 monitoring provisions to ensure business continuity	H	Sn 106 monitoring software package procured to allow wider staff access to monitoring information	05/01/2024
4	Formalise reporting of 106 funds to elected members	M	Infrastructure Delivery Plan reported to members annually and 6 monthly 106 update reports considered by IASC	05/09/2023
5	Maintain signed copy of agreements for audit trail purposes	M	Recommendation not accepted – agreements completed in ‘counterpart’ are acceptable	Recommendation rejected
6	Update IT system to indicate agreements in course of preparation	L	IT system updated to include an additional ‘status code’	01/09/2022
7	Maintain up to date details of 106 agreements on website.	M	Website updated to remove expired pages and 106 details included on application web page.	01/09/2022
8	Ensure 106 funds are spent in advance of deadline	M	‘RAG’ monitoring system set up to monitor deadlines alongside regular reports to IASC.	05/09/2023



Planning Peer Review Action Plan Scrutiny Monitoring Report – Full Action Plan @ 31 May 2024





Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
1.1	Establish officer and member boards	Officer and member local plan boards established.	Mar 2024	N/A	The Local Plan [Elected Member] Steering Group was established by the Executive Committee at its meeting on 5 March 2024 . A Senior Officer Working Group has also been established.	 Complete 17/04/2024
1.2	Include matters relating to planning as a regular Heads of Service Standing Item to ensure senior officer awareness.	Standing Item introduced.	Jul 2023	N/A	COMPLETE – On Schedule - Standing Item added to Heads of Service Agenda Template from 25 July 2023	 Complete 21/11/2023
1.3	Review of local plan	Local plan reviewed/revised ahead of 5-year statutory requirement	Dec 2025	N/A	The Levelling Up and Regeneration Act 2023 includes provisions to reform the development plan system to simplify the content of local plans and to allow them to be produced more quickly. Secondary legislation and associated guidance setting out the new arrangements have still to be published. In the meantime, evidence gathering to inform the next iteration of the local plan is currently underway.	Not Due





Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
2.1	Corporate project delivery	Requirement to consider planning implications embedded in delivery framework for corporate projects.	Mar 2024	N/A	A review of the Corporate Project Delivery Process has been carried out and a requirement to notify the Heads of Service Team of all new projects and to consult the Planning Team before commencing any project that involves physical development have been embedded as standard practice.	 Complete 17/04/2024
3.1	BPR Review	Independent review of development management processes completed and recommendations successfully implemented.	Jun 2024		A review of processes has been completed by an external consultant and work is ongoing to implement the recommendations.	Not Due
4.1	DM Manual	Development Management Manual created	Jun 2024		To be completed alongside action 3.1.	Not Due
4.2	Through appraisals, all employees aware of roles and responsibilities within the team and approved processes.	Awareness of roles and responsibilities addressed in staff appraisals	Nov 2023	N/A	COMPLETE – Ahead of Schedule - Awareness of roles and responsibilities highlighted during Staff Development Appraisals carried out during Summer 2023 .	 Complete 21/11/2023



Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)																						
5.1	Embed process review in team meetings including documentation of improvement actions that are implemented via updates to Development Management Manual.	Staff feedback on processes regularly features in Team Briefing and feedback on suggestions provided.	Jun 2023	N/A	COMPLETE – Ahead of Schedule - Standing Item added to Development Management Team Meetings from 11 May 2023	 Complete 21/11/2023																						
6.1	Review reasons for extensions of time.	Extensions of time review completed.	Sept 2023	N/A	COMPLETE – On Schedule -. A review of the reasons for extensions of time was completed on 26 September 2023 and will inform action 6.2 which seeks to remove extensions of time that do not add value.	 Complete 21/11/2023																						
6.2	Extension of Time (EoT) added value review	EoT process reviewed, reason for EoT documented, annual review of reasons for requesting EoTs in place.	Mar 2024	N/A	<p>A review of recent reasons for the request of an Extension of Time has been carried out. This revealed the following reasons for requesting an extension of time:</p> <table border="1"> <thead> <tr> <th>Reason</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Awaiting amended plans</td> <td>40</td> </tr> <tr> <td>Staffing Capacity</td> <td>22</td> </tr> <tr> <td>Awaiting Key Consultee</td> <td>9</td> </tr> <tr> <td>Design Improvements</td> <td>9</td> </tr> <tr> <td>Additional Publicity</td> <td>7</td> </tr> <tr> <td>Parish Council Cttee Request</td> <td>6</td> </tr> <tr> <td>Committee Timetable</td> <td>4</td> </tr> <tr> <td>Legal Agreement</td> <td>1.5</td> </tr> <tr> <td>Requested by applicant</td> <td>0.5</td> </tr> <tr> <td>Deferral by Committee</td> <td>0.5</td> </tr> </tbody> </table>	Reason	%	Awaiting amended plans	40	Staffing Capacity	22	Awaiting Key Consultee	9	Design Improvements	9	Additional Publicity	7	Parish Council Cttee Request	6	Committee Timetable	4	Legal Agreement	1.5	Requested by applicant	0.5	Deferral by Committee	0.5	 Complete 17/04/2024
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Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)												
6.3	Benchmark EoTs	Use of EoT by other Lancashire Authorities completed.	Mar 2024	N/A	<p>The use of Extensions of time has been benchmarked against other local authorities in Lancashire and across England using the DLUHC Planning Performance Dashboard Live Table</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Percentage of apps with EoT (@ March 2024)</th> </tr> </thead> <tbody> <tr> <td>Fylde</td> <td>44%</td> </tr> <tr> <td>Lancashire</td> <td>41%</td> </tr> <tr> <td>Lancashire High</td> <td>59%</td> </tr> <tr> <td>Lancashire Low</td> <td>30%</td> </tr> <tr> <td>England</td> <td>43%</td> </tr> </tbody> </table>	Area	Percentage of apps with EoT (@ March 2024)	Fylde	44%	Lancashire	41%	Lancashire High	59%	Lancashire Low	30%	England	43%	 Complete 17/04/2024
Area	Percentage of apps with EoT (@ March 2024)																	
Fylde	44%																	
Lancashire	41%																	
Lancashire High	59%																	
Lancashire Low	30%																	
England	43%																	
6.4	Feedback on EoTs	Feedback from agents received.	Dec 2023	Mar 2024 May 2024 July 2024	Comments on Fylde’s use of EoT have been requested from agents who regularly submit planning applications to Fylde Council. As a wide and varied range of responses were received, it is proposed that this feedback will be gauged at a meeting of the Agent’s Forum due to take place on 13 June 2024 and so a new target date of July 2024 is now proposed.	 In Progress 20/02/2024 17/04/2024 18/06/2024												




Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
6.5	EoT Performance indicator	Performance measure for EoT's introduced and reporting (see Action 6.2) in place.	April 2024	N/A	A local target for the use of extensions of time has been included in the department's service plan. This has been set at 40% for 2024/25, i.e. below the current level for Fylde (44%), the Lancashire Average (41%) and the England Average (43%). The target will be reviewed annually as part of the service planning exercise. N.B. A national review of the use of extensions of time is currently being undertaken by the Government.	 Complete 18/06/2024
7.1	PAS DM Toolkit	PAS DM Toolkit evaluation completed	July 2024		An initial review of the service against the toolkit has been carried out. A further assessment based on the revised processes established under Action 3.1 are implemented.	Not Due
8.1	Produce a service plan for the planning service in line with revised corporate procedures and template, linked to the corporate plan objectives and appraisals to establish 'golden thread' from individual to corporate outcome.	Planning service plan produced.	Aug 2023	N/A	COMPLETE – Ahead of Schedule - A Planning Service Plan was completed and submitted to the Corporate Services Team on 18 July 2023 . The Service Plan was further amended in October 2023 to incorporate additional performance measures identified in the Planning Peer Review Action Plan.	 Complete 21/11/2023





Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
9.1	IT investment	IT review completed.	Apr 2024		A review of the IT hardware and software requirements for the service has been completed.	 Complete 18/06/2024
9.2	Develop DEF software	DEF improvements identified and a programme of improvements in place.	Apr 2024		Upgrades to the DEF IT system have been identified and a programme of improvements is in place to make fuller use of the software's functionality. The use of the software will continue to be developed to maximise its benefits to service delivery.	 Complete 18/06/2024
9.3	GIS Software improvements	Programme of GIS improvements in place including integration with DEF.	Apr 2024		Work has been carried out to improve integration of the DEF (planning) and GGP (Geographical Information System) software packages. A series of further refinements to improve integration have been identified and are in the process of implementation.	 Complete 18/06/2024
9.4	Staff IT development	Staff training and development completed.	Apr 2024	Sep 2024	Staff training has been carried out, but is not yet completed partly due to recent staffing changes within the team. The training programme is now expected to be completed by September 2024 .	 In Progress 18/06/2024
9.5	Development Plans IT module	Need for development plans module reviewed and	Dec 2024			Not Due


Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
		actioned as appropriate.				
9.6	Resource IT development	Review of IT resource requirement complete and resources secured.	Apr 2024		The resources required to upgrade access to IT and maximise the functionality of back-office systems have been secured through a combination of corporate and service specific budgets.	 Complete 18/06/2024
9.7	Cloud telephony	All staff have access to cloud telephony.	Mar 2024	Dec 2024	The corporate roll out of cloud telephony services is behind schedule due to a number of technical challenges. This roll out is now expected to be completed by the End of 2024, so a new target date of December 2024 is proposed.	 In Progress 17/04/2024
9.8	Roll out of laptop/tablet/managed device to team.	All staff have access to managed devices.	Jun 2023	Dec 2023	As reported in November 2023, the roll out of managed devices was behind schedule and a revised target date of December 2023 was agreed. The roll out of managed devices was completed in November 2023 and so the revised target has been met.	 Complete 21/11/2023 20/02/2024
9.9	Mobile working solutions	Mobile working solutions reviewed and adopted where appropriate	Mar 2024	Dec 2024	Mobile working solutions have been provided to the Enforcement Team to allow them to trial the use of mobile solutions ahead of potential roll out to the rest of the Development Management Team. It has been established that the trial	 In Progress 17/04/2024



Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
					needs to be conducted over a longer period and so a new target date of December 2024 is now proposed.	
10.1	Seek views on agents' forum	Views of regular agents on establishment of a forum received.	Dec 2023	N/A	The views of those planning agents who regularly submit planning applications to Fylde Council (53 practices) were sought during November 2023. Responses were received from 10 practices, 2 indicating they had or were about to retire and the other 8 supporting the establishment of a forum. Although responses were limited, it is considered that there is sufficient interest to justify the re-establish the agents' forum. Work on delivering Action 10.2 to establish an agents' forum will now proceed.	 Complete 20/02/2024
10.2	Establish agents' forum	Agents' forum established with independent chair (subject to desire of agents)	Jul 2024		Local planning agents have been invited to an inaugural meeting of the Planning Agents' Forum on 13 June 2024 .	Not Due
11.1	Refresh enforcement policy	Enforcement policy reviewed and considered by Executive Committee	Mar 2024	Apr 2024 Jun 2024	A review of the enforcement protocol has been delayed and so it is now proposed to prepare a report for consideration at the June 2024 Executive Committee.	 In Progress 17/04/2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
12.1	Review web page content	Content of planning web pages reviewed and updated	Apr 2024	Dec 2024	Although several changes have been made to the planning pages of the council's website, including the functionality of planning application pages specifically identified by the PAS Team, the planned comprehensive review of the wider planning content is on-going. As the new pages will need to reflect proposed changes to the English planning system, it is expected that the roll out of a comprehensive update of content will not now be completed until December 2024 .	 In Progress 18/06/2024
12.2	Benchmark web pages	Review of other local planning authority web pages completed.	Mar 2024		A review of planning web pages has been conducted with best practice examples that will provide a suitable model for the update of Fylde Council's web pages having been identified.	 Complete 17/04/2024
12.3	Promote interactive website pages	Interactive pages promoted through website/social media and regular communication with stakeholders.	Apr 2024	Oct 2024	A review of the information provided to agent's, applicants and interested parties is underway, including highlighting details of how to track the progress of planning applications online. This functionality will also be highlighted via the Agents' and Parish Forums. The work is expected to be completed by October 2024	 In Progress 18/06/2024




Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
13.1	Review Committee Procedures	Full review of committee procedures completed, and recommendations implemented at next annual review of constitution	May 2024	Dec 2024	Although a number of refinements have been made to Planning Committee procedures to address issues raised by the PAS Team, e.g. junior officers presenting more items, availability of meeting proceedings via YouTube, providing estimated start times for individual items, a full formal review of procedures has still to be completed. This work will continue throughout the year with a new target of December 2024 proposed.	 In Progress 18/06/2024
13.2	Annual review of committee	Annual review of practice and procedure takes place	Apr 2024	May 2025	Although ad-hoc changes will be introduced during the year, the proposed annual review of procedure will take place ahead of the next Municipal year in May 2025 .	 In Progress 18/06/2024
13.3	Review scheme of delegation	Scheme of delegation reviewed and any revisions implemented.	Feb 2024	Sep 2024	A review of schemes of delegation operated by other councils has been carried out. These are under consideration and there will also be a requirement for any revisions to be considered by Planning Committee. It is now proposed to place a report before Planning Committee in Summer 2024 and so a new completion date of September 2024 is proposed.	 In Progress 17/04/2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
13.4	Member training	Annual member training programme in place	Apr 2024		A programme of member training has been established with a series of training and briefing events (new member induction, Car Parking, Affordable Housing, Flood Risk and Drainage) having been delivered already.	 Complete 18/06/2024
14.1	Customer Feedback	Annual customer feedback survey has been conducted.	Dec 2023		E-mails are now sent to users of the planning service on a monthly basis inviting feedback as part of the wider corporate "How did we do?" initiative. All comments are fed into a Service Improvement Log to ensure they are considered as part of the service planning process.	 Complete 20/02/2024
14.2	Ad-hoc feedback	All feedback collated and considered in annual service update	Apr 2024	N/A	Ad-hoc feedback, for example suggestions to improve service or opportunities identified to improve service delivery in resolving complaints is now recorded and acted upon immediately or as part of the service planning process.	 Complete 18/06/2024
15.1	Review existing parish liaison group meetings with parish and town councils.	Meeting arrangements for parish liaison groups has been reviewed.	Nov 2023		COMPLETE – Ahead of schedule – The first meeting of the District Parish Planning Forum took place on 10 October 2023 . Agendas and notes of meetings are and will be available on the council's website .	 Complete 21/11/2023






Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
15.2	Town & Parish councillor training	Town and parish council training plan in place.	Nov 2023	Mar 2023	<p>At the last meeting of the IASC, it was reported:</p> <p><i>“An initial induction training session for town and parish councillors took place on 10 June 2023. All town and parish council clerks were contacted in November 2023 with a request to identify additional training needs. Based on responses a training programme has been drafted for consideration at the next meeting of the Parish Planning Forum which was scheduled to take place on 23 January 2024. Unfortunately, it was necessary to postpone this meeting at the request of the chairman. Once the draft training plan is agreed by the forum, this action will be completed. A new target date of March 2023 is proposed.”</i></p> <p>Unfortunately, it has not been possible to arrange a meeting of the Planning Parish Forum during March, with this now being arranged for 16 April 2024. A new target date of April 2024 is now proposed.</p>	 Complete 20/02/2024 17/04/2024
15.3	Promote NDPs	Neighbourhood planning session with town &	Dec 2023		An item seeking views on Town and Parish Councils’ interest in adopting a Neighbourhood Development Plan was	







Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
		parish council's has taken place.			<p>tabled at the Parish Planning Liaison Forum held on 10 October 2023, when it was requested that further information be provided to councils for consideration.</p> <p>All town and parish clerks were contacted and provided with additional background information. Two parish councils have subsequently expressed an interest in exploring the potential to adopt a neighbourhood plan, 1 has advised that they have considered the matter and will not be proceeding. Ribby with Wrea Parish Council are proceeding with their plan which has reached draft stage. For the purposed of monitoring this action plan, the item is considered complete. Work will continue with individual parishes who have expressed an interest in progressing a neighbourhood plan.</p>	 Complete 20/02/2024
15.4	Town & parish council comment process review	Process for considering comments of town and parish councils has been completed.	Nov 2023	Jun 2024	The PAS Review advised "Reviewing the application call-in terms. Resolve Parish /Town Council issues through discussion or the provision of information (rather than at committee)" as part of Recommendation 13. As part of the review of communication between parishes and the planning service, clarity is now proactively	 In Progress 20/02/2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
					<p>sought from parish clerks in the event that potentially resolvable objections are received. The success of this approach will be monitored. A further proposal to implement the facility that would allow online comments to be made directly by parish councils was tabled at the Planning Parish Liaison Forum held on 10 October 2023 where the chairman of the forum requested a detailed project brief be prepared to fully explore the implications of rolling out this facility. The request to prepare and agree a project brief has delayed the introduction of this facility.</p> <p>A new target date of June 2024 is proposed.</p>	
16.1	Infrastructure Levy Review	Infrastructure Levy has been successfully introduced in line with national legislation and Guidance	Subj to national legislation		Provisions to introduce an Infrastructure Levy are included in the Levelling-up and regeneration Act 2023. Government carried out a technical consultation to inform the design of the Levy and of regulations that will set out its operation in detail. The response to the consultation has not yet been published and so no further work to progress this action can be undertaken at this time.	Not Due

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
17.1	Implement Sn 106 Internal Audit findings	The 8 recommendations of the 106 Audit have been actioned.	Apr 2024		See attached schedule for individual actions.	 Complete 18/06/2024
18.1	Review the need for affordable housing in the borough through the completion of an Affordable Housing Needs Survey.	Affordable Housing Needs Survey has been completed.	Mar 2023		COMPLETE – On Schedule - A revised Housing Needs survey has been completed and was considered by the Environment, Health and Housing Committee on 24 January 2023 and by Planning Committee on 8 March 2023 .	 Complete 21/11/2023
18.2	Affordable Housing SPD	Affordable Housing Supplementary Planning Document has been updated and	Apr 2024 (subj to scrutiny review)		A Task and Finish Group of the IASC considered the proposed amendments to the Affordable Housing SPD on 8 April 2024. The SPD was subsequently adopted following consideration by Executive Committee on 25 April 2024	 Complete 18/06/2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
		adopted by the council.				

PERFORMANCE STATUS ICONS	
	Over Performance – the indicator is overperforming against the target.
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

Monitoring colour codes	
Completed to or ahead of original target.	
Completed to revised target.	
Behind Schedule but progressing.	
Significantly behind target or abandoned.	
Not Due	
First report 18 June 2024	

Action 17.1 - Internal Audit Sn 106 Actions - Summary

No.	Recommendation Summary	Risk	Action	Completed
1	Produce internal procedure guidance	M	Internal procedure guidance to be produced	24/04/2024
2	Complete SLA with LCC	L	Process changed to require developers to covenant directly with LCC	18/01/2023
3	Widen 106 monitoring provisions to ensure business continuity	H	Sn 106 monitoring software package procured to allow wider staff access to monitoring information	05/01/2024
4	Formalise reporting of 106 funds to elected members	M	Infrastructure Delivery Plan reported to members annually and 6 monthly 106 update reports considered by IASC	05/09/2023
5	Maintain signed copy of agreements for audit trail purposes	M	Recommendation not accepted – agreements completed in ‘counterpart’ are acceptable	Recommendation rejected
6	Update IT system to indicate agreements in course of preparation	L	IT system updated to include an additional ‘status code’	01/09/2022
7	Maintain up to date details of 106 agreements on website.	M	Website updated to remove expired pages and 106 details included on application web page.	01/09/2022
8	Ensure 106 funds are spent in advance of deadline	M	‘RAG’ monitoring system set up to monitor deadlines alongside regular reports to IASC.	05/09/2023

SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
SCRUTINY TEAM	INTERNAL AFFAIRS SCRUTINY COMMITTEE	18 JUNE 2024	8
ONGOING SCRUTINY WORKPLANS 2024			

PUBLIC ITEM

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

PURPOSE OF THIS REPORT

To provide members with an update on the current work programme of the two scrutiny committees. The Scrutiny Workplan is a standing item on the scrutiny agendas.

SOURCE OF REFERRAL

Scrutiny training event - 7 June 2023
 Workshop of Internal Affairs Scrutiny Committee members - 22 August 2023.
 Workshop Community Focus Scrutiny Committee - 19 September 2023

FURTHER INFORMATION

The current workplan is attached as an appendix.

RECOMMENDATION

To note the current draft workplan for the scrutiny committees for the remainder of the 2024 municipal year.

REPORT

SCRUTINY WORKPLANS

1. The Scrutiny Workplan outlines the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council’s Scrutiny function and any Task and Finish Groups convened for review work.
2. The workplan is a live document and ongoing consultation will continue to be undertaken with Heads of Service and Chairmen and Vice- Chairmen of the scrutiny committees.
3. Topics added to the work programme will have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Fylde residents. It is recognised that there is a need for flexibility in the work programme so as to allow relevant issues to be dealt with as and when they arise.
4. The report provides an overview of the current draft work plans of both the Internal Affairs and the

Community Focus Scrutiny Committees.

5. Part 3 (Section 4) of the [Constitution](#) sets out the Terms of Reference of both scrutiny committees (Internal Affairs and Community Focus). Both committees should keep the respective work programmes under review and establish topic-specific in-depth reviews, to be time limited.
6. An extract of the most recent workplan is attached as an appendix. Any amendments to it since the publication of the agenda will be reported at the meeting.
7. There may be the need to arrange additional meetings of either committee if the work plan becomes too congested which will be subject to agreement with the Chairman and Vice Chairman.

INFORMATION ITEMS

8. Information items will now be posted on the Councillor Hub as soon as they are ready, unless the relevant committee chairman directs that the item should instead be placed in full on the agenda of the next available committee meeting. Additionally, the scrutiny workplan will include a list of the information items that are anticipated to be posted to the Hub before the next committee meeting.

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

BACKGROUND PAPERS RELEVANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Fylde Council Constitution	May 2023	https://fylde.cmis.uk.com/fylde/ConstitutionGovernanceMatters.aspx

LEAD AUTHOR	CONTACT DETAILS	DATE
Scrutiny Team	scrutiny@fylde.gov.uk	June 2024

Attached Documents

Appendix - Extract of the Workplan including a list of anticipated information reports for publication on the Councillor Hub

Workplans for Scrutiny Committees 2024

Committee/ Date/Title of Report	Origin
Cycle	
Scrutiny Community Focus - 18 July 2024	
Flood & Surface Water Management Progress Report	Update
St Annes Bathing Waters Progress Report	Update
Statutory notifiable illnesses (TBC)	New
Reports of various Outside Bodies	Update
On Going Scrutiny Workplan	Each Meeting
Scrutiny - Internal Affairs - 03 September 2024	
Coastal Strategy	Revised
Annual review letter 2023/24 - Local Government & Social Care Ombudsman	Annual Report
Planning Peer Review Action Plan - Monitoring Delivery	Update
Provisional Children's homes update	Update
On Going Scrutiny Workplan	Each Meeting
Scrutiny Community Focus - 15 October 2024	
Annual Overview- Fylde Community Safety Partnership	Annual Report
Swimming Provision Report? TBC	Update
Lowther Trust Annual Report	Annual Report
On Going Scrutiny Workplan	Each Meeting
Scrutiny - Internal Affairs - 19 November 2024	
Section 106 Monies Update	Revised
Events Policy	Update
Commercial Strategy	Update
Planning Peer Review Action Plan - Monitoring Delivery	Update
Corporate Plan Progress Review	Each Meeting
Mid-Year Performance	Regular report
General Fund Revenue Budget Monitoring Report	Regular report
Capital Programme Monitoring Report	Regular report
Information Rights Overview and Statistics	Annual Report
On Going Scrutiny Workplan	Each Meeting

Information reports for publication on the Councillor Hub

June 2024	Origin
Holiday, Activity & Food Programme (HAF)	Update
Home Energy Conservation Act	Update
Homelessness and Rough Sleeping Strategy	Update