

# Agenda

## Council

Date:	Monday, 12 February 2024 at 7:00pm
Venue:	Town Hall, St Annes, FY8 1LW
	<p>Mayor : Councillor Cheryl Little Deputy Mayor : Councillor Peter Anthony</p> <p>Leader : Councillor Karen Buckley Deputy Leader : Councillor Richard Redcliffe</p> <p>Councillors Frank Andrews, Tim Armit, Mark Bamforth, Liz Bickerstaffe, Julie Brickles, Damian Buckley, Edward Collins, Peter Collins, Chris Dixon, Martin Evans, Kelly Farrington, Susan Fazackerley MBE, Joanne Gardner, Ellie Gaunt, Gail Goodman JP, Noreen Griffiths, Gavin Harrison, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, John Kirkham, Jordan Ledger, Matthew Lee, Michelle Morris, Ed Nash, Jayne Nixon, Sandra Pitman, Andrew Redfearn, Vince Settle, William Taylor, Tommy Threlfall, Viv Willder, Michael Withers.</p>

	<b>PROCEDURAL ITEMS:</b>	<b>PAGE</b>
<b>1</b>	<p><b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council’s Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.</p>	<b>1</b>
<b>2</b>	<p><b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meetings held on <a href="#">18 December 2023</a> as correct records.</p>	<b>1</b>
	<b>ANNOUNCEMENTS:</b>	
<b>3</b>	<b>Mayor’s Announcements</b>	<b>1</b>
<b>4</b>	<b>Chief Executive’s Communications</b>	<b>1</b>
	<b>REPRESENTATIONS:</b>	
<b>5</b>	<p><b>Questions from Members of the Public</b> For procedure to ask a question at a Council meeting see <a href="#">Public Speaking at Council Meetings</a>.</p>	<b>3</b>
<b>6</b>	<b>Questions from Members of the Council</b>	<b>4</b>
	<b>DECISION ITEMS:</b>	

7	Notice of Motion – Freedom of the Borough	5 - 6
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

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

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# REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COUNCIL	12 FEBRUARY 2024	5

## QUESTIONS FROM MEMBERS OF THE PUBLIC

### PUBLIC ITEM

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

### SUMMARY

No questions have been received from members of the public before the requisite deadline for publication of the agenda.

If any questions are received before the constitutional deadline, which is, for the purpose of this meeting, 4.30pm on Tuesday, 6<sup>th</sup> February 2024, they will be circulated prior to the meeting for members' information, under separate cover.

### Article 15 – Public Speaking at meetings of the Council and its Committees

#### 15.01 Questions from Members of the Public at Full Council Meetings

- (a) Any resident of the Council's district may, subject to (b), submit a question to be asked at an ordinary meeting of the council.
- (b) Questions will only be asked under (a) if:
  - (i) the question has been given in writing to the proper officer before 4.30 p.m. on the fourth working day before the meeting (this means that if the meeting is to be held on a Monday, the question must be given before 4.30 p.m. on the Tuesday before);
  - (ii) the question will take no longer than two minutes to ask;
  - (iii) the maximum number of questions is not exceeded; and
  - (iv) The Head of Governance is satisfied that the question as submitted does not take the form of, or substantially comprise, recitations of fact or expressions of opinion, instead of a question.
- (c) The 'proper officer' means the Chief Executive, the Deputy Chief Executive or any officer in the governance team.
- (d) The maximum number of questions at each meeting is four.
- (e) The Leader of the Council will be given at least 24 hours' notice of any questions to be asked under this rule.
- (f) The question will be put at the meeting by the person who has submitted the question or, if the person is not present or does not wish to put the question themselves, by the Chief Executive or another senior officer, and will be answered by the Leader of the Council or any other member nominated by them, so long as that member has consented before the meeting.
- (g) If the question was put by the person who submitted it, that person may then ask one supplementary question, which must arise out of the answer given to the original question and take no longer than two minutes to ask, and the member who answered the original question must answer the supplementary question.
- (h) No debate will be allowed arising out of a question asked or answer given under this rule.
- (i) No person may ask more than one question under this rule at any meeting.

# REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COUNCIL	12 FEBRUARY 2024	6

## QUESTIONS FROM MEMBERS OF THE COUNCIL

### PUBLIC ITEM

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

#### SUMMARY

No questions have been received from a member of the council before the requisite deadline for publication of the agenda.

If any questions are received before the constitutional deadline, which is, for the purpose of this meeting, 4.30pm on Tuesday, 6 February 2024, they will be circulated prior to the meeting for members' information, under separate cover.

#### Part 4 – Rules of Procedure

##### 9 Questions from Members of the Council

- 9.1 A councillor may, subject to 9.2, ask a question of the Leader of the Council or the chairman of a committee at an ordinary meeting of the council.
- 9.2 Questions may only be asked under 9.1 if:
- (i) The councillor who wants to ask the question has given it in writing to the Deputy Chief Executive before 4.30 p.m. on the fourth working day before the meeting (this means that if the meeting is to be held on a Monday, the question must be given before 4.30pm on the Tuesday before) and has identified who they want to answer it;
  - (ii) The question is relevant to the terms of reference of the committee whose chairman is to answer it, or is to be answered by the leader of the council;
  - (iii) The question will take no longer than two minutes to ask; and
  - (iv) At the time the question is given to the Deputy Chief Executive, no more than four questions to be asked under this rule at the meeting concerned have previously been given to them.
- 9.3 The member who is to answer the question will be given at least 24 hours' notice of it.
- 9.4 The question must be answered at the meeting by the member to whom it is directed, unless:
- (i) the member is not present, or
  - (ii) the question is directed to the leader of the council,
- in either of which cases, the Leader of the Council may nominate any other member to answer, so long as that member has consented before the meeting.
- 9.5 The councillor who has asked the question may then ask one supplementary question, which must arise out of the answer given to the original question and take no longer than two minutes to ask, and the member who answered the original question must answer the supplementary question.
- 9.6 No debate will be allowed arising out of a question asked or answer given under this rule.
- 9.7 No councillor may ask more than one question under this rule (excluding supplementary questions under 9.5) at any meeting.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COUNCIL	12 FEBRUARY 2024	7

### NOTICE OF MOTION – FREEDOM OF THE BOROUGH

#### PUBLIC ITEM

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

#### RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources (Councillor Ellie Gaunt).

#### SUMMARY

Notice of motion is a procedure that allows members of the council to ask the council to discuss any matter for which the Council has a responsibility or which affects the Fylde area. Any member of the council can give written notice to the Deputy Chief Executive of a motion that they wish to move. The Deputy Chief Executive will publish the motion on the council's website and arrange for it to be placed on the agenda of the next available ordinary council meeting. The motion will be debated at council subject to it being moved and seconded.

#### RECOMMENDATION

To consider the Notice of Motion received on 30 January 2024

#### The Motion

1. The following Notice of Motion has been received:

"I ask the Council to recognise the contribution that Sir Bill Beaumont GBE DL has made to services to rugby on an international stage following an illustrious career. As many members will know, Sir Bill played rugby for Fylde, for Lancashire and he became England captain in 1978.

He led England in 21 of his 34 caps with a particular highlight of his career in 1980 when he led them to their first Grand Slam since 1957.

After retiring from rugby he became a well-loved personality in the TV schedules as one of the team captains in the BBC's "A Question of Sport".

Sir Bill Beaumont has not only subsequently driven transformational governance reform in support of world rugby, but he has also driven improvements for player welfare and wellbeing.

Sir Bill has also made a great contribution to the local community, and he is involved in many charities both local, national and international. Sir Bill also supports the Lord-Lieutenant in her duties as His Majesty's representative in Lancashire where he acts as a Deputy Lieutenant at various events throughout the County.

This exceptional service to rugby was recognised with a Knighthood in 2018, followed by his recent award for the Knight Grand Cross in this New Year’s Honours list. I would like to propose that Fylde Council honours this fine Lancastrian, and Fylde citizen, by conferring on him the Honour of Freedom of the Borough. I ask members to join me in supporting this motion.”

The Notice of Motion has been duly proposed by Councillor Karen Buckley.

### Standing Orders

- Part 4 (Rules of Procedure), Standing Order 12 (Motions) of the council Constitution details the procedural requirements of handling a Notice of Motion.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy community	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	

IMPLICATIONS	
Finance	None arising directly from this report.
Legal	None arising directly from this report.
Community Safety	None arising directly from this report.
Human Rights and Equalities	None arising directly from this report.
Sustainability and Environmental Impact	None arising directly from this report.
Health & Safety and Risk Management	None arising directly from this report.

SUMMARY OF PREVIOUS DECISIONS
There have been no previous decisions on this item

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	<a href="mailto:tracy.manning@fylde.gov.uk">tracy.manning@fylde.gov.uk</a> Tel 01253 658521	30 January 2024

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Notification from Councillor K Buckley	30 January 2024	<a href="#">CMIS &gt; Documents and Information</a>
Council Constitution		<a href="#">CMIS &gt; Constitution /Governance Matters</a>

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF REVENUES AND BENEFITS - SHARED SERVICE	COUNCIL	12 FEBRUARY 2024	8
<b>COUNCIL TAX REDUCTION SCHEME 2024/25</b>			

## PUBLIC ITEM

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

## RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources (Councillor Ellie Gaunt).

## PURPOSE OF THE REPORT

From April 2013 the local Council Tax Reduction Scheme (CTRS) replaced the previous national scheme of Council Tax Benefit. The scheme that operates within Fylde borough for 2023/24 was approved by this Council in December 2022 for 2023/24 only.

This report sets out the proposals in respect of the scheme for 2024/25. The report was considered by the Executive Committee at the meeting of 30<sup>th</sup> January and contains the recommendations of the committee for agreeing the details of a CTRS for 2024/25.

## RECOVERABILITY

This decision is not recoverable because it relates to a recommendation to the council.

## RECOMMENDATIONS

The Executive Committee considered the Council Tax Reduction Scheme 2024/25 report at the meeting of 30<sup>th</sup> January 2024.

In accordance with those deliberations, and having due regard to the Equality Analysis as detailed in section 5 of this report, the Council is recommended:

1. To approve the continuation of the existing CTRS scheme for 2024/25 as set out in section 3 of this report;
2. To approve the continuation of Discretionary Hardship Relief for 2024/25 to provide additional support for claimants in exceptional circumstances;
3. To approve, as necessary, that the financial implications are reflected in the Council's Revenue Budget and Financial forecast for 2024/25 onwards.

## REPORT

### 1. Background to the CTRS Introduction and the adopted schemes for 2013/14 to 2023/24

- 1.1 As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished and individual local authorities were instead required to introduce a local Council Tax Reduction Scheme (CTRS) with effect from 1<sup>st</sup> April 2013. Accordingly, the Council introduced such a scheme and has updated the scheme annually since that date.

1.2 In December 2022 the Council approved a scheme for 2023/24. For working-age claimants (i.e. those not protected by the national scheme for pension-age claimants) there would be a means-tested assessment to establish entitlement and a maximum percentage reduction in the level of support at the end of that assessment of 22.7%. This is the same maximum percentage reduction in the level of support which has operated since the commencement of the scheme in 2014/15.

## 2. Key points arising from implementation of the local CTRS to date

- 2.1 No evidence has emerged to suggest that the scheme is in need of fundamental revision. The scheme has embedded well with no formal legal challenge to the principles of the scheme.
- 2.2 Experience of operating the scheme indicates that a 22.7% maximum reduction in the level of support is the correct level at which the scheme is self-funding, based on the initial level of funding provided for the scheme by way of specific grant from central government. However, support for the scheme is now part of the general central government funding and is not separately identifiable.
- 2.3 As at the end of November 2023, the number of claimants eligible for council tax support was 4,991 compared to 5,098 at the end of November 2022, a decrease of 107.

The latest estimate of the cost of the CTRS for 2023/24 is £5,385,093 which is split between this Council and the major preceptors, with Fylde Council's share being £544,433.

For 2022/23 the total scheme cost was £5,168,104, with the Fylde Council share being £543,685, the increase in total cost for 2023/24 being attributable to the increase in Council Tax levels by each of the major preceptors for 2023/24 (Fylde Council effectively froze Council Tax for 2023/24 at the 2022/23 level).

In 2013/14 when the scheme was first introduced funding was provided by way of specific government grant to meet the estimated costs of the scheme. Subsequently, funding was provided via Revenue Support Grant and is now subsumed within general central government funding calculations.

Additionally, the Council receives a specific grant as a contribution towards the cost of administering the CTRS which for 2023/24 is in the sum of £80,399.

- 2.4 For 2023/24, as at 30th November 2023, a total of 11 hardship awards have been made under the existing discretionary hardship scheme. For 2022/23, as at 30<sup>th</sup> November 2022, a total of 23 hardship awards had been made.

## 3. Proposed CTRS for 2024/25

- 3.1 It is proposed that the 22.7% maximum reduction in the level of support is retained for the 2024/25 CTRS.
- 3.2 It is further proposed that the scheme for 2024/25 will continue to provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

The full details of the proposed scheme for 2024/25 is available on the Fylde Council website at:

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

- 3.3 A consultation paper was distributed to the Major Preceptors - Lancashire County Council, Lancashire Fire and Rescue Service and the Lancashire Police and Crime Commissioner in December 2023 seeking their views on the proposed scheme for 2024/25. The consultation and a summary of the responses of each are set out in the appendices to this report. In summary, all of the major preceptors are supportive of the proposals for the 2024/25 CTRS set out in this report.
- 3.4 Although there are no changes to the scheme proposed for 2024/25, the Equality Analysis that has been carried out in previous years for the CTRS scheme has been reviewed. This aims to mitigate the impact on protected groups. **As part of their consideration of the CTRS scheme for 2024/25 Members must read the Equality Analysis which is available on the Fylde Council website at:**

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>



#### **4. Hardship Relief**

- 4.1 The provision of Discretionary Hardship Relief to provide support for claimants in exceptional circumstances, and who are unable to increase their income from other means, is a key element of the operation of the scheme. Section 76 of the Local Government Act 2003 in respect of Council Tax (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of Council Tax as it thinks fit. Funding for such reductions must be provided by the Council and major preceptors as necessary.
- 4.2 In order to mitigate part of the impact of the CTRS on the most vulnerable households, the Council has adopted a Discretionary Discount Policy under the above powers. Strict criteria are used to determine if any additional relief is appropriate and the level of any such award. Awards are made only in exceptional circumstances to those unable to increase their income. The Council's current Discretionary Discount Policy is available on the Fylde Borough Council website at:

[Discretionary-Discount Policy 2023.24](#)

The Discretionary Discount Policy for 2024/25 will be accessible on the website as and when approved.

- 4.3 It is proposed that for 2024/25 the Council Tax Reduction Scheme will continue to provide for additional discretionary awards which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

#### **5. Equality Analysis**

- 5.1 The Council has carried out a detailed and robust Equality Analysis which is available on the Council's website as described in paragraph 3.4. The impact of CTRS has been considered on people based on the following characteristics:

- Age
- Disability
- Sex and sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief

The analysis also contains a detailed action plan showing how the issues identified will be addressed and the monitoring arrangements that have been put in place.

#### **6. Conclusion**

- 6.1 The Council is required to adopt a local Council Tax Reduction Scheme for 2024/25 which (as is the case for the scheme currently in operation) will incorporate a reduction in awards to working age claimants at the same level as has been in operation for previous years.
- 6.2 Schedule 6 of the Council Tax Reduction Scheme will detail the percentage reduction in support to working age claimants once the scheme design has been determined by Council and following any final minor adjustments to the calculation of costs for 2024/25. That Schedule forms part of the adopted scheme.
- 6.3 For 2024/25 it is proposed that the percentage reduction made at the end of the assessment for working age claimants shall remain as for previous years at 22.7%.
- 6.4 A review of the Scheme (including the percentage reduction in support detailed within Schedule 6 of the Scheme) is carried out annually to ensure it remains fit for purpose taking account of ongoing changes in legislation, caseload and financial requirements. Therefore, any decision with regard to changes to the CTRS will be in respect of 2024/25 only.

IMPLICATIONS	
Finance	The Councils Financial Forecast includes estimates of future Council Tax income at levels which take account of the effects of the CTRS scheme, that being to reduce the total amounts of Council Tax collected through the award of reliefs for eligible claimants.
Legal	As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished after 2012/13, with individual local authorities instead being required to introduce a local Council Tax Reduction Scheme (CTRS) with effect from 2013/14 and subsequent years.
Community Safety	None
Human Rights and Equalities	An Equality Analysis has been carried out and is available on the Council's website as detailed in the report.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	The elements of the working age scheme will need to be reviewed annually to avoid increased financial risk to the Council.

#### SUMMARY OF PREVIOUS DECISIONS

The Council Tax Reduction Scheme in operation for 2023/24 was approved at the Council meeting of 5th December 2022. The full scheme is available on the Fylde Borough Council website at:

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

LEAD AUTHOR	CONTACT DETAILS	DATE
Louise Jones, Head of Revenues and Benefits - Shared Service	01253 478885	January 2024

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

#### Attached documents:

Appendix A - Consultation with Major Preceptors on the design of the local scheme

Appendix B - Consultation Responses from Major Preceptors

## Appendix A

### Fylde Borough Council - Council Tax Reduction Scheme 2024/25 – Consultation with major preceptors on the design of the local scheme.

#### Summary:

This paper sets out the proposed Council Tax Reduction Scheme (CTRS) that will operate in Fylde borough for the year 2024/25.

#### Introduction:

The scheme that currently operates within Fylde borough was approved by this Council in December 2022.

That Scheme, in summary, is one which:

- maintains most of the previous council tax benefit rules but reduces the award by a standard percentage at the end of the calculation for working age claimants such that the CTRS is self-funding ie. That the scheme does not result in the loss of Council Tax income to Fylde Council or the major preceptors. The claimant has to pay this amount to the Council as their contribution to Council Tax.
- in 2023/24 the maximum percentage reduction in support in respect of working-age claimants is 22.7%.
- includes the national scheme which protects claimants of pensionable age from any reductions.
- provides a Discretionary Hardship Fund to support claimants in exceptional circumstances who are unable to increase their income from other means.

The full Scheme is available on the Fylde Borough Council website at

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

#### The proposed 2024/25 Scheme:

It is proposed that for 2024/25 the scheme be one which maintains most of the previous council tax benefit rules but reduces the level of the award by a standard percentage at the end of the calculation for working age claimants. Each of the adopted local schemes since 2013/14 have been in accordance with this principle. It is not intended to change this element of the design in respect of 2024/25.

Council Members will be asked to agree a scheme of Council Tax Support in February 2024. The principles for the 2024/25 scheme will remain that it needs to:

- § be affordable in terms of grant received, revenue loss and costs to operate
- § be as fair as possible and a detailed 'map' of those affected is required; a detailed Equality Analysis is required
- § be transparent, understandable to customers and practical to operate
- § be feasible to implement within the constraints of the timescales and available software
- § be simple in design avoiding unnecessary complexity
- § avoid the costs and risks associated with collecting additional data

## **Changes to the Scheme for 2024/25**

It is proposed that the 2024/25 scheme will have the same design principles as that currently in operation and no changes are proposed.

### **It is proposed that the scheme for 2024/25 will:**

- Maintain the current council tax support rules and reduce the level of support by a specified percentage level at the end of the calculation (bottom slice) such that the CTRS is self-funding. It is estimated that for working-age recipients the maximum reduction in the level of support will be between 20% - 25%.
- Provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.
- Include the national scheme for pension age claimants for whom there is no reduction in the level of support.

### **Hardship Fund**

The existence of a Discretionary Hardship Fund to provide support for claimants in exceptional circumstances who are unable to increase their income from other means is a key element of the operation of the scheme.

It is proposed that for 2024/25 the Council Tax Reduction Scheme will provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

### **Consultation Questions**

1. Do you agree or disagree that the 2024/25 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2023/24 is 22.7%).
2. Do you agree or disagree that the 2024/25 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2023/24?
3. Do you have any suggested changes to the 2024/25 Fylde Council Tax Reduction Scheme?
4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.
5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.
6. Do you have any other comments to make about the proposed 2024/25 Fylde Council Tax Reduction Scheme?

The Council appreciates the potential impact of the final scheme on its own finances and those of other preceptors. However, at the same time it needs to balance this against the impact it will have in respect of low-income Council Tax payers of the Borough. The Council recognises that other preceptors may have strong opinions in respect of the final scheme that is adopted. It is important therefore that the opinion of all interested parties is reported and forms part of the consideration by the elected members in making a final decision.

### **Responses**

Please provide your responses by e-mail by 10<sup>th</sup> January 2024.



Paul O'Donoghue  
Fylde Council  
St Annes Road West  
LYTHAM ST ANNES  
FY8 1LW

Please ask for: Steven Brown  
Telephone: 01772 866804  
Email: stevenbrown@lancsfireandrescue.org.uk  
Your Ref: P O'Donoghue  
Our Ref: SB/JLW  
Date: 22 December 2023

FOA Paul Swindells

Dear Paul

**FYLDE BOROUGH COUNCIL – COUNCIL TAX REDUCTION SCHEME 2024/25 - CONSULTATION WITH MAJOR PRECEPTORS ON THE DESIGN OF THE LOCAL SCHEME**

Further to your letter dated 12 December 2023, I support the Members of Fylde Council in ensuring that the scheme awards relief towards Council Tax that is payable by the applicants who are suffering financial hardship. I also support incentives for owners of long-term empty homes and second homes to bring their properties back into use.

Yours sincerely

A handwritten signature in black ink, appearing to be "S Brown".

Steven Brown  
Director of Corporate Services

---

**Headquarters**

Lancashire Fire & Rescue Service  
Garstang Road, Fulwood  
Preston  
PR2 3LH





Paul Swindells  
Paul O'Donoghue

Phone: 01772 535259  
Fax:  
Email: Steve.freeman@lancashire-  
pcc.gov.uk  
Your ref: P O'Donoghue  
Our ref: SF  
Date: 5 January 2024

BY EMAIL

Dear Paul

**Fylde Borough Council - Council Tax Reduction Scheme 2024/25 – Consultation with major preceptors on the design of the local scheme.**

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Thank you for your letter consulting the Police and Crime Commissioner for Lancashire on the approach that Fylde Borough Council intends to adopt in continuing its scheme for Council Tax Support from April next year. We very much welcome the opportunity to provide our views on the proposals.

It remains the strong view of the Commissioner that the proposed scheme for council tax support must:

- Be affordable in terms of grant received, revenue loss and costs to operate
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to administer within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

In respect of your scheme for 2024/25 the Commissioner agrees that the proposed approach is appropriate as it offers protection to the most vulnerable individuals as identified within the existing Council Tax system and offers no additional costs to the Billing and Precepting authorities.

In response to your specific consultation questions please see the following:

1. Do you agree or disagree that the 2024/25 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2023/24 is 22.7%).

*Agree*



2. Do you agree or disagree that the 2024/25 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2023/24?

*Agree*

3. Do you have any suggested changes to the 2024/25 Fylde Council Tax Reduction Scheme?

*None*

4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.

*We agree this arrangement should remain in place*

5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

*We agree this should be in place provided decision making on such awards is the responsibility of elected members*

6. Do you have any other comments to make about the proposed 2024/25 Fylde Council Tax Reduction Scheme?

*None*

We thank you for the opportunity to take part in the consultation and are happy to discuss any of the responses we have provided with you further.

Yours sincerely

Steve Freeman  
Chief Finance Officer  
The Office of the Police and Crime Commissioner for Lancashire

Mr P O'Donoghue  
Chief Financial Officer  
Fylde Borough Council  
Town Hall  
LYTHAM ST ANNES  
Lancashire



Phone: (01772) 536154  
Email: [neil.kissock@lancashire.gov.uk](mailto:neil.kissock@lancashire.gov.uk)

Your ref P O'Donoghue  
Our ref NK  
Date: 28<sup>th</sup> December 2023

Dear Paul

### **COUNCIL TAX REDUCTION SCHEME CONSULTATION 2024/25**

Thank you for your letter of 12<sup>th</sup> December 2023 consulting Lancashire County Council on the approach that Fylde Borough Council intends to adopt in continuing its scheme for Council Tax Support. We very much welcome the opportunity to provide our views on the proposals.

It remains the strong view of Lancashire County Council that the proposed scheme for Council Tax Support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible;
- Be transparent, understandable to customers and practical to operate;
- Be feasible to implement within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

In response to your questions, I would submit the following:

1. Do you agree or disagree that the 2024/25 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2023/24 is 22.7%).

*We agree that the existing rules should continue and that the maximum reduction in support should remain between 20%-25%.*

Continued .....

**Neil Kissock**  
**Director of Finance**  
County Hall, PO Box 100, Preston, Lancashire PR1 0LD  
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## Appendix B

2. Do you agree or disagree that the 2024/25 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2023/24?

*We agree that the 2024/25 scheme should remain the same as the scheme in operation for 2023/24.*

3. Do you have any suggested changes to the 2024/25 Fylde Council Tax Reduction Scheme?

*None*

4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.

*We agree with the continued operation of the Hardship Fund to provide support in exceptional circumstances.*

5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

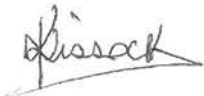
*We do not object to the additional discretionary award. However, we feel that it is fair and appropriate that Fylde Borough Council should maintain a cost neutral scheme. At a time when resources are extremely limited, it is vital that the operation of the scheme does not pass on additional costs to precepting authorities.*

6. Do you have any other comments to make about the proposed 2024/25 Fylde Council Tax Reduction Scheme?

*We have no further comments to make about the proposed scheme.*

We thank you for the opportunity to take part in the consultation and are happy to discuss our response with you further should you wish.

Yours sincerely



Neil Kissock  
Director of Finance

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF FINANCIAL OFFICER	COUNCIL	12 FEBRUARY 2024	9
<b>MEDIUM TERM FINANCIAL STRATEGY - FINANCIAL FORECAST UPDATE 2023/24 TO 2027/28</b>			

### PUBLIC ITEM

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

#### RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources (Councillor Ellie Gaunt).

#### PURPOSE OF THE REPORT

This report provides Members with an update of the financial forecast for the council for the five years 2023/24 to 2027/28. The main purpose of this iteration of the forecast is to reflect the impact of the provisional 2024/25 Local Government Finance Settlement, details of which were announced on 18<sup>th</sup> December 2023. The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information is made available. This report was considered at the Executive Committee meeting on 30<sup>th</sup> January 2024.

#### RECOVERABILITY

This decision is not recoverable because it relates to a recommendation to the council.

#### RECOMMENDATION

Council is recommended:

- To note the implications of this updated financial forecast.

### REPORT

#### 1. PURPOSE OF THE FINANCIAL FORECAST UPDATE

- 1.1 This report updates the financial forecast which was considered by the Executive Committee and by Council in December 2023. Attached at Appendix A is the financial forecast position reported to Members at Budget Council in March 2023. Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C sets out the latest changes and Appendix D sets

out the supporting narrative to the latest changes. **Appendix E details the latest updated forecast position.**

1.2 The forecast has been updated to reflect the estimated impact of the 2024/25 Local Government Finance Settlement, announced on 18th December 2023.

1.3 This latest financial forecast update is designed to:

- Present an updated five-year financial forecast for revenue following the announcement of the Local Government Finance Settlement in December 2023;
- Review the currently identified risks and opportunities;
- Alert Members to any new specific risks and opportunities;
- Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
- Provide a basis upon which Members can consider future spending and budget decisions.

## 2. THE CAPITAL PROGRAMME

2.1 The in-year position on the Capital Programme, along with the associated financial risks, was reported at the November meeting of the Internal Affairs Scrutiny Committee. Following this, in December 2023 both Executive Committee and Council received updates on the council's Medium Term Financial Strategy (MTFS) which included details of the capital programme.

2.2 Any future capital financing issues facing the Council will be addressed as part of the Council's budget proposals for 2024/25 which will be published in mid-February 2024.

## 3. KEY CHANGES TO THE GENERAL FUND REVENUE BUDGET FORECAST

3.1 The changes to the General Fund Revenue Forecast are those arising from the Local Government Finance Settlement, together with some further in-year revenue budget changes identified as a result of ongoing budget monitoring. These are detailed below:

### The 2024/25 Local Government Finance Settlement

On 18<sup>th</sup> December 2023, the Secretary of State for the Department for Levelling Up, Housing and Communities (DLUHC), Rt. Hon. Michael Gove MP, released a written statement to Parliament on the provisional local government finance settlement 2024-25. The papers can be viewed [by clicking here](#). This followed a policy statement on the future of Local Government Finance published on 5<sup>th</sup> December, covering 2024 to 2025. The policy statement can be viewed here: [Local government finance policy statement 2024 to 2025](#)

The bulk of the December 2023 policy statement confirms the announcements of the [2023/24 Local government finance policy statement](#), released in December 2022 which was intended to provide councils with forward notice of the proposals for the 2024/25 settlement.

**As such the 2024/25 provisional settlement is once again a single-year settlement and no details have been provided in respect of subsequent years.**

The broad approach is based on a uniform roll-over of the core elements of the settlement; additional resources for priority services (in particular social care); balancing service pressures with taxpayer concerns through council tax referendum principles; and a fallback, by way of a minimum funding guarantee to ensure that all councils see a minimum increase in their Core Spending Power year on year.

The declared aim is stability for budgeting purposes (which in turn requires a delay to all significant policy changes). Consequently, the settlement contains no new public policy and no specific plans or timescales for the implementation of reform to the mechanisms by which local authorities are funded. Similarly, there are no new resources for service provision arising from the provisional settlement.

## **FURTHER DELAYS TO FINANCE REFORM**

The history of proposed reform to local government financing mechanisms stretches back a number of years without significant progress on the matter.

The policy statement did confirm, however, that the government is 'committed to improving the local government finance landscape in the next Parliament', though no details of future reform are provided.

At the earliest, the implementation of any reform will not now be until 2025/26 - or realistically, depending on the timing and outcome of the General Election and the appetite of the new government for reform, until perhaps 2026/27.

The key points arising from the **Provisional Finance Settlement** for Fylde Council in respect of 2024/25 are:

### **a) Confirmation of acceptance of the bid by Lancashire authorities to continue to operate Business Rate Pooling arrangements for 2024/25**

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2024/25, subject to no single member of the pool exercising their right to withdraw from the pool within 28 days of the Finance Settlement announcement (as per the terms of the pooling arrangement) which would cause the pool to end. It is not expected that any member of the Lancashire Business Rates pool will exercise this option for 2024/25. The latest in-year monitoring and future modelling suggest that continued participation in a Lancashire Business Rate Pool for 2024/25 will be of financial benefit to Fylde Council, as it has been since participation in the pool commenced.

### **b) Confirmation of a single year New Homes Bonus allocation in 2024/25**

The provisional settlement confirms a single-year allocation for 2024/25 in the sum of £570k and that there are to be no changes to the New Homes Bonus until after the next election, contrary to the settlement announcement for 2023/24 which stated that there would be a review of the system during 2023.

Given that New Homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding.

The forecast of New Homes Bonus income for 2024/25 has been updated in line with the provisional allocation announced in the settlement. In respect of all other years, due to the uncertainty surrounding future funding levels, the estimated amounts for 2025/26 onwards are in line with the allocation for 2024/25 and are subject to change as and when further announcements in respect of the scheme are made.

### **c) Other Government Grants for 2024/25**

Other grant changes were also announced in respect of 2024/25 as part of the provisional settlement which for Fylde Council were as follows:

- Services Grant - an allocation for Fylde of £12k in 2024/25 (reduced from £75k in 2023/24);
- Revenue Support Grant – an allocation for Fylde of £104k (increased from £98k in 2023/24) and
- The continuation of the "one-off/for 2023/24 only" Funding Guarantee Grant for with an allocation for Fylde of £941k in 2024/25 (increased from £871k in 2023/24). The Funding Guarantee grant aims to ensure all local authorities receive a minimum 3% "Core Spending Power" increase from 2023/24, excluding any funding from increases to 2023/24 council tax levels. Core Spending Power is a measure used by the government of the resources available to local authorities to fund service delivery. It sets out the money that has been made available through the Local Government Finance Settlement. The calculations made by the government to assess Core Spending Power assume that business rate income is receivable at the baseline level, whereas actual business rate income is subject to variation from the baseline level. The calculation also estimates the council tax base for the coming

year based on the average increase on the tax based over the last 4 years, whereas the actual tax base for 2024/25 is below the average increase of the last 4 years.

These updated grant allocations for 2024/25 have been reflected in the summary at Appendix E to this report.

#### **d) Confirmation of the 2024/25 General Council Tax Referendum Principles**

The council tax referendum limit for 2024/25 will be 2.99% for local authorities, with an additional 2% social care precept allowed for social care authorities (not Fylde). The 2.99% figure is the same as that for 2023/24 and is the level of increase that is assumed by DLUHC when calculating the core spending power of individual councils. Appendix E of this report assumes an increase in council tax of 2.99% per annum in line with the maximum amount that can be applied without the requirement for a local referendum on this matter.

### **3.2 Estimates of Government Funding Beyond 2024/25**

3.3 Estimating the level of funding for local authorities beyond 2024/25 is problematic in light of short-term settlements, national pressures on public finances as a whole, continuing delays to the reform of local government funding mechanisms as well as the changes that may result from a general election due to take place within the next twelve months.

3.4 **Accordingly, the estimates of government funding contained in the financial forecast at Appendix E of this report have been calculated on a continuation basis and to assume an overall protection of the council's "Core Spending Power" for 2025/26 onwards. This is considered to be the best estimate available given the various uncertainties as outlined in the report.**

### **4. Other Financial Forecast Changes and Risks**

4.1 The Financial Forecast has also been updated to reflect the following changes:

#### **a) New Homes Bonus Distribution to Town and Parish Councils**

The Finance and Democracy Committee meeting in November 2022 approved that with effect from 2023/24, and for all financial years thereafter, in the event that Fylde Council receives confirmation of an allocation of New Homes Bonus grant for each year, 5% of that grant will be distributed to town and parish councils that have experienced above average housing growth in the previous year using the established distribution methodology. Following the confirmation of the amount of New Homes Bonus grant as part of the 2024/25 financial settlement, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £28,489. The financial consequence of this decision is contained within the summary Financial Forecast at **Appendix E** to this report and individual allocations to Town and Parish Councils are shown at **Appendix F**.

#### **b) Other budget adjustments**

A number of further budget adjustments have been made to this updated financial forecast in light of the most recent budget monitoring and a further budget-rightsizing review undertaken since the forecast was last updated. These are included within the variance analysis at **Appendix C** to this report and an explanation of each is provided at Appendix D. Council Tax income projections have also been updated from the December financial forecast to reflect the actual council tax base information for 2024/25 which was finalised in late December 2023.

### **4.2 Other Continuing Financial Risks**

All of the financial risks that were detailed within the previous Financial Forecast Update that was presented to the last Executive Committee meeting and to Council in December 2023 remain. These are:

- **Future Central Government Funding Reductions**
- **Further Delays to the 'Fair Funding Review'**
- **Retained Business Rates**
- **Price Inflation**

- Employee Costs – Pay Award
- Borrowing Costs Assumptions
- Treasury Management – Investment Income Receipts
- Grounds Maintenance (External Contracts)
- The Living Wage
- Planning Application Fee Income
- Reforms of Waste Collection, including Food Waste

Full details of each of these can be found within the December 2023 Financial Forecast report via the following link: [December Financial Forecast update](#)

## 5. CONCLUSIONS

- 5.1 The provisional 2024/25 Local Government Financial Settlement has not fundamentally changed the general financial standing of Fylde Council, albeit there is no longer a requirement for a contribution from the Funding Volatility Reserve to maintain minimum balances in the final year of the forecast. The modest increase in central government funding as summarised in Appendix E is to be welcomed as this improves the financial position of the Council in the short term. It should be noted that the increase in forecast Council Tax income (the single element of the financing that is directly within the influence of this council) is of greater significance than the grant increases from central government over which the council has no control. Based on the assumptions and estimates as detailed in the report there is a projected surplus of resources for 2023/24 and 2024/25 followed by a period of uncertainty as the base costs of the council increases and the national framework for the financing of local government is subject to review.
- 5.2 The confirmation of the continuation of a Business Rates Pool amongst Lancashire authorities is welcomed. Although now not expected prior to the General Election which will take place within the next year, any developments with regard to future proposals (the implementation of a 'Fair Funding Review' encompassing a possible re-assessment of relative need within local government generally) will be followed closely and any implications reported within future Financial Forecast updates when known.
- 5.3 Estimations of central government funding beyond 2024/25 are extremely difficult to make until the outcome of the funding reviews are known. The Financial Forecast will be updated for 2024/25 onwards as and when there is greater clarity regarding the central government funding regime.
- 5.4 In order to maintain the current financial position and be able to deliver the Corporate Plan priorities the Council needs to continue with the approach to delivering savings and efficiencies and maximising income which have helped deliver balanced budgets over recent years. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.
- 5.5 Although it is clear that further uncertainty lies ahead, **the finances of the Council remain robust, and the reserves and balances are at healthy levels as compared to earlier periods.** Furthermore, the Council has a past record of taking actions in order to meet and overcome financial challenges as they arise. The Council will continue to seek opportunities to maintain a robust financial position in the face of a changing financial environment. This approach will ensure that the Council continues to achieve and sustain a balanced budget position on an ongoing basis and is able to deliver the priorities set out in the Corporate Plan.
- 5.6 The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available.

IMPLICATIONS	
Finance	The financial implications are contained within the body of the 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

SUMMARY OF PREVIOUS DECISIONS
The Council set its budget for 2023/24 at the meeting of 2 <sup>nd</sup> March 2023. This report provides Members with a further update to the Council's financial forecast following the position that was considered by the Executive Committee and Council in December 2023.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue Chief Financial Officer	www.fylde.gov.uk	January 2024

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2022/23 – 2026/27	Budget Council meeting 2 <sup>nd</sup> March 2023	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
MTFS – Outturn Position For 2022/23 (Including General Fund, Capital Programme & Treasury Management)	Executive Committee meeting 25 <sup>th</sup> May 2023	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Revenue Budget Monitoring Report 2023/24 – to 30 <sup>th</sup> September 2023	Internal Affairs Scrutiny Committee meeting 21 <sup>st</sup> November 2023	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Capital Programme Monitoring Report 2023/24 – to 30 <sup>th</sup> September 2023	Internal Affairs Scrutiny Committee meeting 21 <sup>st</sup> November 2023	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2023/24 – 2027/28	Council meeting 18 <sup>th</sup> December 2023	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

## **Attached documents**

1. Appendix A - Forecast approved at Budget Council in March 2023
2. Appendix B - Schedule of general assumptions underpinning the financial forecast
3. Appendix C - Schedule of changes to the forecast
4. Appendix D - Explanation of changes to the forecast
5. Appendix E - Updated latest forecast position
6. Appendix F – Allocations of New Homes Bonus to Town and Parish Councils 2024/25



**Latest General Fund Budget Forecast 2022/23 to 2026/27 - as at March 2023**

**Appendix A**

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	Adverse / Favourable
<b>Forecast approved at Council on 3rd March 2022</b>	11,429	11,951	12,212	12,522	12,522	
Forecast Changes since March 2022 - per Appendix C of March 2023 MTFS	28	- 157	- 148	13	661	<b>Adverse</b>
Revenue Budget Growth Items - per Appendix F of March 2023 MTFS		38	39	40	42	<b>Adverse</b>
<b>Forecast Budget Requirement: TOTAL</b>	<b>11,457</b>	<b>11,832</b>	<b>12,103</b>	<b>12,575</b>	<b>13,225</b>	
<b>Financed by:</b>						
<b>Council Tax Funding:</b>						
Council Tax - Precept	6,881	7,002	7,231	7,466	7,707	
<b>Sub Total - Council Tax Income</b>	<b>6,881</b>	<b>7,002</b>	<b>7,231</b>	<b>7,466</b>	<b>7,707</b>	
<b>Business Rates Funding:</b>						
Retained Business Rates	3,580	3,580	3,401	3,231	3,069	
<b>Sub Total - Business Rates Income</b>	<b>3,580</b>	<b>3,580</b>	<b>3,401</b>	<b>3,231</b>	<b>3,069</b>	
<b>Other Funding:</b>						
Lower Tier Services Grant	89					
Services Grant	133	75	75	75	75	
New Homes Bonus (NHB)	1,236	516	516	516	516	
Less - NHB distribution to Town & Parish Councils	- 62	- 26	- 26	- 26	- 26	
Funding Guarantee Grant - one-off 2023/24 only		871				
Assumed "other" government funding to maintain "Core Spending Power"			821	756	677	
<b>Sub Total - Other Income</b>	<b>1,396</b>	<b>1,436</b>	<b>1,386</b>	<b>1,321</b>	<b>1,242</b>	
<b>Forecast Financing: TOTAL</b>	<b>11,857</b>	<b>12,018</b>	<b>12,018</b>	<b>12,018</b>	<b>12,018</b>	
<b>Forecast surplus (-) / deficit for year</b>	<b>- 400</b>	<b>- 186</b>	<b>85</b>	<b>557</b>	<b>1,207</b>	
<b>Reserves</b>						
Forecast surplus/deficit (-) for year from above:	400	186	- 85	- 557	- 1,207	
Less: Proposed Transfer to Capital Investment Reserve	- 400	- 186				
<b>Balance of surplus/deficit(-) remaining:</b>			<b>- 85</b>	<b>- 557</b>	<b>- 1,207</b>	
<b>Balance of General Fund Reserves b/f</b>	<b>5,056</b>	<b>4,571</b>	<b>4,571</b>	<b>4,486</b>	<b>3,929</b>	
Less in year transfer to fund slippage from 2021/22	- 485					
Less estimated transfer from (-) General Fund Reserves in year			- 85	- 557	- 1,207	
<b>Forecast Reserves at Year End</b>	<b>4,571</b>	<b>4,571</b>	<b>4,486</b>	<b>3,929</b>	<b>2,722</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£219.19</b>	<b>£218.89</b>	<b>£223.25</b>	<b>£227.69</b>	<b>£232.22</b>	
<b>Indicative Band D Average Council Tax Increase</b>	<b>£4.28</b>	<b>-£0.30</b>	<b>£4.36</b>	<b>£4.44</b>	<b>£4.53</b>	
<b>Band D Average Council Tax Increase</b>	<b>1.99%</b>	<b>-0.14%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	

### General Base Budget Assumptions

The forecast has been prepared on the basis of the following assumptions:

- General Prices Inflation – a freeze or cash-limiting of all general revenue expenditure budgets with the exception of payroll budgets and where contractual commitments require increases;
- Slippage – approved underspend items from 2022/23 agreed by the Executive Committee in May 2023 have been slipped into 2023/24;
- Pay award – the impact of the agreed 2023/24 pay award of £1,925pa for each pay point has been reflected in the updated forecast, with future pay awards estimated to be 4% per annum for 2024/25 and 2025/26 and at 2.75% per annum thereafter;
- Employers Pension Contributions – the Council's contributions to the Lancashire pension fund scheme are set in accordance with the outcome of the 2022 Triennial Pension Review which was carried out by the scheme actuaries, Mercer. The figures provided by the pension fund confirmed contributions at 19.2% per annum, reduced by scheme surplus payments of 4% per annum for the period from 2023/24 to 2025/26; with future years estimates provided on a continuation basis. The forecast has been updated accordingly;
- Employer's National Insurance contributions – the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme;
- Council tax increases – the forecast has been prepared to include annual council tax increases at the current referendum threshold of 2.99% per annum from 2024/25 onwards;
- New Homes Bonus Grant – the forecast for 2024/25 onwards assumes a continuation of the 2024/25 level of New Homes Bonus as set out in Section 3.2(b) of the report;
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2023. For future years budget-holders have reviewed fee levels as appropriate and any proposed changes to fees & charges will be considered at the Budget Council in March 2024 following consideration by Executive Committee. The forecast assumes additional income from fees and charges increases of £100k per annum from 2024/25 onwards;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2023/24 onwards; and
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no additional cost to the Council from 2023/24 onwards; and
- Other Government Funding - the estimates of government funding contained in the financial forecast at Appendix E of this report have been calculated on a continuation basis and to assume an overall protection of the council's "Core Spending Power" for 2024/25 onwards. This is considered to be the best estimate available given the various funding uncertainties as outlined in the report.

## General forecast changes since Council December 2023

	2023/24	2024/25	2025/26	2026/27	2027/28	
	£000	£000	£000	£000	£000	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
<b>1 <u>CHANGES AS A RESULT OF MEMBER APPROVALS:</u></b>						
Lytham Festival - Executive Committee - Dec 2023	0	-35	-38	-41	-44	FAVOURABLE
Members Allowances - annual CPI increases wef 01/04/24 onwards - Council - Dec 2023	0	9	18	27	35	ADVERSE
<b>2 <u>BUDGET RIGHTSIZING EXERCISE:</u></b>						
Revenue impact of budget right-sizing across all budget areas of the Council	-21	-12	-11	-11	-10	FAVOURABLE
<b>3 <u>STAFFING COSTS:</u></b>						
Estimated impact of increase in living wage by 9.8% to £11.44 per hour wef 01/04/2025	0	35	35	35	35	ADVERSE
<b>4 <u>UPDATED ESTIMATES OF INCOME BUDGETS:</u></b>						
Estimated additional income from annual fees and charges increases	0	-100	-200	-300	-400	FAVOURABLE
Updated estimates of Treasury Management investment interest receipts	-110	0	0	0	0	FAVOURABLE
Building Control - updated income based on current income	19	19	19	19	19	ADVERSE
<b>TOTAL</b>	<b>-112</b>	<b>-84</b>	<b>-177</b>	<b>-271</b>	<b>-365</b>	<b>FAVOURABLE</b>

## Explanations of Forecast Changes set out in Appendix C

## Appendix D

The following notes relate to specific adjustments made to the Forecast set out in Appendix C

(1) Changes as a Result of Member Approvals

The forecast that was approved at the Council meeting in March 2023 has been updated to reflect the financial impact of Member decisions made since then. The significant decisions in terms of their financial effect are detailed within the body of the report.

(2) Impact of budget-right-sizing exercise across all budget areas of the Council

Each year officers carry-out a budget right-sizing exercise focussing on a review of underspends across all budget areas and these have been updated and reflected through the forecast.

(3) Staffing Costs

The estimate for staffing costs has been amended to take account the announcement in the 2023 Autumn statement of a 9.8% increase in the living wage.

(4) Updated Estimates of Income Budgets

The forecast has been updated to include an estimate of annual increases in the total levels of income from fees and charges as a result of anticipated future increases in charge levels; an updated estimate of income from treasury investments; and a revised expectation of building control fee income.

**Latest General Fund Budget Forecast 2023/24 to 2027/28 - as at January 2024**

**Appendix E**

	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	<u>Adverse / Favourable</u>
<b>Forecast approved at Council on 2nd March 2023</b>	11,832	12,103	12,575	13,225	13,225	
Forecast Changes approved by Council - December 2023	11	- 25	232	308	933	<b>Adverse Favourable</b>
Forecast Changes since December 2023 - per Appendix C	- 112	- 84	- 177	- 271	- 365	
<b>Forecast Budget Requirement: TOTAL</b>	<b>11,731</b>	<b>11,994</b>	<b>12,630</b>	<b>13,262</b>	<b>13,793</b>	
<b>Financed by:</b>						
<b>Council Tax Funding:</b>						
Council Tax - Precept	7,002	7,261	7,571	7,893	8,227	
Council Tax - Collection Fund Surplus	40					
<b>Sub Total - Council Tax Income</b>	<b>7,042</b>	<b>7,261</b>	<b>7,571</b>	<b>7,893</b>	<b>8,227</b>	
<b>Business Rates Funding:</b>						
Retained Business Rates	3,580	3,401	3,231	3,069	2,916	
<b>Sub Total - Business Rates Income</b>	<b>3,580</b>	<b>3,401</b>	<b>3,231</b>	<b>3,069</b>	<b>2,916</b>	
<b>Other Funding:</b>						
Services Grant	75	12	12	12	12	
Revenue Support Grant	98	104	104	104	104	
New Homes Bonus (NHB)	516	570	570	570	570	
Less - NHB distribution to Town & Parish Councils	- 26	- 29	- 29	- 29	- 29	
Funding Guarantee Grant	871	941				
Assumed "other" government funding to maintain "Core Spending Power"			801	641	460	
<b>Sub Total - Other Income</b>	<b>1,534</b>	<b>1,598</b>	<b>1,458</b>	<b>1,298</b>	<b>1,117</b>	
<b>Forecast Financing: TOTAL</b>	<b>12,156</b>	<b>12,260</b>	<b>12,260</b>	<b>12,260</b>	<b>12,260</b>	
<b>Forecast surplus (-) / deficit for year</b>	<b>- 425</b>	<b>- 266</b>	<b>370</b>	<b>1,002</b>	<b>1,533</b>	
<b>Reserves</b>						
Forecast surplus/deficit(-) for year from above:	425	266	- 370	- 1,002	- 1,533	
Contribution to revenue from Funding Volatility Reserve	170					
Less: Proposed Transfer to Capital Investment Reserve	- 595	- 266				
<b>Balance of surplus/deficit(-) remaining:</b>			<b>- 370</b>	<b>- 1,002</b>	<b>- 1,533</b>	
<b>Balance of General Fund Reserves b/f</b>	<b>5,006</b>	<b>4,571</b>	<b>4,571</b>	<b>4,201</b>	<b>3,199</b>	
Less in year transfer to fund slippage from 2022/23	- 435					
Less estimated transfer from (-) General Fund Reserves in year			- 370	- 1,002	- 1,533	
<b>Forecast GF Reserve Balance at Year End</b>	<b>4,571</b>	<b>4,571</b>	<b>4,201</b>	<b>3,199</b>	<b>1,666</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£218.89</b>	<b>£225.43</b>	<b>£232.17</b>	<b>£239.11</b>	<b>£246.26</b>	
<b>Indicative Band D Average Council Tax Increase</b>	<b>-£0.30</b>	<b>£6.54</b>	<b>£6.74</b>	<b>£6.94</b>	<b>£7.15</b>	
<b>Band D Average Council Tax Increase</b>	<b>-0.14%</b>	<b>2.99%</b>	<b>2.99%</b>	<b>2.99%</b>	<b>2.99%</b>	

## New Homes Bonus - allocations to Town &amp; Parish Councils 2024.25

	NHB Allocation 2024.25 - £
Bryning-with-Warton	13,307
Newton-with-Clifton	5,623
St.Annes	4,311
Kirkham	1,593
Elswick	1,312
Weeton-with-Preese	1,312
Ribby-with Wrea	937
Treales, Roseacre & Wharles	94
<b>Total Allocation 2024.25</b>	<b>28,489</b>
Freckleton	Nil growth in excess of baseline
Greenhalgh-with-Thistleton	Nil growth in excess of baseline
Westby-with-Plumpton	Nil growth in excess of baseline
Little Eccleston-with-Larbreck	Nil growth in excess of baseline
Medlar-with-Wesham	Nil growth in excess of baseline
Singleton	Nil growth in excess of baseline
Staining	Nil growth in excess of baseline

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	COUNCIL	12 FEBRUARY 2024	10
<b>THE ANNUAL PAY POLICY STATEMENT 2024-25</b>			

### PUBLIC ITEM

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

#### RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources, Councillor Ellie Gaunt.

#### PURPOSE OF THE REPORT

The report provides details of the Pay Policy Statement for Fylde Council, it has been a requirement for all local authorities to have a Pay Policy Statement since April 1st, 2012, as part of the Localism Act. The objective of the Statement is to ensure that the council operates an open, transparent, and fair pay policy arrangements. It is a requirement to conduct an annual review of the Pay Policy Statement, and have it approved at Full Council.

#### RECOVERABILITY

This decision is not recoverable because it is a recommendation to the council.

#### RECOMMENDATION

1. That Council approve the Pay Policy Statement, included as Appendix 1 to the report, along with the required statement on Gender Pay Gap information.

### REPORT

1. The Council is required as part of the Localism Act 2011 to produce, review, and approve a Pay Policy Statement on an annual basis. The statement sets out Council policy on:
  - a. Chief Officer Remuneration (recruitment, salary, bonus, performance-related pay, charges, fees, allowances, benefits in kind, enhancement to pension at termination)
  - b. The arrangements in place to determine the Remuneration of all employees
  - c. Remuneration of its lowest-paid employees (covering the same elements as above) the definition used for this group and the reason for adopting that definition
  - d. The relationship between Chief Officer Remuneration and that of other staff.
2. Guidance from the Department for Levelling Up, Housing & Communities (DLUHC) of what is expected in the Pay Policy Statement includes:
  - a. The opportunity for full Council to vote on senior remuneration packages with a value over £100,000 before an offer of appointment is made

- b. The relationship between Chief Officer remuneration and that of other staff and the ratio between the highest paid and median salary that the authority aims to achieve and maintain
- c. Any decision that the authority takes concerning the award of severance to an individual Chief Officer
- d. An explicit statement on whether to permit an individual to receive a pension in addition to receiving a salary
- e. Policies to deal with those who may have returned to the authority under a contract of service of any type having already received a severance or redundancy payment

The Pay Policy Statement included as Appendix 1 to this report includes all the above.

3. Recommended best practice on data transparency states that the Council should disclose publicly:
  - a. Senior employee salaries at £50,000 and above including disclosing the names, job descriptions, budgets, and numbers of staff
  - b. An organisational chart
  - c. The pay multiple which is the ratio between the highest-paid salary and the median average salary of the whole authority's workforce

This information is published on the Fylde website alongside all other data transparency requirements.

4. Fylde Council implemented a pay review process in 2007 to introduce a robust pay and grading job evaluation scheme that was agreed between management and the trade unions to ensure fairness and equity in relation to pay. This scheme has been in operation since 2007.
5. Fylde Council complies with the recommended best practice for local authorities on data transparency and publishes data on <https://new.fylde.gov.uk/council/transparency> that is required to be made publicly available.
6. Honorarium payments are only made in exceptional circumstances and are subject to a business case being approved in advance by the Senior Management Team with payment only made after it has been demonstrated that the agreed outcome has been delivered/achieved.
7. The Council's Pay Policy Statement is included as Appendix 1 to this report. Central to the statement is the acknowledgement that each job has a value in terms of scope, specialist skills and knowledge that has been subject to the agreed pay and grading evaluation scheme to determine an appropriate pay scale. All pay increments, pay scale points and pay bands are set in line with NJC terms and conditions, the revised pay scale points and pay bands agreed as part of national pay negotiations are implemented from the formal agreement date.
8. The Council's employee benefits policies are universally applied where possible and financial arrangements for all employees leaving the organisation for whatever reason are based on the same principles regardless of grade.
9. The Pay Policy Statement has been subject to the required annual review process and includes the legislative change passed with respect to [Gender Pay Gap Information](#), the statement confirms that the council will publish the required gender pay gap information online and it will be updated from April 1<sup>st</sup> each year alongside the other data required as part of the Pay Policy Statement.
10. The ratios between salary levels will change to reflect any nationally agreed pay increases with required information about the Pay Policy Statement published online and updated after the financial year end on March 31<sup>st</sup>.
11. All employees including Chief Officers are entitled to redundancy payments and pension release following the Council's Redundancy and Retirement Procedure. Where the proposed severance package is more than £100,000, the decision will be ratified by Full Council.
12. Members should note that over the last 18 months, there have been several occasions when it has been very difficult to recruit to some professional positions. The labour market for several professions has become extremely competitive with the private sector and larger public sector organisations in a position to offer higher



salaries for professional positions. Whilst this situation is ongoing at the time of the Pay Policy Statement review it was not felt necessary at this time to include policy measures to address the issue.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	
Efficiency – By spending money in the most efficient way	
Tourism – To create a great place to live and visit	✓

IMPLICATIONS	
Finance	None arising directly from this report
Legal	The legal responsibilities with respect to the Pay Policy Statement have been included in the body of the report
Community Safety	None arising directly from this report
Human Rights and Equalities	The pay and grading scheme implemented at Fylde has been subject to an equality impact assessment. There are no direct human rights and implications arising from the report.
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

SUMMARY OF PREVIOUS DECISIONS
The Pay Policy Statement was first approved by Full Council in 2012 and has been reviewed and approved by Full Council every year since.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Full Council Agenda 2012 – 2021	First meeting of the calendar year	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar.aspx</a>
Gender Pay Gap Reporting	Updated annually	<a href="https://new.fylde.gov.uk/council/open-data/1551-2/#1523269533820-f8f70d3d-43b8">https://new.fylde.gov.uk/council/open-data/1551-2/#1523269533820-f8f70d3d-43b8</a> <a href="https://www.gov.uk/government/news/gender-pay-gap-reporting">https://www.gov.uk/government/news/gender-pay-gap-reporting</a>
Employees who earn over £50,000 per annum	Updated annually	<a href="https://new.fylde.gov.uk/council/management-team/">https://new.fylde.gov.uk/council/management-team/</a>
Online Pay Policy Data	Updated annually	<a href="https://new.fylde.gov.uk/council/open-data/1551">https://new.fylde.gov.uk/council/open-data/1551</a>
Salary Publication Salary Ratios	Updated annually	<a href="https://new.fylde.gov.uk/council/open-data/salary-ratios/">https://new.fylde.gov.uk/council/open-data/salary-ratios/</a>

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LEAD AUTHORS	CONTACT DETAILS	DATE
Chief Executive	<a href="mailto:allan.oldfield@fylde.gov.uk">allan.oldfield@fylde.gov.uk</a> 01253 658500	January 2024
Corporate Performance & Engagement Manager	<a href="mailto:alex.scrivens@fylde.gov.uk">alex.scrivens@fylde.gov.uk</a> 01253 658543	January 2024

Attached documents

**Appendix 1** – Pay Policy Statement 2024/25



## PAY POLICY STATEMENT 2024/2025

### Summary Statement

Fylde Council is committed to paying all employees appropriately and fairly through the implementation of recognised and approved job evaluation schemes that have been tested to ensure they are free of any bias. The pay scales for employees at all levels are in the public domain and the Council complies with the requirement to publish data on senior salaries and its entire pay scale in the interests of transparency.

In determining the pay and remuneration of all employees, the Council complies with all relevant employment legislation including the Equality Act 2010; Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000; and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

All Council policies that relate to employment benefits are universally applied unless there is a specific contractual or business reason why they should be limited to a certain group of employees.

### Basic Pay

All employee basic pay is determined through pay and grading evaluation schemes with the GLPC scheme for posts up to Chief Officer and the Hay scheme for Chief Officer posts. Both schemes have been tested to ensure that they are free from gender bias and the use of these schemes has been agreed with the relevant recognised trade unions.

Pay and grading evaluation panels consist of trained employee representatives to evaluate the job description and person specification for each post which produces a score that equates to a pay grade. Equality is ensured by evaluating the post and not the person.

The Council has adopted a policy to pay the Real Living Wage. The Real Living Wage supplement is applied for Council employees whose total hourly rate is currently less than the National Real Living Wage.

The Council adheres to the National Joint Committee (NJC) pay bargaining arrangements and implements a pay grade scale determined through agreed annual pay increases negotiated on a national basis with joint trade unions.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining process.

### **Market Supplements**

Market force supplements are only paid to employees and Chief Officers in exceptional circumstances in accordance with the strict controls in the Council's Market Supplements Policy. Any such payments are reviewed at least every six months to ensure they remain valid; the Council has not applied market supplements to any post since the introduction of the pay policy.

### **Incremental Progression**

Progression through the grade for permanent and temporary employees, including Chief Officers, is only possible upon completion of satisfactory service and in line with the NJC terms and conditions, as described in the Green Book.

### **New Appointments**

Appointments to new posts are usually made at the start of the incremental grade scale, unless there are exceptional circumstances where the most suitable candidate can evidence that such an offer would not reasonably be acceptable and the Council is satisfied that market conditions require the appointment to take place at a higher point, within the pay scale grade, than the start.

Any Chief Officer appointment is dealt with by the Chief Officer Employment Committee, using the normal recruitment procedures and options with appointments made to a post with a remuneration package of more than £100,000 being ratified by Full Council.

### **Overtime and Additional Hours Payments and Premium Payments**

Contractual overtime and additional hours are paid in accordance with the NJC Terms and Conditions, as described in the Green Book.

Non contractual, voluntary overtime, additional hours payments are paid in accordance with the Council's pay review terms and agreed policy on overtime.

To meet specific operational requirements, it may be necessary for an individual to temporarily take on additional duties, the Council's arrangements for authorising any additional remuneration, e.g. honoraria, ex gratia, 'acting up' relating to temporary additional duties are set out in the Council's personnel code. Any additional payment is subject to formal approval by the Senior Management Team which consists of the Chief Executive and the two Directors.

Chief Officers are not permitted to be paid overtime, additional hours payments or premium payments.

### **Bonus Payments and Earn Back Schemes**

No employees including Chief Officers in the Council are in receipt of bonus payments or subject to earn back schemes where employees give up some salary to earn it back upon completion of agreed targets.

### **Performance Related Pay**

The Council does not operate performance related pay schemes for any employees and has no plans to introduce policy to support performance related pay schemes.

### **Honorarium Payments**

Honorarium payments are only made in exceptional circumstances and are subject to a business case being approved in advance by the Senior Management Team with any payment only made after it has been demonstrated that the agreed outcome has been delivered / achieved.

### **Relationship between the Highest and the Lowest Paid**

The Council is committed to paying employees based on the recognised job evaluation schemes detailed above. It is the application of these schemes that creates the salary differentials. Pay rates for each grade are published on the Council's website and updated at the start of each financial year in April.

### **Relationship between the Highest Paid Employee and the Median Salary**

The relationship between the highest paid employee and the median salary will be calculated on an annual basis and published on the Council's website alongside the information provided regarding senior manager salaries. The information is updated at the start of each financial year in April.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate. In addition, upon the annual review of this statement, the Council will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local authorities.

### **Gender Pay Gap Information**

In accordance with regulations introduced in 2017 the Council will publish gender pay gap information alongside all other pay policy related data on the website and update this on an annual basis.

### **Charges, Fees and Allowances**

The Travelling, Subsistence and Related Expenses Policy is applicable to all employees including Chief Officers.

The reimbursement of professional fees for certain occupational groups is covered by the Personnel Code and applies to all relevant employees regardless of grade.

Any other allowances paid to employees regardless of grade are detailed in the appropriate policy and procedures approved by the Council and paid only when necessary to the service activity.

Chief Officers do not receive additional allowance payments.

### **Electoral Fees**

The Deputy Chief Executive and Monitoring Officer is the Council's appointed Returning Officer and is personally (not corporately) liable for the management of elections and referendums. The fee payable to the Returning Officer for an UK Parliamentary and any other election or referendum organised nationally is set and paid for from Central Government. The fee payable to the Returning Officer for borough council elections was fixed at £3619.14 in 2023. Going forward this fee will be set to match the fee for the most recent Parliamentary election.

Electoral fees are also payable for both Borough and Parish Council by-elections with the fees for borough by-elections being £172.34 in 2023 for the first 3000 electors in the ward, and then £172.34 for each for each 500 electors or part thereof (fees are subject to annual inflation). For Parish by-elections in 2023 the fee was set at £89.13 for the first 3000 electors in the parish or parish ward, then £89.13 for each 500 electors or part thereof over 3000 (subject to inflation).

A panel is also in place at Fylde that periodically reviews the payments made to any officers involved in election work.

### **Pension**

Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to contribute to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Pension Fund and reviewed on a triennial basis to ensure the scheme is appropriately funded. The employer contribution rates are set by statute and are available from the Payroll Team.

Under the terms of the Flexible Retirement Policy, it is permitted for an employee to be in receipt of a pension and to be paid a salary at the same time. The policy requires a minimum reduction in hours worked of 50% and only employees aged 55 years and older are eligible to apply. Flexible retirement will only be granted in exceptional circumstances when there is a financial benefit to the Authority or extenuating personal circumstances without any cost to the Authority. Flexible retirement is part of the Council's approach to succession planning and is primarily aimed at applying a phased approach to full retirement.

### **Redundancy Payments, Severance Payments and Retirement**

All employees including Chief Officers are entitled to redundancy payments and pension release in accordance with the Council's Redundancy and Retirement Procedure. Where the proposed severance package is more than £100,000, the decision will be ratified by Full Council.

### **Re-employment/Re-engagement of Former Employees**

The Council has an obligation to ensure that it is managing public monies responsibly and will not normally re-engage (into the same or a very similar role or consultant capacity) ex-employees who have left their prime employment with the Council on the grounds of voluntary or compulsory redundancy, efficiency release or employer consent retirement (where there is a cost to the Council) for a period of 12 months with effect from the date of leaving. This policy does not cover those employees who access their pension via the Council's Flexible Retirement Scheme.

Any proposal to re-engage a former employee that left the Council on the grounds of voluntary or compulsory redundancy, efficiency release or employer consent retirement, within 12 months of the leaving date will require the approval of the Senior Management Team.

### **Access to Information on Remuneration (Chief Officers and all staff)**

The Council will identify and publish all remuneration information and job descriptions relating to any officers paid more than £50,000 per annum. This includes the details of any employee that is employed on reduced hours, but pro rata would earn more than £50,000 per annum.

Post titles and salary scale band will be published for all employees in the Council in the format of an organisational structure chart.

The Council will publish the policy on employee expenses and a table of all the salary pay scale points applicable at Fylde. The schedule of election fees paid to the Returning Officer will be published.

This information will be available on the Council's website [www.fylde.gov.uk](http://www.fylde.gov.uk) and on request from the Council, it is updated at the start of the financial year in April. [www.fylde.gov.uk/council/open-data/pay-scales](http://www.fylde.gov.uk/council/open-data/pay-scales)

**Scope**

This Pay Policy Statement applies to all Council employees, excluding those who are subject to the TUPE Regulations (Transfer of Undertakings Protection of Employment).

**Review**

The Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual Pay Policy Statement will be submitted to full Council by 31<sup>st</sup> March of each year.