

# Agenda

## Internal Affairs Scrutiny Committee

Date:	Tuesday, 21 November 2023 at 6:30 pm
Venue:	Reception Room, Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Susan Fazackerley MBE (Chairman)          Councillor John Kirkham (Vice-Chairman)</p> <p>Councillors Damian Buckley, Kelly Farrington, Joanne Gardner, Cheryl Little, Ed Nash, Sandra Pitman, Richard Redcliffe, Andrew Redfearn, Bill Taylor, Viv Willder.</p>

	<b>PROCEDURAL ITEMS:</b>	<b>PAGE</b>
<b>1</b>	<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.	<b>1</b>
<b>2</b>	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23(c).	<b>1</b>
<b>3</b>	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">5 September 2023</a> as a correct record.	<b>1</b>
	<b>SCRUTINY ITEMS:</b>	
<b>4</b>	<b>Climate Neutral Action Plan</b>	<b>3-28</b>
<b>5</b>	<b>Corporate Plan 2020-2024: Progress Review</b>	<b>29-39</b>
<b>6</b>	<b>Information Rights Overview and Statistics</b>	<b>40-42</b>
<b>7</b>	<b>Mid-Year Performance 2023/24</b>	<b>43-51</b>
<b>8</b>	<b>Planning Peer Review Action Plan - Monitoring Delivery</b>	<b>52-55</b>
<b>9</b>	<b>Waste and Recycling Policy 2023</b>	<b>56-71</b>
<b>10</b>	<b>General Fund Revenue Budget Monitoring Report - Position as at 30th September 2023</b>	<b>72-79</b>

<b>11</b>	<b>Capital Programme Monitoring Report - Position as at 30th September 2023</b>	<b>80-89</b>
<b>12</b>	<b>In-Depth Review - Regeneration</b>	<b>90-93</b>
<b>13</b>	<b>Ongoing Scrutiny Workplans - 2023/24</b>	<b>94-97</b>

Contact: Scrutiny Team - Telephone: (01253) 658504 - Email: [scrutiny@fylde.gov.uk](mailto:scrutiny@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>

**© Fylde Council copyright 2023**

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context.

The material must be acknowledged as Fylde Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at [www.fylde.gov.uk](http://www.fylde.gov.uk)

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

# SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF ENVIRONMENTAL AND HOUSING SERVICES	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	4
<b>CLIMATE NEUTRAL ACTION PLAN</b>			

**PUBLIC ITEM**

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

**PURPOSE OF THIS REPORT**

The report presents members with a Climate Neutral Action Plan which has been prepared in response to ambitions set out in the Council's Corporate Plan 2020-24. The report and plan reviews delivery and updates members on progress against these actions. With the formation of a new Corporate Plan on the horizon, it is timely that members of the scrutiny committee review the ambitions and actions set within the current Corporate Plan. The committee could offer its observations on the setting of new ambitions and actions within the new Corporate Plan on this subject.

**SOURCE OF REFERRAL**

2020-2024 Corporate Plan  
 Leadership Board

**FURTHER INFORMATION**

The Corporate Plan 2020-2024 draft was approved by [Full Council on February 10<sup>th</sup> 2020](#)

**SUGGESTED RECOMMENDATION**

That the Scrutiny Committee review the ambitions of the Climate Action Planning document with a view to reporting its findings to the Executive Committee.

**REPORT**

1. This item reviews the delivery against the actions identified in the 2020-24 Corporate Plan. With the formation of a new Corporate Plan on the horizon, it is timely that members of the scrutiny committee review the ambitions and actions set within the current corporate plan. The committee could offer its observations on the setting of new ambitions and actions within the new Corporate Plan on this subject.
2. There is an overarching ambition within the 2020-2024 Corporate Plan to reduce the use of plastics and increase recycling, together with implementing energy efficient initiatives. Allied to this several actions were identified which were:
  - *Implement carbon reduction policies including plastics reduction, tree planting, energy efficiency and recycling.*

- *Design education and awareness programmes to support carbon reduction policies and actions.*
  - *Work with partners to deliver carbon reduction policy actions.*
3. Building on the successful delivery of this work as articulated within the Corporate Plan, and to further underpin continued work detailed in this report, the Leadership Board has also prepared a cross cutting ‘action plan’ on climate change. A copy of the document is attached at Appendix 1.
  4. Work on progressing the further actions identified is on-going and it is hoped that by securing a dedicated resource through UK Shared Prosperity Funding, that this will act as a catalyst for progressing work in this area. A baseline study has also been completed which will help to shape future work which is attached at Appendix 2 entitled “Fylde Borough Council Carbon Emissions Report. The Carbon Emissions report provides the carbon footprint for Fylde and provides an overview on how it could theoretically reduce its carbon emissions. The headline recommendations are that the Councils estate is examined and where possible the amount of natural gas used is reduced where possible.

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Williamson	<a href="mailto:ian.williamson@fylde.gov.uk">ian.williamson@fylde.gov.uk</a>	October 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Corporate Plan 2020-24	04/11/2022	<a href="#">Plan on page version - available online</a> <a href="#">Booklet Version - available online</a>
Climate change action plan	July 2023	<a href="#">Climate Change Action Planning - 2023.docx</a>
Fylde Borough Council Carbon Emissions Report	July 2023	<a href="#">Fylde GHG report 2023 V1.0.pdf</a>

**ATTACHED DOCUMENTS:**

**APPENDIX 1:** Climate Change Action Planning document

**APPENDIX 2:** Fylde Council Carbon Emissions Report

# Climate Change ACTION PLANNING

REF	Description of Action	Status	Updates	Responsible Lead Officer(s)	Due Date
<b>What are we already doing:</b>					
1.1	Deliver the actions of the Flooding and Surface Water review undertaken by the Environment Health and Housing Committee	Open	Annual progress report brought to the Councils Executive Committee	Darren Bell & Mark Evans	Ongoing
1.2	Continue works to reduce pesticides, herbicides and use of peat. Collate/data and report back to Climate Change/Carbon Working Group.	Open	Acquire volume of pesticides currently consumed and benchmark against similar authorities.	Mark Wilde	Summer 2023
1.3	Continue Dune Management and volunteer work	Open		Mark Wilde	Ongoing
1.4	Continue roll-out of hydration points	Open	6 units have been installed in key borough locations. Use and effectiveness to be monitored. Further installations to be reviewed upon assessment of the success of the trial units.  EHH committee approved draw-down of further funding in March 23. Proposed list of sites supplied to Chair and Leader. Awaiting final confirmation to order units with intention to install through 2023.	Darren Bell & Andrew Loynd	MAR 2024 Too late?
1.5	Supplementary Planning Document for Flooding, Water Management and SUDS	Open	Drafting of the SPD based on July consultation and report to Planning Committee for Christmas to achieve the Spring 23 adoption target	Mark Evans	Spring 2023

REF	Description of Action	Status	Updates	Responsible Lead Officer(s)	Due Date
<b>Easy wins:</b>					
2.1	Benchmark carbon footprint study for FBC	Open	<b>Baseline starting cost £2500.</b> Instruct Baseline report. Clarify start times and provide timeline along with information required.  <b>Final figures (water usage) received 19/6/23 - updated consultant and report to follow.</b>	Ian Williamson	<b>Complete - Received July 2023</b>
2.2	Investigate potential for improved business recycling scheme	Open	<b>Currently use a mixture of in-house and outsourced recycling providers.</b> Review costs, service, competitors, Bulky Waste service and provide recommendations to the Leadership Board	Mark Wilde	<b>Summer 2023</b>
2.3	Investigate potential for EA funded Flooding Officer	Open	E.A. Capital funding would not support a flooding officer post. Posts are created to deliver specific capital projects.e.g. Sea Defences.  The only option would be to approach the Regional Flood and Coastal Committee with a sound business case.	Darren Bell	<b>SEP 2023</b>
2.4	Encourage sustainable transport in and out of work. A mixture of ongoing communications and a specific output with a new page created on the new intranet	Open	Promote internally, set up Car Share Teams, look to capture and quantify success, Bike to Work Scheme. Further explore Electric car via a Salary Sacrifice Scheme	Gemma Broadley	<b>Ongoing BAU activity</b>

REF	Description of Action	Status	Updates	Responsible Lead Officer(s)	Due Date
2.5	Raise basic understanding and awareness of Climate Change at all levels of the organisation. All Service Heads to distribute Climate Change information through team brief before Christmas.	Open	Ipool options (GB), utilise Tracy's & Kathys former presentation and disseminate through team brief (ALL)	Gemma Broadley	<b>Continued and ongoing</b>
<b>Medium/Long Term Actions:</b>					
3.1	Build on baseline study to create a long-term Fylde Council Climate Change/Carbon Reduction Strategy  Explore all external funding available to assist delivery of the agreed carbon reduction strategy.  Include a communications strategy to support delivery	Open	Use the information from the baseline study to produce a recommendation to the Working Group on the scope and objectives of the Climate Change/Carbon Reduction Policy. It is likely that specialist external support will be required.	Ian Williamson, Charlie Richards and Gemma Broadley	<b>TBC once Baseline Study is produced</b>
3.1.1	Define and clarify the Council's role/legal duties in response to Climate Change	Open		Ian Curtis/Ian Williamson	<b>To await dedicated officer</b>
3.2	Identify and map all key stakeholders involved in enforcement/development/promotion of climate change measures and define Fylde's place within this network	Open	To follow on from baseline study	All	<b>TBC once Baseline Study is produced</b>
3.3	Explore energy efficiency on all capital projects	Open	Present updates on energy efficiency measures within project gateway stage	Charlie Richards	<b>Ongoing</b>

REF	Description of Action	Status	Updates	Responsible Lead Officer(s)	Due Date
3.5	Review all external funding sources including Government incentives which could be used to respond to climate change – capital or revenue	Open	See 3.1	All HOS	Ongoing
3.6	Comms strategy to be amended to focus more on climate change messages – individual teams need to feed in and highlight any technical information relating to climate change.  Promote/target all opportunities for residents to access grants.	Open	ALL service areas to feed in necessary technical information to the Comms team. Evidenced already by the flooding work messaging.	All	Ongoing exercise – BAU task
3.7	Investigate transition to Electric Fleet 2030 to be managed as a project with defined business case	Open	Need baseline study and thorough evaluation of options. This project will be heavily influenced by the objectives in the climate change policy.	Mark Wilde	TBC
3.8	Investigate the introduction of Food Waste Recycling support scheme	Open	Lead Member briefed. Waiting for further guidance from LCC re implementation and funding. Project to go live 2025/26	Mark Wilde	On Going
3.9	Review and Strengthen Planning Policy (particularly Housing Development) to enable us to discharge our duties	Open	Initial Action – ME to explore available options and provide update to Leadership Board on the recommended way forward.	Mark Evans	TBC
3.10	Investigate the expansion of green waste options and composting service	Open	Awaiting Govt directive on the future charging options for Green Waste Household recycling	Mark Wilde	On Going
3.11	Scope out the project proposal for ‘Wetlands Pursuit’ and bring to Leadership Board / EHH Committee	Open	Produce briefing paper for New Executive Committee.	Darren Bell	SEP 2023
3.12	Strengthen procurement policy in respect of environmental impact.	Open	Climate Change/Carbon Reduction Strategy to inform procurement policy	Ian Curtis	To await baseline study.



# Fylde Borough Council Carbon Emissions Report

June 2023

Contents

1.0 Introduction ..... 3

2.0 Results for the Borough ..... 3

    2.1 Carbon footprint report for the area of Fylde ..... 3

        Figure 1 – Total emissions, 2018 - 2020..... 3

        Figure 2 – Emissions per capita, 2018 – 2020 ..... 4

        Figure 3 – Emissions per km2, 2018 – 2020..... 4

        Figure 4 - Borough CO2 emissions by subsector (tCO2e) ..... 5

        Figure 5 - Borough CO2 emissions by subsector (%)..... 6

    2.2 Current Emissions Profile – Lancashire ..... 7

3 Carbon footprint report for Fylde Borough Council organisation ..... 8

    Table 1 – GHG emissions reported as kilograms of carbon dioxide equivalent (kg CO<sub>2</sub>e), April 2019 – March 2020.. 9

    Table 2 – Fylde Borough Council’s operational scopes..... 10

        Figure 6 – Baseline carbon emissions from gas per building ..... 11

        Figure 7 – Baseline carbon emissions from electricity per building / facility ..... 11

    3.1 Organisation Information..... 12

    3.2 Reporting Period ..... 12

    3.3 Operational Scope..... 12

    3.4 Gases included within the GHG annual reporting ..... 13

    3.5 Assumptions and / or Omissions ..... 13

    3.6 Limitations of Assessment ..... 14

    3.7 Carbon offsetting ..... 14

    3.8 Carbon Emission Factors ..... 14

    3.9 Intensity measurement..... 14

    3.10 Carbon footprint reduction recommendations ..... 14

References ..... 16

Glossary..... 16

Further information ..... 18

Appendices..... 19

    Appendix 1 – Local Authority territorial greenhouse gas emissions estimates 2005 -2020 (Kt CO<sub>2</sub>e) Summary for Fylde..... 19

## 1.0 Introduction

This report provides the carbon footprint for the area of Fylde. Within the Fylde Borough, the Council has an important role as a major employer, significant energy user and community leader in leading by example in reporting its own carbon emissions and seeking to reduce them.

This report also provides an annual overview of Greenhouse Gas (GHG) emissions from the Council's estate and operations to the end of March 2020. The GHG emissions have been calculated using guidance and emissions factors published by the department for Business, Energy, and Industrial Strategy (BEIS).

## 2.0 Results for the Borough

### 2.1 Carbon footprint report for the area of Fylde

The UK Office for National Statistics (ONS) has published UK local authority estimates of carbon dioxide emissions statistics from 2018 - 2020. Figures 1 - 3 below shows the ONS estimated figures for the Borough of Fylde.

Figure 1 – Total emissions, 2018 - 2020

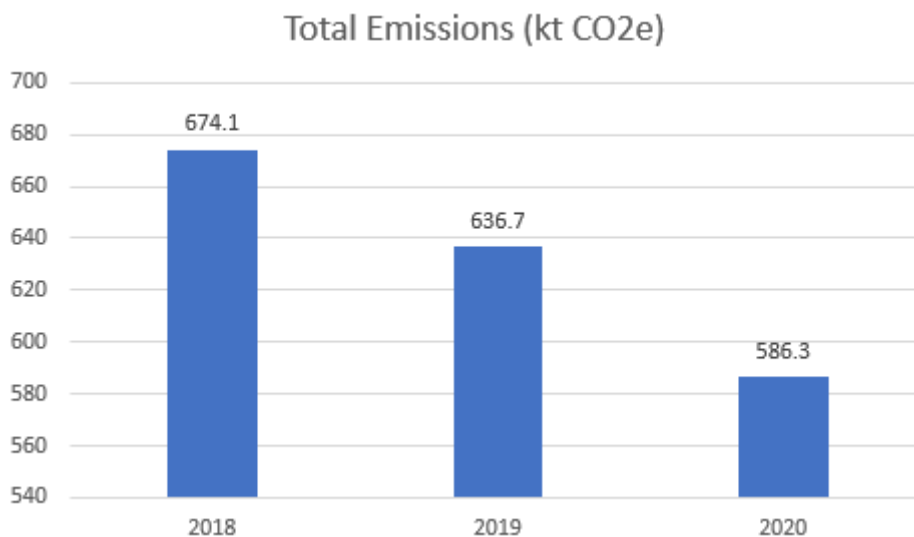


Figure 2 – Emissions per capita, 2018 – 2020

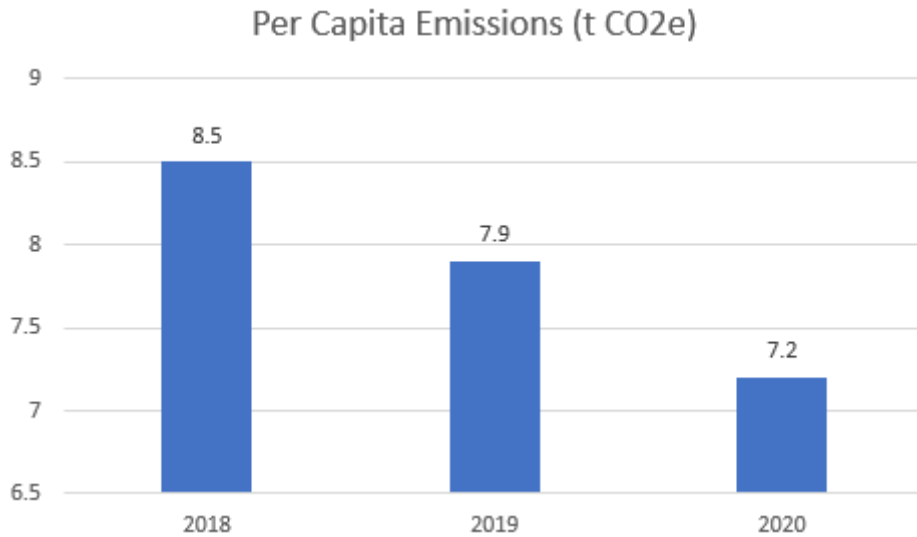
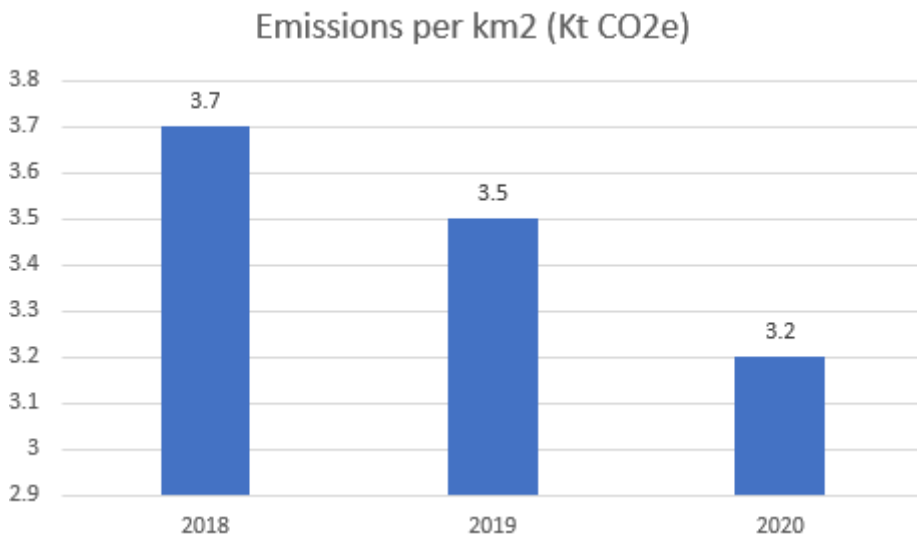


Figure 3 – Emissions per km2, 2018 – 2020



Data source – [UK local authority and regional greenhouse gas emissions national statistics, 2005 to 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

ktCO2 = Kilotonnes Carbon Dioxide

The data supporting these figures, including breakdown by sector, is provided as Appendix 1.

To compare these trends to regional and national trends for the same period, further information is available from the Department for Business, Energy and Industrial Strategy (BEIS) - [UK local authority greenhouse gas emissions estimates 2020 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The total value can be broken down (Figures 4 and 5) to show those sectors making the greatest contribution to emissions across the borough.

Figure 4 - Borough CO2 emissions by subsector (tCO2e)

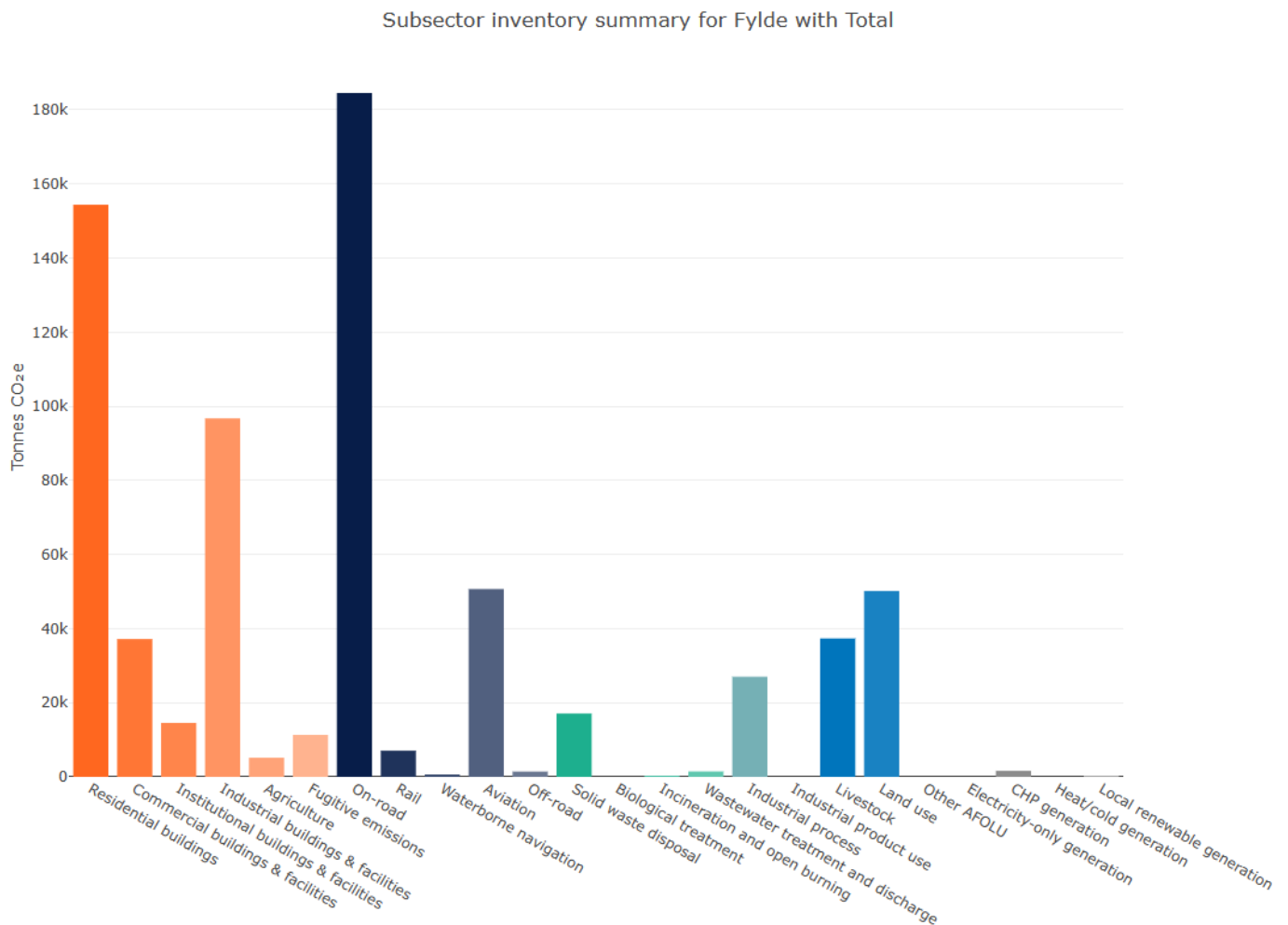
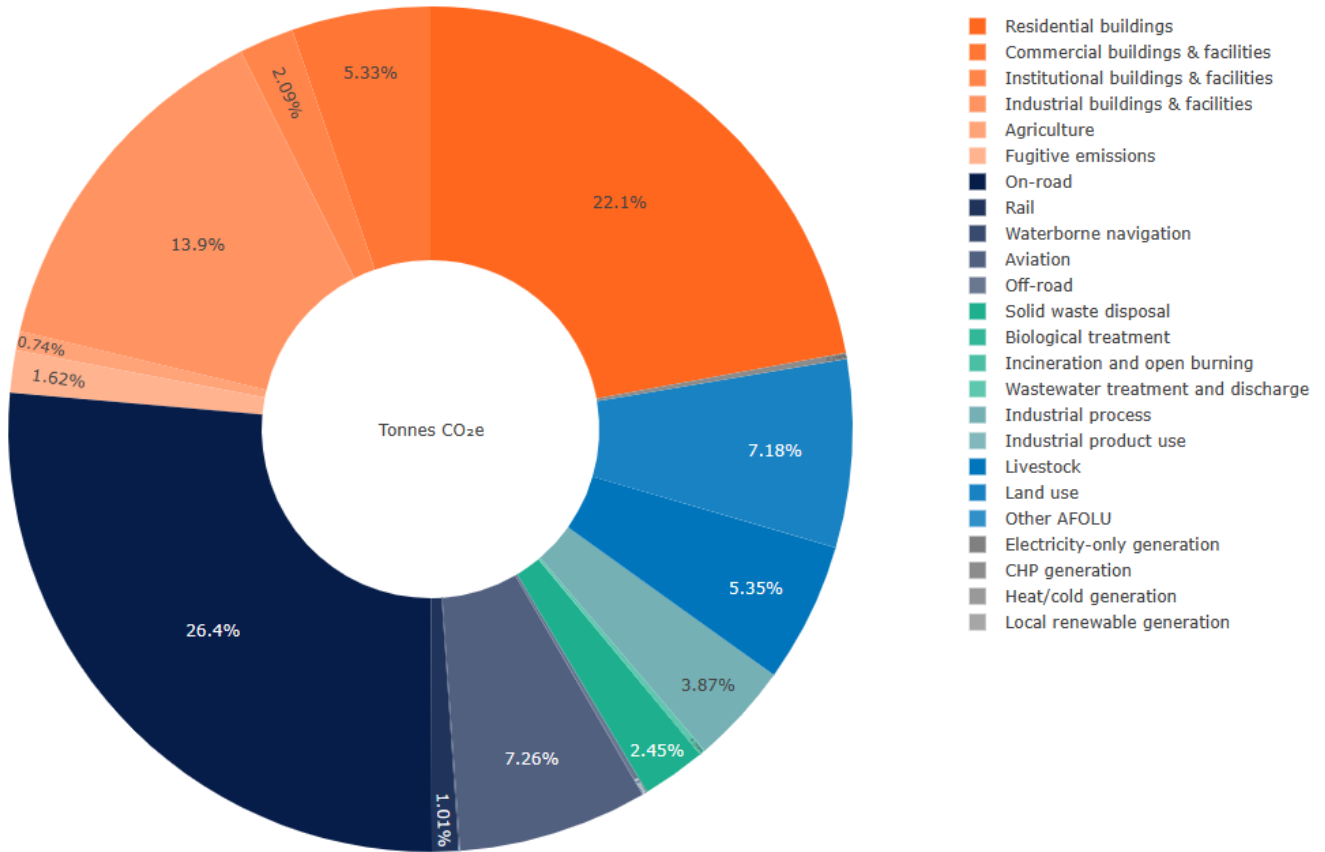


Figure 5 - Borough CO2 emissions by subsector (%)

Subsector inventory summary for Fylde with Total



Data source - [Inventory Summary \(scattercities.com\)](https://scattercities.com), relating to the 2019 reporting period as the latest inventory data available.

## 2.2 Current Emissions Profile – Lancashire

In 2022, Atkins produced a report, Lancashire Net Zero Pathways Options, on behalf of Lancashire County Council, Blackburn with Darwen Council, Blackpool Council and the Lancashire Economic Partnership (<https://www.lancashire.gov.uk/media/933543/lancashire-net-zero-pathways-report.pdf>). It provides an evidence-based assessment of Lancashire's current carbon footprint and generates carbon reduction pathways that would put the region on track to achieve three targets as follows (against the national target of Net Zero by 2050):

- Net Zero emissions by 2030 (100% reduction relative to 1990 levels);
- 68% reduction of emissions by 2030 (relative to 1990 levels); and
- 78% reduction of emissions by 2035 (relative to 1990 levels).

The report details those measures necessary across the County, including but not exclusively relating to –

- Transport – providing sustainable modes of transport, the infrastructure for clean transport and the need for behavioural change,
- Buildings – key improvement measures including fabric improvements, LED lighting, decarbonisation of heating and renewable energy sources,
- Industrial installations – including energy efficiency, fuel sources, and carbon capture and storage.

### 3 Carbon footprint report for Fylde Borough Council organisation

This report provides a greenhouse gas (GHG) report for Fylde Borough Council operations, for the year April 2019 – March 2020. It is comprised using methodology guidance and standardised conversion factors provided nationally by the Department for Business, Energy, and Industrial Strategy.

It serves as a baseline report, which future annual greenhouse gas reports can be compared against to demonstrate changes in emissions arising from Council activities.

Corporate GHG annual reporting is based upon activities undertaken during the year, which are divided into 3 emission types –

- Direct emissions, (Scope 1 emissions) - are those from activities owned or controlled by Fylde Borough Council. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, and vehicles; and emissions from chemical production in owned or controlled process equipment.
- Indirect energy emissions, (Scope 2 emissions) - are those released into the atmosphere that are associated with the Council's consumption of purchased electricity, heat, steam, and cooling. These indirect emissions are a consequence of the Council's energy use, but occur at sources that the Council does not own or control.
- Other indirect energy emissions, (Scope 3 emissions) – other emissions that occur as a result of Council activities, including waste disposal and travel / mileage undertaken by staff as part of their Council duties.

For all of these emission types the Greenhouse Gas equivalent (CO<sub>2</sub>e) emissions are calculated by multiplying the resources (e.g., amount electricity used, or distances travelled) during the reporting year by the relevant BEIS national emissions factor for that year.

**Fylde annual data x emission factor = Greenhouse Gas emissions**

All conversion factors used in this report are in units of kilograms of carbon dioxide equivalent (kg CO<sub>2</sub>e).



Table 1 – GHG emissions reported as kilograms of carbon dioxide equivalent (kg CO<sub>2</sub>e), April 2019 – March 2020.

Reference	Activity Type	Class	GHG emissions (kg CO <sub>2</sub> e)
<b>Scope 1</b>			
<b>Natural Gas</b>	Fuels	Natural Gas kWh	<b>363,232.81</b>
<b>Fleet diesel / petrol, for Council vehicles</b>	Fuels	Diesel, litres Petrol, litres	<b>640,724.42</b>
<b>Red Diesel / Gas Oil</b>	Fuels	Gas Oil, litres	<b>6,465.24</b>
<b>Scope 2</b>			
<b>Electricity</b>	UK Electricity	Electricity, UK kWh	<b>175,946.80</b>
<b>Scope 3</b>			
<b>Electrical transmission and distribution</b>	Transmission and distribution	Electricity, UK kWh	<b>14,937.58</b>
<b>Business travel</b>	Business travel - land	Miles, average car	<b>22,276.85</b>
<b>Water supply</b>	Water supply	water supply, cubic metres	<b>11,979.80</b>
<b>Waste water</b>	Water treatment	water treatment, cubic metres	<b>24,656.10</b>
<b>Paper recycling</b>	Waste disposal	Paper	<b>338.67</b>
<b>General waste disposal</b>	Waste disposal	Municipal waste	<b>96,446.33</b>
<b>Other, including well to tank calculations for fuels *</b>			<b>254,990.90</b>
<b>Total gross emissions</b>	-	-	<b>1,611,995.50</b>
<b>Carbon off-setting</b>	-	-	-
<b>Total annual net emissions</b>	-	-	<b>1,611,995.50</b>

<b>Intensity Measurement (kg CO2e per No. employees)**</b>	-	-	<b>6,579.57</b>
--	---	---	-----------------

\*Well to tank is the energy usage in the fuel supply chain, ahead of the fuel being utilised by the Council (including extraction, refining and transportation of primary fuels)

\*\*Based upon estimated 245 employees at time of 19/20 reporting period

Table 2 – Fylde Borough Council’s operational scopes

Scope 1 (direct)	Scope 2 (energy)	Scope 3 (other indirect)
Gas and oil used for heating Council operated buildings	Electricity consumption within operated Council Buildings	Employee business travel
Fuel consumption from Fylde BC fleet vehicles		Electrical transmission and distribution
		Waste disposal, including paper recycling
		Water consumption
		Waste water
<i>Excluding</i>	<i>Excluding</i>	<i>Excluding</i>
Refrigerant emissions from air conditioning and other equipment		Some material use and disposal, including items such as books, tyres, clothing / uniforms, and electrical items. Paper use
		Employee and elected member commuting
		Mileage undertaken by elected members

Figure 6 – Baseline carbon emissions from gas per building

The chart illustrates how the baseline carbon emissions resulting from gas use may be compared per building, to allow the Council to target any future decarbonisation works to those with the greatest carbon footprint.

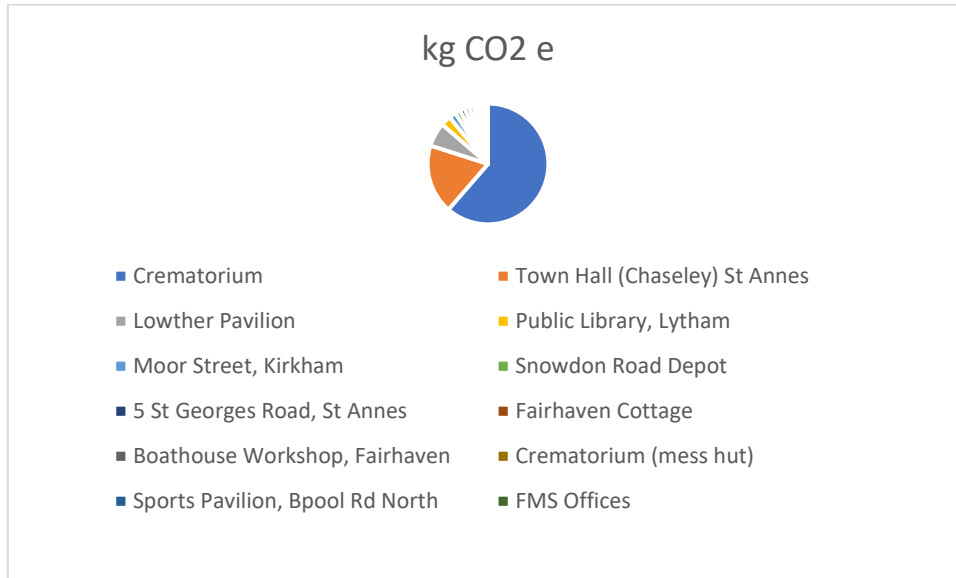
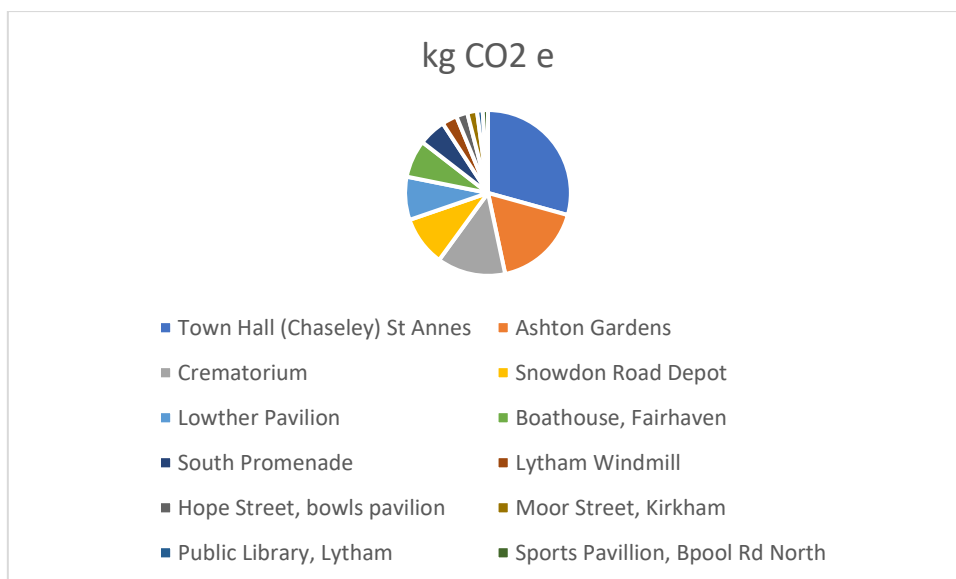


Figure 7 – Baseline carbon emissions from electricity per building / facility

The chart illustrates how the baseline carbon emissions resulting from electricity use may be compared per building / facility, to allow the Council to target any future renewable energy installations to those with the greatest carbon footprint.



### 3.1 Organisation Information

Fylde Borough Council is responsible for providing a wide range of services to residents of the Borough, those visiting the Borough and to businesses operating within the Borough.

The Council serves a population of approximately 81,000 and has approximately 245 employees.

The carbon footprint boundary includes those activities under the operational control of the Council, under Scopes 1,2 and 3 of the Greenhouse Gas (GHG) protocol.

### 3.2 Reporting Period

The emissions provided are for the footprint period of April 2019 to March 2020, as a recent but reliable period before the full effects of pandemic restrictions upon Council activities (accepting there may have been some change of use caused by pandemic restrictions towards the end March 2020)

The methodology used is the national methodology to allow for consistent reporting and benchmarking against similar organisations.

### 3.3 Operational Scope

This report includes Scope 1, 2, and 3 emissions.

Scope 1 emissions are direct emissions resulting from the Council's activities, including the use of fuels and chemicals.

Scope 2 emissions are indirect emissions, associated with the use of electricity. These indirect emissions arise as a result of the Council's electricity consumption, but the emissions occur at sources not owned or controlled by the Council.

The Scope 1 and Scope 2 emissions have been measured for all properties and vehicles that the Council owns and controls.

Scope 3 emissions are other indirect emissions, where the choices and actions of the Council result in emissions occurring at sources not owned or controlled by the Council, for example consumption of goods and waste disposal.

Scope 3 emissions are reported based on the availability of comprehensive and reliable data.

The activities / emissions which may be included within these calculations are:

- Fuels
- Material use
- Transmission and Distribution

- UK electricity
- Water use and water disposal
- Other waste disposal
- Additional factors (WTT – well to tank related emissions) for fuels and electricity
- Staff mileage

### 3.4 Gases included within the GHG annual reporting.

There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). Different activities emit different gases, and you should report on the Kyoto Protocol GHG gases produced by your particular activities.

All conversion factors presented the BEIS national reporting methodology are in units of 'kilograms of carbon dioxide equivalent of Y per X' (kg CO<sub>2</sub>e of Y per X), where Y is the gas emitted and X is the unit activity. CO<sub>2</sub>e is the universal unit of measurement to indicate the global warming potential (GWP) of GHGs, expressed in terms of the GWP of one unit of carbon dioxide.

The GWPs used in the calculation of CO<sub>2</sub>e are based on the Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (AR4) over a 100-year period (this is a requirement for inventory/national reporting purposes).

As a minimum, for each activity there is a factor that can be used to calculate emissions of all relevant GHGs combined (kg CO<sub>2</sub>e per unit activity).

Links to the precise methodology and data utilised are provided as references below, but as a guide the Greenhouse Gas equivalent (CO<sub>2</sub>e) emissions are calculated by multiplying the resources used during the reporting year by the relevant emissions factor for that year.

## **Fylde annual data x emission factor = Greenhouse Gas emissions**

All conversion factors used in this report are in units of kilograms of carbon dioxide equivalent (kg CO<sub>2</sub>e).

### 3.5 Assumptions and / or Omissions

To maintain consistency of reporting the same assumptions are used in each of the accounting periods -

Emissions arising from unmetered electrical consumption have been estimated using the total cost over the twelve month period and an average kWh charge for commercial contracts during 2019/2020.

### 3.6 Limitations of Assessment

Within the greenhouse gas calculations gas and electricity have been measured as a whole for the entire Council estate. In order to better understand consumption and evidence the effect of future heat decarbonisation plans, the report also includes as Figures 6 and 7, comparisons relating to the carbon emissions arising from the use of mains gas and electricity at the Council's largest energy using buildings and facilities.

### 3.7 Carbon offsetting

No off-setting data was provided for inclusion within this report.

### 3.8 Carbon Emission Factors

These are revised and published on an annual basis, for the calendar year. The annual Greenhouse Gas emissions depend not only on the resources used by the Council, but the national emission conversion factors, which may change annually. Links to the emissions factors are provided as references below.

### 3.9 Intensity measurement

We have taken the approach of measuring the Council's emissions per total number employees, so we are able to benchmark against other organisations, to learn from best practice and help others in making improvements within their own organisations.

1,611,995.50 kgCO<sub>2</sub>e / 245 employees = 6,579.57 kgCO<sub>2</sub>e per employee per year.

### 3.10 Carbon footprint reduction recommendations

The most significant source of CO<sub>2</sub>e emissions for the Council organisation are fuel use, primarily natural gas.

To reduce these emissions it is recommended that:

The amount of natural gas used across the Council's estate is reviewed and reduced where possible. An energy audit of the Council estate may provide for possible savings, which may include –

- Review of operations at the crematorium, to ensure facility operating to maximum efficiency.
- Decarbonisation of Council buildings to move from mains gas to electricity-based heating systems such as air source heat pumps or ground source heat pumps.
- Improved insulation
- Greater use of renewable energy sources such as solar panels (PV)

Some decarbonisation projects may be eligible for grant funding. For further information on public sector grant funding opportunities see [Public Sector Decarbonisation Scheme - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

In addition, it is recommended that the amount of diesel / petrol used is reviewed and reduced where possible. An audit of the Council's fleet may provide for possible savings, which may include –

- Efficient use of fleet through improved journey planning and driving styles
- The phasing out of conventional vehicles (petrol and diesel) in favour of electric vehicles, reducing not only carbon emissions but potentially fuel costs.
- Utilising the services of the Energy Saving Trust fleet support service to provide a bespoke analysis of the Council's fleet, and recommendations for savings. Details of this service can be found at <https://energysavingtrust.org.uk/service/fleet-support/>

## References

Greenhouse gas protocol: Corporate accounting and reporting standard, (online) available from <https://ghgprotocol.org/corporate-standard>

Greenhouse gas reporting: conversion factors 2019, (online) available from [Greenhouse gas reporting: conversion factors 2019 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019)

2019 Government Greenhouse Gas Conversion Factors for Company Reporting. Methodology Paper for Conversion factors, (online) available from [Greenhouse gas reporting: conversion factors 2019 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019)

## Glossary

BEIS - Department for Business, Energy, and Industrial Strategy

Carbon budget – the amount of carbon dioxide that can be emitted to be in line with keeping temperatures well below 2°C and pursue a 1.5°C limit to rising temperatures.

Carbon dioxide – a key greenhouse gas with a long lifetime in the atmosphere.

Carbon neutral – having no net release of carbon dioxide into the environment. Carbon Neutral may be used as shorthand for Net Zero Greenhouse Gas emissions, taking into account our direct emissions in the city from energy use and transport but also our total indirect emissions which includes aviation and the consumption of goods and service produced elsewhere.

Carbon offsetting – practices to neutralise remaining emissions that cannot be removed entirely.

CO<sub>2</sub>e - the universal unit of measurement to indicate the global warming potential (GWP) of GHGs, expressed in terms of the GWP of one unit of CO<sub>2</sub>.

Cubic metre (m<sup>3</sup>) – volume made by a cube that is one metre on each side. It is equivalent to 1000 litres or 220 gallons.

Decarbonisation - reducing the carbon emissions from an energy system.

DEFRA - Department for Environment, Food and Rural Affairs

GHG – greenhouse gases - There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>).

IPCC – Intergovernmental Panel on Climate Change, the United Nations body for assessing the science relating to climate change.

Kilowatt (kW) – a measure of power, a universal standard for measuring gas and electricity



kWh – a kilowatt hour, the amount of energy being used per hour.

Kyoto Protocol – this commits industrialised countries to limit and reduce GHG emissions based upon the 1990 levels. (United Nations)

Scope 1 emissions– direct GHG emissions – these occur from sources that are owned or controlled by the company, for example, emissions from combustion in owned or controlled boilers, furnaces, vehicles, etc.; emissions from chemical production in owned or controlled process equipment (Greenhouse Gas Protocol.org). They are mainly energy related.

Scope 2 emissions– Electricity indirect GHG emissions – this accounts for GHG emissions from the generation of purchased electricity consumed by the company. Purchased electricity is defined as electricity that is purchased or otherwise brought into the organisational boundary of the company. Scope 2 emissions physically occur at the facility where electricity is generated. (Greenhouse Gas Protocol.org).

Scope 3 emissions – all other greenhouse gas emissions that occur as a result of activities taking place within wider operations, supply chains, investments, etc.

Solar PV – Solar Photovoltaic

## Further information

Net Zero Strategy: Build Back Greener, October 2021 -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1033990/net-zero-strategy-beis.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1033990/net-zero-strategy-beis.pdf)

Lancashire Net Zero Pathways Options, March 2022 -

<https://www.lancashire.gov.uk/media/933543/lancashire-net-zero-pathways-report.pdf>

State of the Environment: Renewable Technology Input. A technical report on renewable energy deployment opportunities across Lancashire to 2030, November 2021 –

<https://www.lancashire.gov.uk/media/933547/state-of-the-environment-renewable-technology-input.pdf>

(Lancashire) Climate Resilience Study, December 2021 -

<https://www.lancashire.gov.uk/media/933545/climate-resilience-study.pdf>

UK Local Authority Greenhouse Gas Emissions Estimates 2020 – [UK local authority greenhouse gas emissions estimates 2020 \(publishing.service.gov.uk\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/933545/uk-local-authority-greenhouse-gas-emissions-estimates-2020.pdf)

## Appendices

### Appendix 1 – Local Authority territorial greenhouse gas emissions estimates 2005 -2020 (Kt CO<sub>2</sub>e) Summary for Fylde

Calendar Year	Industry Total	Commercial Total	Public Sector Total	Domestic Total	Transport Total	LULUCF Net emissions	Agriculture Total	Waste management Total	Grand Total	Population ('000s, mid-year estimate)	Per capita Emissions (t CO <sub>2</sub> e)	Area (km <sup>2</sup> )	Emissions per km <sup>2</sup> (kt CO <sub>2</sub> e)
2005	207.8	70.5	38.6	225.4	212.1	53.5	[x]	[x]	[x]	74.8	[x]	182.6	[x]
2006	216.8	73.6	39.6	227.7	204.2	53.6	[x]	[x]	[x]	74.8	[x]	182.6	[x]
2007	200.5	67.3	34.1	219.6	212	53.4	[x]	[x]	[x]	75.3	[x]	182.6	[x]
2008	223.3	79.8	39.2	219.8	201.3	53.3	[x]	[x]	[x]	75.2	[x]	182.6	[x]
2009	211	67.3	37.2	200.2	190.7	53.3	[x]	[x]	[x]	75.4	[x]	182.6	[x]
2010	234.6	70.2	41.9	214.6	189.8	53.3	[x]	[x]	[x]	75.6	[x]	182.6	[x]
2011	207.1	60.6	35.1	187.6	190.6	53.2	[x]	[x]	[x]	76.1	[x]	182.6	[x]
2012	178.9	50.3	22.6	201.9	186.1	53.4	[x]	[x]	[x]	76.1	[x]	182.6	[x]
2013	174.4	45.2	20.9	195.5	186.3	53.3	[x]	[x]	[x]	76.5	[x]	182.6	[x]
2014	161.8	40	17.7	165.4	187.6	53.5	[x]	[x]	[x]	77.1	[x]	182.6	[x]
2015	139.5	33.1	15.6	162.4	192.5	53.4	[x]	[x]	[x]	77.5	[x]	182.6	[x]
2016	131.7	29.2	14.3	153.6	191.1	53.8	[x]	[x]	[x]	78.2	[x]	182.6	[x]
2017	119.6	27	14	145.9	188.7	53.8	[x]	[x]	[x]	78.9	[x]	182.6	[x]
2018	121.5	27.3	15.4	144.6	191.2	54	81	39.2	674.1	79.8	8.5	182.6	3.7
2019	98.6	23.5	14.3	140.6	191.7	54	80.9	33.1	636.7	80.8	7.9	182.6	3.5

2020	95.4	17.7	13.1	137.2	159.3	54.1	78.2	31.3	586.3	81.2	7.2	182.6	3.2
------	------	------	------	-------	-------	------	------	------	-------	------	-----	-------	-----

A copy of the full dataset can be accessed at [UK-local-authority-ghg-emissions-2020.xlsx \(live.com\)](https://www.fylde.gov.uk/uk-local-authority-ghg-emissions-2020.xlsx)

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF CORPORATE SERVICES	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	5
<b>CORPORATE PLAN 2020-2024: PROGRESS REVIEW</b>			

### PUBLIC ITEM

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

### PURPOSE OF THIS REPORT

The report provides an update on progress against the actions in the Corporate Plan up to October 31<sup>st</sup> 2023, with commentary on progress and performance status. The Corporate Plan forms part of the strategic planning framework which determines resource allocation across the council.

Members are asked to note that the COVID pandemic led to significant changes in resource allocation, responsibilities, and priorities for at least two years of the Corporate Plan period 2020 to 2024.

### SOURCE OF REFERRAL

The requirement from the previous Full Council is to ensure the Council can respond to emerging priorities.

### FURTHER INFORMATION

The Corporate Plan 2020-2024 draft was approved by [Full Council on February 10<sup>th</sup> 2020](#)

The Corporate Plan 2020-2024 refresh was approved by [Full Council on 19<sup>th</sup> October 2020](#)

### SUGGESTED RECOMMENDATIONS

The Council approves the progress made against the Corporate Plan actions outlined in Appendix 2 of the report for the period up to the end of October 2023.

### REPORT

1. The Council produces a four-year Corporate Plan that outlines the priority objectives and outcomes the authority will deliver on behalf of the Fylde community, the current 2020 to 2024 Corporate Plan was approved at [Full Council on 19<sup>th</sup> October 2020](#) and is included as Appendix 1.
2. Appendix 2 outlines progress against the actions agreed up to June 2023. The actions in the Corporate Plan 2020-24 have a target delivery date that they are measured against. The actions and the target delivery dates were agreed prior to the pandemic and were reviewed and revised after taking into consideration the impact the pandemic had on resources and priorities.
3. The Corporate Plan is reviewed regularly taking account of any changes that may need to be made in response to policy, regulation, or legislative change during the period of the plan. Commentary is included on the status of each action with some not necessarily having a defined start and end, the implementation of an activity

(the action) becomes an ongoing function, this will be taken into consideration when the next iteration of the four-year plan is developed over the coming months.

4. Corporate Plan actions were aligned to the programme committees providing them with a framework that links the business of the committee to the agreed corporate strategic objectives ensuring that the outcomes from the Corporate Plan within the remit of the committee are delivered. The appointed lead members for service areas under the new governance arrangements will pick up the outstanding actions in the current plan.
5. The plan contains 82 actions, of which 73% (60) have been completed, 13 have yet to reach the target date (or revised target date where appropriate) set and 9 actions are in progress on track to be completed. A revised target completion date has been set for some of the actions, in many cases the delay has been because resources needed to be diverted to unforeseen priorities and workload during the pandemic and the pandemic recovery period. Other reasons include additional time required for work or decisions from external partners also impacted by the organisational and workplace changes because of the pandemic.
6. The Corporate Plan forms part of the Council’s budget and policy framework and must be approved by Full Council, members are asked to approve the progress made against the Corporate Plan outlined in Appendix 2 of the report for the period up to the end of June 2023.
7. Performance against the plan is captured and monitored through the performance management framework that can be viewed online at <http://fyldeperformance.inphase.com> at any time by any stakeholder.
8. The current plan will conclude in March 2024, work will start in the Autumn on the 2024-2028 Corporate Plan that will reflect member priorities, emerging regulations, and some initiatives that will carry forward from the current plan.

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield, Chief Executive	<a href="mailto:Allan.oldfield@fylde.gov.uk">Allan.oldfield@fylde.gov.uk</a> 01253 658658	November 2023
Alex Scrivens, Corporate Improvement and Engagement Manager	<a href="mailto:Alex.scrivens@fylde.gov.uk">Alex.scrivens@fylde.gov.uk</a> 01253 658543	

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Corporate Plan 2020-24	03/11/2023	<a href="#">Plan on page version - available online</a> <a href="#">Booklet Version - available online</a>
Performance Information	03/11/2023	<a href="http://fyldeperformance.inphase.com">http://fyldeperformance.inphase.com</a>

**ATTACHED DOCUMENTS:**

**APPENDIX 1:** [The Corporate Plan 2020-2024](#)

**APPENDIX 2:** Corporate Plan 2020-24: Progress to October 2023

# Fylde Council Corporate Plan 2020/24

## Economy

## Environment

## Efficiency

## Tourism

AMBITIONS

### To create a vibrant and healthy economy we will:

- Develop & deliver Master Plans for the town centres
- Support and promote appropriate development
- Facilitate improved transport infrastructure and connectivity
- Maximise the use of all council owned assets
- Work with partners to attract new employment and create vibrant economic communities
- Retain and enhance the identity of our local communities

### To deliver services customers expect we will:

- Reduce the use of plastics & increase recycling
- Enhance the natural environment
- Improve coast and countryside accessibility
- Create clean, safe and healthy communities
- Provide high quality parks and open spaces
- Provide safe, clean and accessible coast and countryside facilities
- Provide coastal defences and drainage infrastructure to protect against flooding
- Implement energy efficient initiatives
- Reduce anti-social behaviour, disorder and crime

### By spending money in the most efficient way we will:

- Keep council tax as low as possible whilst delivering first class services
- Adopt a 'Customer First Attitude'
- Actively seek feedback to improve service delivery
- Apply technology to deliver services in the most efficient way possible
- Continuously review every service to meet changing customer expectation
- Champion and enhance the reputation of the council
- Keep customers informed through open and transparent communication

### To create a great place to live and visit we will:

- Provide high quality leisure, tourism, arts, sports and recreation facilities
- Deliver and support a diverse programme of events across the Fylde coast and countryside
- Develop and promote unique destination points across the coast and countryside
- Maintain public swimming provision
- Provide parking solutions that meet the needs of residents, workers and visitors
- Support and facilitate heritage and arts

ACTIONS

- Develop policy to protect the character of communities i.e. heritage assets, listed features, town centres
- Implement means of influencing legislation for leasehold arrangements on residential dwellings
- Work in collaboration with partners to deliver:
  - M55 Link Road scheme
  - Improved transport infrastructure e.g. rural bus routes, cycling lanes
  - A passing loop on the South Fylde railway line
- Deliver enough houses of appropriate type, tenure, design, density and mix to meet local need
- Work with partners in town centres to:
  - increase shopping footfall and the retail offer
  - encourage activity after 6pm
  - implement a zero-tolerance litter policy
  - provide car parking to attract customers
- Consult with stakeholders to secure the future use of Lytham Institute in accordance with the purpose of the Trust
- Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry
- Support the regeneration of our towns and villages
- Deliver next phase of St Anne's regeneration
- Deliver Kirkham High Street regeneration project
- Progress Lytham regeneration programme
- Apply the Commercial Strategy to council assets and future investment to secure best value
- Work with local business and partners to improve town centre shopping experiences and markets
- Explore opportunities for income generation from use of natural assets i.e. location filming, event hire
- Channel business rates funding opportunities to economic development.
- Review leases and Service Level Agreements
- Develop an Economic Recovery Plan post Covid-19

- Implement carbon reduction policies including; plastics reduction, tree planting, energy efficiency and recycling
- Design education and awareness programmes to support carbon reduction policies and actions
- Work with partners to deliver the carbon reduction policy actions i.e. reduce, re-use, recycle, tree planting
- Identify priority locations for tree planting to include numbers and types of trees
- Develop coast & countryside walks and pathways, improving signage and incorporating ranger events
- Educate and enforce to prevent littering, fly tipping, illegal signage, dog fouling and anti-social activity
- Develop the cemetery & crematorium project to address parking, green energy efficiency and long-term expansion
- Work with partners on flood prevention measures and drainage infrastructure to protect properties
- Engage with partners on health & wellbeing issues in the community and assist residents with accessing support
- Further reduce the number of empty homes and encourage the development of quality energy efficient affordable homes to rent or buy
- Create and maintain high quality parks and open spaces working with volunteer groups to achieve Green Flags
- Maintain our seaside award and work toward Blue Flag status
- Explore opportunities to introduce electric car charging points
- Proactively enforce against illegal encampments
- Deliver a regeneration programme for St Anne's coastal strip including sea defences
- Deliver public realm and drainage infrastructure to enhance rural areas
- Take action on partnership priorities such as anti-social behaviour, nuisance and environmental disorder.

- Implement measures to seek grant funding, sponsorship, advertising and partnership working
- Explore income generating opportunities and maximise return from assets in line with the commercial policy
- Develop innovative ways of using signage, including advertising, use of digital screens to communicate with customers
- Promote the resident's car parking permit and simplify the offer
- Provide access to council services through all possible means with particular focus on the most vulnerable
- Enable customers to provide feedback on service at the point of delivery and use it to improve the service
- Review all emergency plans and incorporate measures for responding to incidents
- Use bin stickers and vehicles to promote council services
- Review the Public Space Protection Orders as means of enforcement
- Implement a code of conduct scheme for professional / multiple dog walkers
- Implement the signage strategy to create greater awareness of what is available, how we perform and enhance our reputation
- Support the Boundary Commission with the review of Fylde for 2023
- Review bus shelter provision and maintenance including income generating opportunities
- Implement new toilet provision at locations based on demand and investigate income opportunities
- In collaboration support the development of the Greater Lancashire Plan
- Explore Combined Authority options for Lancashire along with local government re-organisation

- Deliver an events programme that covers the coast and countryside including:
  - Strengthening our existing events
  - Investigating new opportunities
  - Marketing and promoting events
  - Supporting galas, club days and carnivals
- Represent the council on Lowther Trust ensuring the purpose of the Trust is achieved and the council's interests are protected
- Deliver the Fairhaven Lake project to include:
  - Completing the National Lottery Heritage Fund (NLHF) project, including Improved facilities i.e. café, car parking, kiosk etc.
  - Introduce Adventure Golf and other activities
- Promote the Parks Development approach to partnerships across the Borough on parks and open space
- Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset
- Pursue museum accreditation of LSA art collection with Arts Council England and explore options available for display with partners
- Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision
- Develop leisure offer along the coast to cater for residents and visitors all year round eg, pier, Island, Fairhaven
- Review motor home parking provision

# Corporate Plan 2020-24: Progress to October 2023

Overall Corporate Plan Actions Status	
Number of Actions <b>completed</b>	60
Number of Actions in <b>progress</b>	7
Number of Actions <b>not yet due</b>	12
Number of Actions <b>removed</b>	3
<b>Percentage of all Actions Achieved by the target date</b>	<b>82%</b>

Actions	Priority & Due Date	Commentary to date	Status
<b>Finance and Economy</b>			
Consult with stakeholders to secure the future use of Lytham Institute in accordance with the purpose of the Trust	HIGH Q1 2022/23	The Charity Commission completed its consultation on the objects of the trust in the first half of 2022 but has not yet reported on its conclusions.	In progress
Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry (Outcome: Annual report against the EZ performance in terms of tenants and jobs)	MED Q4 2021/22	The annual report was presented to the F&D Committee in September. The report confirmed the contribution and support made by Fylde Council and outlined the progress being made at the Enterprise Zone in terms of attracting new business and employment.	Completed
Apply the Commercial Strategy to council assets and future investment to secure the best value (Outcome: Annual asset management plan reported to a committee)	MED Q4 2023/24	The Asset Management Plan has been delayed because of resource availability, capacity and skill set requirements. The completion target has been revised to March 31 <sup>st</sup> , 2024.	Not Due
Channel business rates funding opportunities to economic development (Outcome: Approved policy statement)	HIGH Q2 2021/22	Business rates funding from the EZ diverted to support economic development opportunities has been happening with financial support to the M55 Link Road. A policy statement has been included in the revised Commercial Strategy.	Completed
Develop an Economic Recovery Plan post-Covid-19 (Outcome: recovery plan approved and reported on)	HIGH Q4 2020/21	A COVID Road Map Recovery Plan was agreed upon and implemented which identified the actions and resources required to manage the recovery process in Fylde.	Completed
Explore income-generating opportunities and maximise the return from assets in line with the commercial policy (Outcome: A revised	MED Q2 2021/22	The Commercial Strategy has been revised and presented before the committee for approval. The strategy includes the approach to income generation.	Completed



commercial strategy that includes a process for income-generating proposals and asset use)			
Provide access to council services through all possible means with a particular focus on the most vulnerable (Outcome: Publication of post-pandemic engagement channels)	MED Q3 2021/22	All-access channels are operating and promoted with DDA and protected characteristics considered in developing all stakeholder engagement.	Completed
Enable customers to provide feedback on service at the point of delivery and use it to improve the service (Outcome: Review 24/7 feedback process and re-publish)	MED Q3 2021/22	The resident survey is available at any time and customer-facing service areas are operating a 'how did we do?' survey developed and piloted for front-facing services.	Completed
Support the Boundary Commission with the review of Fylde for 2023 (Outcome: Review signed off at council)	HIGH Q3 2021/22	The work on the Boundary Review is complete, the council and community stakeholders are fully engaged, and the final proposals have been published.	Completed
In collaboration support the development of the Greater Lancashire Plan (Outcome: Approval of the plan with a clear benefit for Fylde included)	MED Q1 2022/23	Members and officers have been directly engaged with the development of the Lancashire 2050 initiative that has superseded the Greater Lancashire Plan, representing Fylde interests.	Completed
Explore Combined Authority options for Lancashire along with local government re-organisation (Outcome: Fylde position agreed at the full council)	MED Q4 2023/24	A Combined Authority has been replaced by a County Deal option. Lancashire authorities are discussing possible governance structures and clarification from the central government on the role of districts – the target has been revised but is not determined by Fylde.	In Progress
<b>Planning</b>			
Develop a policy to protect the character of communities i.e. heritage assets, listed features, and town centres (Action split as below)			
- Outcome: Adopt Built Heritage Strategy	MED Q3 2023/24	A Heritage Strategy with an action plan has been produced. Following the completion of the local listings project, which is available on the heritage pages of the council's website at: <a href="https://new.fylde.gov.uk/resident/planning/listed-buildings/">https://new.fylde.gov.uk/resident/planning/listed-buildings/</a>	Completed
- Outcome: Complete Local Listings Project	MED Q4 2022/23	Work to review buildings for inclusion in the local list is ongoing with the recommendations relating to the remaining areas of the borough due to be reported to the Executive Committee, allowing completion of this project within the municipal year.	In Progress
- Outcome: Develop a Local list of Registered Parks and Gardens	MED Q4 2023/24	Revised target – delay due to pandemic and resources.	Not Due
- Outcome: Complete Conservation Area Appraisal Review	MED Q4 2023/24	Revised target – delay due to pandemic and resources.	Not Due
Implement means of influencing legislation for leasehold arrangements on residential dwellings	HIGH Q4 2020-21	This matter was addressed at a national level with the Leasehold Reform (Ground Rent) Act 2022 came into force on 30 June 2022. The Act put an end to ground rents for most new long residential leasehold properties in England and Wales.	Completed
Work in collaboration with partners to deliver: the M55 Link Road scheme	HIGH Q4 2023/24	Construction of the road is underway and scheduled for completion in 2024	In progress
Deliver enough houses of the appropriate type, tenure, design, density and mix to meet the local need (Action split as below)			

- Outcome: Local Plan Partial Review - policy H2 addresses a mix of new market housing schemes	MED Q2 2021/22	Policy H2 was amended with the adoption of the Fylde Local Plan (incorporating partial review) on 7 December 2021	Completed
- Outcome: Local Plan Partial Review - policy H4 addresses Affordable Housing in general terms	MED Q2 2021/22	Policy H4 was amended with the adoption of the Fylde Local Plan (incorporating partial review) on 7 December 2021	Completed
- Outcome: Complete and adopt Affordable Housing SPD	MED Q3 2021/22	The Affordable Housing SPD was formally adopted on 29 September 2021.	Completed
Work with partners in town centres to Increase shopping footfall and the retail offer (Outcome: develop events programme including specialist markets)	HIGH Q3 2021/22	STEP & St Annes Town Council have events scheduled, markets in St Annes & Kirkham, work is in place and ongoing with all partners	Completed
- Outcome: Appoint Town Centres Manager	HIGH Q4 2020/21	The dedicated appointment was made, and the role is now integrated into the economic development function permanently.	Completed
- Outcome: Complete St Anne's Town Centre Strategy	HIGH Q2 2021/22	Master Plan completed and approved by the committee	Completed
Work with partners in town centres to encourage activity after 6 p.m. (Outcome: Encourage residential uses in town centres e.g. living over the shop)	HIGH Q3 2023/24	Additional work on policy and Master Plan outcomes/activity required a revised target date set	In Progress
Support the regeneration of our towns and villages (Action split as below)			
- Outcome: deliver 106 public realm schemes - Wesham Community Centre	HIGH Q4 2020/21	The Section 106 and capital funding from Fylde Council have been transferred to the Parish The council is responsible for delivering the project. Work has commenced to deliver the new Village Green.	Completed
- Outcome: deliver 106 public realm schemes - Elswick Village green	MED Q4 2021/22	The project was completed and opened summer of 2022	Completed
- Outcome: deliver 106 public realm schemes - Wrea Green village centre	MED Q2 2022/23	Works completed and signed off	Completed
Deliver the next phase of St Anne's regeneration (Action split as below)			
- Outcome: Complete Pier Link	HIGH Q3 2023/24	Funding for the scheme has been re-allocated to deliver the 'Events Space' project in St Annes. The action will be part of the 2024-2028 Corporate Plan as part of the St Annes Masterplan.	Removed
- Outcome: Complete projects emerging from St Anne's Town Strategy	HIGH Q4 2023/24	The target date not passed	Not due
Deliver Kirkham High Street regeneration project (Action split as below)			
- Outcome: Deliver Future High Street Fund Programme	HIGH Q4 2023/24	The target date not passed	Not due
- Outcome: Deliver Heritage Action Zone Programme	HIGH Q4 2023/24	The target date not passed	Not due

Progress Lytham regeneration programme (Action split as below)			
- Outcome: Central Beach Lighting Scheme	MED Q3 2023/24	Project delivered based on the current funding available – additions can be made if further funding is available	Completed
- Outcome: Clifton Street Refurbishment	MED Q4 2023/24	Project requirements and resources mean that the scheme will be delivered in the 2024-2028 Corporate Plan.	Removed
Further, reduce the number of empty homes and encourage the development of affordable homes (Outcome: Develop empty homes strategy)	HIGH Q2 2022/23	The Affordable Housing Officer is in post the work is being delivered through this new role.	Completed
<b>Tourism</b>			
Explore opportunities for income generation from the use of natural assets i.e. location filming, event hire (Outcome: production and agreement of a filming directory which is available to promote location filming in Fylde)	MED Q2 2021/22	Policy and process in place and operational bringing in income for the council.	Completed
Develop coast & countryside walks and pathways, improving signage and incorporating ranger events (Action split as below)			
· Outcome: Investigation of the cost and logistics to produce information on digital walks and trails in Fylde	MED Q1 2021/22	Rural Fylde and Wyre walks are available as a downloadable PDF of the Discover Fylde website.	Completed
· Outcome: Production of a programme of walks led by the Rangers	MED Q2 2021/22	A programme of walks is published and delivered each year.	Completed
· Outcome: Completion of agreed signage improvements.	HIGH Q4 2021/22	Signage on the walks and pathways has been upgraded, improved, and replaced, the maintenance and regular review of the pathways, walks and signage is the party of ongoing service delivery.	Completed
Create and maintain high-quality parks and open spaces working with volunteer groups to achieve Green Flags (Outcome: Submission of annual Green Flag Park Awards applications were considered achievable)	HIGH Q1 2022/23 and annually	Working with community and volunteer groups is established and in place, and Green Flags have been awarded and retained.	Completed
Maintain our seaside award and work toward Blue Flag status (Outcome: Submission of annual Seaside Award application. Consideration of submission of Blue Flag Beach Award application if applicable).	HIGH Q1 2021/22	The seaside award has been achieved and re-awarded. The need to have ‘Excellent’ bathing water quality for Blue Flag status means that the award cannot be achieved at present but the necessary works to meet the other essential criteria have been delivered e.g. accessibility and toilet provision.	Completed
Implement the signage strategy to create greater awareness of what is available and enhance our reputation (Outcome: delivery of the agreed programme of signage improvements)	HIGH Q4 2021/22	A signage strategy has been agreed upon that covers assets and activities across the council not just T&L-related. The actions in the strategy will be delivered through the communications and technical services teams as part of the operational service plans.	Completed
Deliver an events programme that covers the coast and countryside including (Action split as below)			
· Strengthening our existing events (Outcome: Review existing support provided).	MED Q4 2021/22	A post-event review is carried out after every event with ‘lessons learnt’ shared and implemented.	Completed

· Investigating new opportunities (Outcome: Investigate possible new opportunities for events).	HIGH Q4 2021/22	New events are considered and have been implemented with varying success/lessons learnt.	Completed
· Marketing and promoting events (Outcome: Production of an annual programme of events and publication on Discover Fylde).	HIGH Q2 2021/22	All known events are published on Discover Fylde and promoted on all media channels.	Completed
· Supporting galas, club days and carnivals (Outcome: Provide support and assistance towards galas/club days/carnivals).	HIGH Q2 2021/22	Support arrangements are in place including physical resources (bunting, chairs, staging, signage), event management advice, training, marketing, promotion, waste management etc.	Completed
Represent the council on Lowther Trust ensuring the purpose of the Trust and the council's interests are protected (Outcome: Attend regular monthly meetings).	MED Q1 2021/22	The council has Member and officer representation on the Trust Board with regular reports/updates shared and published.	Completed
Completing Fairhaven Lake National Lottery Heritage Fund (NLHF) project, including i.e. café, car parking, kiosk etc. (Outcome: Completion of physical project improvements).	HIGH Q4 2021/22	The commitments in the lottery bid have been implemented, building works are complete and operational / in use. This project will be in the 2024-2028 Plan for wider lake improvements.	Completed
Introduce Adventure Golf and other activities (Outcome: Completion of Adventure Golf project and introduction of a full events diary for the Lake).	HIGH Q1 2022/23	The facility is completed and operational, generating income for the council.	Completed
Promote the Parks Development approach to partnerships across the Borough on parks and open space (Outcome: Present and promote the parks development approach to parish and town councils).	MED Q3 2021/22	The Parks Development approach has been shared, widely used and essential when seeking to secure any capital funding from the council.	Completed
Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset (Outcome: Continue ongoing liaison and support to Lytham Hall).	MED Q1 2021/22	Effective and productive working partnerships are in place with Heritage Northwest (the tenant), the Lytham Hall Foundation Trust (a local charity) and Lytham Town Trust (the landlord).	Completed
Pursue museum accreditation of LSA art collection with Arts Council England and options for display with partners (Action split as below)			
· Outcome: Apply for museum accreditation	HIGH Q3 2022/23	The decision to achieve accreditation will be reconsidered when the Lytham Hall exhibition facility is operational and has been reviewed. Any accreditation will be carried out in the 2024-2028 Corporate Plan period.	Removed
· Outcome: Investigate options for exhibition venues	HIGH Q3 2021/22	Lytham Hall has been approved as a dedicated exhibition venue.	Completed
Develop leisure offers along the coast to cater for residents and visitors all year round e.g., pier, Island, Fairhaven (Outcome: Devise a programme for complimentary leisure offers along the coast)	HIGH Q1 2022/23	Implemented through the events, concessions, leisure developments/offers with improvements outlined in the St Annes Master Plan.	Completed
<b>Efficiency Management</b>			
Improved transport infrastructure e.g. rural bus routes, and cycling lanes (Outcome: evidence of process /structures in place to engage with partners that deliver bus routes and cycle lanes)	LOW Q1 2021/22	Close partnerships with the upper tier have led to the cycle path and highway improvements through direct works and Section 106 arrangements.	Completed
A passing loop on the South Fylde railway line - (Outcome: complete GRIP 3 Strategic Outline Business Case)	HIGH Q3 2021/22	The GRIP 3 Strategic Outline Business Case has been completed with sign-off from all stakeholders	Completed

Implement a zero-tolerance litter policy (Outcome - measures in place to issue FPNs if warnings are unheeded)	MED Q2 2021/22	Policy statement approved – anyone caught littering or evidenced fly-tipping will be issued PCN.	Completed
Provide car parking to attract customers (Outcome: clean, well signed, clearly marked, easy to use/pay car parks)	HIGH Q1 2021/22	Clean, well signed, clearly marked, easy to use/pay car parks – with new machines and upgraded signage implemented and operational realising income for the council. Regular surveys provide details on the next phase of improvements each year.	Completed
Review leases and Service Level Agreements (Outcome: evidence/policy/process of lease review in place given the practice of reviewing leases would be ongoing)	LOW Q4 2021/22	Every lease and service level agreement includes the requirement for a review in the agreement or lease that must deliver the best value for money with ongoing improvements.	Completed
Educate and enforce to prevent littering, fly-tipping, illegal signage, dog fouling and anti-social activity (Outcome: measures in place to advise and educate on litter management and enforce as / when required)	MED Q3 2021/22	The council has invested significant funding in communication, cleansing, environmental health, and corporate teams to educate and enforce anti-social behaviours covered under PSPO legislation. An established dedicated environmental enforcement team is supported by rangers, communication officers and other enforcement roles in the council.	Completed
Develop the cemetery & crematorium project to address parking, green energy efficiency long-term expansion (Outcome: a project plan is in place with time frames for delivery of the development of the facility and surrounding location)	LOW Q3 2021/22	A cross-party working group has agreed on capital projects including the purchase of additional land, infrastructure improvements and green efficiency improvements. Individual projects will be brought to the committee for recommendation as appropriate.	Completed
Explore opportunities to introduce electric car charging points (Outcome: policy/process in place to engage with providers and include in future schemes on council-owned assets where necessary/appropriate)	LOW Q4 2021/22	Delivery of electric vehicle charging points is part of the zero-carbon commitment adopted by the council. Rapid charging points have been installed in four car parks. The Council will tender for fast-charging points to be installed on long-stay council car parks. The council aims to work with LCC to plan and implement on-street electric charging points.	Completed
Deliver a regeneration programme for St Anne's coastal strip including sea defences (Outcome: the report from the initial work outlining the requirements and costing for the sea defence work including business displacement cost and any added public realm)	HIGH Q2 2021/22	Master plan and Island Sea Defence projects are in place and approved or waiting for planning.	Completed
Implement measures to seek grant funding, sponsorship, advertising, and partnership working (Outcome: policy/process in place to explore sponsorship and advertising opportunities across all service activities)	MED Q1 2022/23	Policy drafted and in place.	Completed
Develop innovative ways of using signage, including advertising, and digital screens to communicate with customers (Outcome: new coastal signage in place, digital screens in use and borough entrance / welcome schemes in place)	LOW Q1 2022/23	New and additional coastal signage are in place both digital and traditional, and reviews and upgrades are implemented each year.	Completed
Promote the resident's car parking permit and simplify the offer (Outcome: evidence of a campaign to support resident parking and review of the scheme carried out)	LOW Q1 2021/22	The scheme is regularly promoted on social media and in the Council's weekly newsletters. Car park tickets will advertise the scheme on the back. Amendments to the scheme have been proposed to encourage the use of the town centre car parks outside of peak hours – part of a continuous review to improve the offer.	Completed

Review all emergency plans and corporate measures for responding to incidents (Outcome: One-Stop Shop for Emergency Plans and out-of-hours operations/support in place under designated officer)	MED Q4 2022/23	A full review has taken place, introducing new procedures and equipment to safeguard officers and high-risk facility areas.	Completed
Use bin stickers and vehicles to promote council services (Outcome: to extend advertising and sponsorship, also include key corporate messages)	LOW Q4 2023/24	The revised target is set to allow for the inclusion of other council assets, some measures already in place.	In Progress
Review the Public Space Protection Orders as means of enforcement (Outcome: this is part of the earlier objective about littering enforcement would be better to wrap enforcement into one objective with the same deadline and direction on the appetite of tolerance)	LOW Q3 2023/24	The target date not passed	Not due
Implement a code of conduct scheme for professional/multiple dog walkers (Outcome: scheme in place and offer for dog walkers to sign up)	LOW Q4 2022/23	The code of conduct developed by the Kennel Club will be adopted and proposed to all local professional dog walkers to receive council accreditation.	In Progress
Review bus shelter provision and maintenance including income-generating opportunities (Outcome: review completed, and advertising options are in place)	LOW Q3 2023/24	A review of provision and maintenance was included as part of the tender process that was completed in September 2023.	Completed
Implement new toilet provision at locations based on demand and investigate income opportunities (Outcome: a report that outlines the history and issues of toilet provision in Fylde so that any assessment of need/demand has a framework within which to work and understanding the longer-term implications)	MED Q4 2021/22	New facilities delivered across the Borough.	Completed
Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision (Outcome: Agreed proposals for any provision of overnight parking/motor homes i.e., locations, facilities etc. and measure with LCC to prevent overnight parking on residential streets)	HIGH Q4 2023/24	Options to resolve this have been reviewed and are being considered in partnership with LCC. Additional motorhome parking facilities have been provided on council-owned car parks.	Not Due
Review motor home parking provision (Outcome: as above a clear plan on whether motor homes are properly accommodated or not)	HIGH Q1 2021/22	Motorhome parking provision by Fylde has been reviewed with spaces allocated for motor homes included in all coastal car parks.	Completed
<b>Environment</b>			
Implement carbon reduction policies including plastics reduction, tree planting, energy efficiency and recycling (Outcome: A Carbon Reduction Strategy with Actions and Targets)	MED Q4 2023/2024	The target date not passed	Not due
Design education and awareness programmes to support carbon reduction policies and actions (Outcome: As above)	MED Q4 2023/2024	The target date not passed	Not due
Work with partners to deliver the carbon reduction policy actions i.e., reduce, re-use, recycle, tree planting (Outcome: As above)	MED Q4 2023/2024	The target date not passed	Not due
Identify priority locations for tree planting to include numbers and types of trees (Outcome: to work with the Working Group established by the Planning Committee to influence this)	MED Q3 2021/2022	The Carbon Neutral Working Group have taken the lead and identified suitable locations for trees to be planted i.e. 15 trees in 15 parishes project. The working group will seek to identify additional planting opportunities across the borough.	Completed

Work with partners on flood prevention measures and drainage infrastructure to protect properties (Outcome: Flooding Working Group to complete its work and bring recommendations forward for consideration)	HIGH Q1 2022/2023	A flood working group is in place and recommendations are made to appropriate partners led by a dedicated post employed by Fylde Council.	Completed
Engage with partners on health & well-being issues in the community and assist residents with accessing support (Outcome: To build on the partnership working established as part of the pandemic response and to continue to work with partners on developing initiatives to support the good health of the community)	HIGH Q1 2022/2023	Pandemic response actions delivered and enhanced long-term community partnerships in place with a dedicated resource to facilitate.	Completed
Proactively enforce against illegal encampments (Outcome: Planning enforce infringements on private land. Legal Team, in consultation with Env Health officers will respond to infringements on council land)	HIGH Q3 2021/2022	Illegal encampments on council land are successfully addressed through the established process. The planning enforcement team implement an approved process to administer regulations and policy to address illegal encampments on land owned/rented by the occupants.	Completed
Deliver public realm and drainage infrastructure to enhance rural areas (Outcome: to deliver capital projects on drainage initiatives)	HIGH Q4 2023/2024	The target date not passed	Not due
Action on partnership priorities such as anti-social behaviour, nuisance, and environmental disorder (Outcome: to establish a team to respond to anti-social behaviour through education, with enforcement as a final deterrent, and to evaluate the success of the team in the autumn of 2021)	LOW Q1 2022/2023	New EA posts are in place and permanent resources agreed upon, community protection warnings and notices are issued for anti-social behaviour.	Completed

END

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	6
<b>INFORMATION RIGHTS OVERVIEW AND STATISTICS</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

As part of the council's commitment to openness and transparency, the committee has asked to receive a yearly report about how the council meets its obligations in relation to information rights. The report covers freedom of information, environmental information and subject access. The report is intended to help councillors understand the duties that the council has, its performance against statutory and other metrics and to set a benchmark for future comparison.

#### SOURCE OF REFERRAL

The report is included in the committee's workplan.

#### RECOMMENDATION

Note the report, and request that a similar report be brought to the committee each year.

### REPORT

#### INTRODUCTION

1. As a public body, the council is expected to be transparent, open and accountable. The default position is that all information held by the council which is not personal data should be publicly available unless there is a reason it should remain private. Personal data should, except in very limited circumstances, be available to the subject of the data. This is the fundamental basis of the laws governing information rights.
2. The **Freedom of Information Act 2000 (FOIA)** provides a general right of access to information held by the council and other public authorities. Under FOIA, any person can make a request in writing for any information that the council holds. The council must provide the requested information within 20 working days, unless an exemption applies, the request is considered vexatious, or the cost of compliance exceeds the appropriate limit (which is the equivalent of 18 man-hours of work). There are a number of exemptions under FOIA, many of which require consideration of the balance of public interest. Requestors do not need to supply a reason for requesting information. If a request is refused, the requestor has a right to an internal review and can refer the matter to the Information Commissioner's Office and, ultimately, to the First-Tier Tribunal.



3. FOIA itself does not cover **environmental information**, which is accessible through the Environmental Information Regulations 2004 (EIR). For the purposes of this report, FOIA and EIR requests will be considered together as 'information requests'.
4. The Data Protection Act 2018 gives individuals rights of access to information about themselves. This allows individuals to make **subject access requests (SARs)** to organisations that process their personal data. The council must respond to a SAR within one month. There are limited exemptions from the right of access under the Data Protection Act.

## CONTEXT

5. Requestors are not required to give a specific reason for their request; all that's necessary is a name and an email address. In the span of a year, the council receives up to 850 information requests, a substantial increase compared to the 2007 figures, which were about four times lower. Originally FOIA was designed to empower citizens to scrutinise both local and national public bodies. However, it's noteworthy that the council doesn't receive a substantial number of information requests from local residents or council taxpayers. Instead, it appears that the majority of requests originate from businesses or political and campaigning organisations, operating on a national scale. This observation is based on limited verifiable information, as very few requesters supply details beyond their name and email address. Despite this, it's important to underline that both FOIA and EIR apply equally to all types of requests within their scope, whether they come from individuals or organisations.
6. The council receives a much smaller number of SARs than information requests. There are usually less than 20 SARs per year. Virtually all SARs come from local residents. Requestors often make SARs during ongoing disputes with the council, rather than the SAR being motivated primarily by a wish to see the personal data that the council holds.
7. Information requests and SARs must be made in writing but can be made through any channel. The council maintains a portal and an email address ([foi@fylde.gov.uk](mailto:foi@fylde.gov.uk)) for information requests. Nevertheless, a request for information made in writing to any council officer or councillor must be dealt with as an information request or SAR.
8. Requests are referred to and managed by the Governance team. There is presently one officer whose duties include being responsible for information requests, alongside other duties. Backup in case of leave or other absence is provided by the legal team. There is another post, presently unfilled, which will support in the work.
9. Requests made through the information requests portal are automatically acknowledged. All information requests are also acknowledged when received by the Governance team. The tasks of the team include distributing requests to information holders, reminding information holders of due dates, advising on possible exemptions and fulfilling requests by sending the requested information to the requestor, or giving notification of refusal.

## PERFORMANCE

10. For the purposes of this report, performance is reported for the period October 2022 to September 2023. Some of the information is incomplete for the period from December to July. This is because of the circumstances set out in paragraph 11. Those circumstances also account for the poor performance during that period.
11. From December until July, the officer principally responsible for information requests was on sick leave. During most of this period, the legal team was reduced to a maximum of one officer (apart from the head of service) by maternity and sick leave and an officer leaving the authority. Consequently, the head of service personally administered information requests during this time. The head of service did not have access to existing request files or records (as the council moved to new ways of online working, which now fully in place have the effect of allowing seamless collaborative working), so relied on a rudimentary replacement procedure.

12. The statistics below show the council’s performance for information requests during the period.

Month	Requests received	Number closed within statutory deadline	Percentage closed within statutory deadline (to nearest %)	Number refused (reason)
October 2022	42	30	91	3 (3x s.31: Law enforcement)
November 2022	42	28	84	1 (s.14: vexatious)
December 2022			74	
January 2023			46	1
February 2023			54	4 (3x s.14: previously replied, 1x s.21: accessible by other means, 1x s.38: danger to health)
March 2023			52	
April 2023			59	
May 2023			42	
June 2023			55	
July 2023			72	
August 2023	61	60	98	
September 2023	56	53	95	1 (s.30: Criminal investigations)

13. The council received 13 SARs during the period October 2022 to September 2023. One was refused as being manifestly unfounded. Of the remaining twelve, nine were complied with within the statutory deadline of one month from the date of receipt. The other three were responded to outside the statutory deadline, giving a response rate of 77% within the required deadline.

**SUMMARY AND CONCLUSION**

14. The report shows that the council's performance in responding to information requests and subject access requests within statutory deadlines was significantly affected from December 2022 to July 2023 due to staff absences. Performance has recovered since August 2023 with response rates now consistently above 90%. Going forward, steps have been put in place to try to ensure sufficient resilience in the team handling information rights requests to maintain performance even during periods of unexpected staff absence.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
FOI spreadsheet 2023		Town Hall, Lytham St Annes

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	Email & Tel 01253 658506	9 November 2023

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF CORPORATE SERVICES	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	7
<b>MID-YEAR PERFORMANCE 2023/24</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

The report provides details of the key performance outcomes for the mid-year 2022/23. Performance is reported against the targets set for the year and commentary is provided by performance exceptions covering indicators that are exceeding the target to date and those underperforming against the target to date.

#### SOURCE OF REFERRAL

The requirement from the previous operational committees, reporting input data into the Corporate Performance Management system called InPhase, which captures all service-based performance data.

The performance against all the indicators to date is available online [at the link here](#).

#### 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.

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

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

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

**Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.**

**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 is able to 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.*

**PM108 % of the total DFG Budget committed was 69%, last year's comparison figure was 48%, the target is 50%.**

*The service is delivering as expected and spend is above 50% at the end of Quarter 2 due to a number of large adaptations that have been approved and an increase in the Better Care Fund allocation of £107k for 23/24 making the total funding awarded for 23/24 to be £1,344,227. The service is expected to approve 100% of the Better Care Fund allocation in 23/24.*

**PM113: Number of households to whom a relief duty is owed was 97 and last year's comparison figure was 84, the target is 90.**

*The Homelessness Service is continuing to see high numbers of households approaching us direct when they are at the Relief stage of homelessness, where they are already experiencing homelessness and we have not had the opportunity to work with them to prevent homelessness. This is primarily due to the number of Section 21 notices that have been served within the private rented sector.*

**PM29a: Total number of housing advice cases was 507 and last year's comparison figure was 382, the target is 507.**

*The Housing Service is exceeding this target as we are seeing homelessness increase in the Borough with the Housing Service continuing to provide housing advice to households approaching the Local Authority for support as they are at risk of homelessness. We have seen a spike in Section 21 notices being served where tenants are in rent arrears or the Landlord is wishing to sell the accommodation.*

**PM21: Number of community groups supported (including 'in bloom' & 'friends of') was 35 and last year's comparison figure was 28, the target is 30.**

*The Parks & Coastal team have seen an increase in people wanting to volunteer and set up new community/friends' group. The team have worked really hard to engage with them, offering support, advice and practical help. The team will continue to work with all current groups and keep encouraging new ones to form.*

**PM22: Number of 'in bloom' awards achieved by groups working with LA was 39 and last year's comparison figure was 22, the target is 35.**

*The Parks & Coastal team have seen an increase of In Bloom entries and community groups wanting to enter the NWIB competition. The team have supported these groups with In Bloom submissions and will continue to do so going forward to keep achieving the high standards of awards in the competition.*

**PM151: Percentage of decisions on major applications within 13 weeks (or where extensions were agreed upon) was 89.9% and last year's comparison figure was 100%, the target is 80%.**

*The existence of an up-to-date Local Plan assists with this performance indicator also. In addition, the approach taken by officers is to seek to work with applicants and agents wherever possible through providing constructive pre-application advice, and through advising of modifications to schemes that will address any issues identified during the application assessment. This approach is welcomed and recognised by those applicants and agents who therefore usually confirm their willingness to extend the target determination date to permit extended decisions where that is necessary. Officers intend to continue with this approach, subject to staff resources remaining available to do so.*

**PM152: Percentage of major appeals allowed against all major application decisions (over the last 2 yrs.) was 0% and last year's comparison figure was 0.42%, the target is 10%.**

*The Fylde Local Plan to 2032 (incorporating Partial Review) remains an up-to-date plan and is delivering housing in line with the required targets. This means that the council can successfully resist any speculative applications, which is reflected in the performance here. It is intended that this will be maintained by continuing to support applications for appropriate development that accord with the requirements of the Plan.*

**PM37: Percentage of minor applications determined within 8 weeks was 98.4% and last year's comparison figure was 91.1%, the target is 80%.**

*Officer comment: For the majority of the period the DM team was fully staffed, and so able to work proactively with developers of all scales to ensure that their development proposals were either appropriate when submitted (through the provision of effective preapplication advice or were modified during consideration to address any issues that arise. Developers appreciate this proactive approach and so are agreeable to extended decision dates to allow for the changes to be made if needed, hence the good performance. Unfortunately, a number of staff departures and recruitment challenges in the sector mean that this performance will fall away until the team is fully staffed again.*

**PM38: Percentage of other applications determined within 8 weeks was 98% and last year's comparison figure was 94.2%, the target is 80%.**

*Officer comment: For the majority of the period the DM team was fully staffed, and so able to work proactively with developers of all scales to ensure that their development proposals were either appropriate when submitted (through the provision of effective preapplication advice or were modified during consideration to address any issues that arise. Developers appreciate this proactive approach and so are agreeable to extended decision dates to allow for the changes to be made if needed, hence the good performance. Unfortunately, a number of staff departures and recruitment challenges in the sector mean that this performance will fall away until the team is fully staffed again.*

**PM23: Number of swims at St Anne's pool was 52,633 and last year's comparison figure was 46,965, the target is 46,500.**

*The aim this year was to provide as much public swimming time as possible within the programme schedule that does include a variety of engagement opportunities. This focus has helped increase the number of swims which has helped increase membership rates. Going forward there will be a continued emphasis on offering more public swimming sessions.*

**PM66b: Average days processing new claims for Council Tax Reduction is 9.13 compared to last year's 6.98. The current target is 12.**

*The Service always tries to deal with new claims for Council Tax Reduction as quickly as possible and this is more important than ever at a time when concerns over the cost of living mean that people need to get help with their Council Tax at the earliest opportunity. Whilst performance in the year to date is better than the target, current year performance has been adversely affected by other service demands including additional work required by the DWP on Supported Accommodation and the administration of the Energy Rebate Grants.*

**PM67b: Average days processing changes in circumstances for Council Tax Reduction was 4.86 compared to last year's 4.63. The current target is 7 days.**

*The Service always tries to deal with any changes to entitlement for Council Tax Reduction as quickly as possible so that people know they are getting the right amount of help with their Council Tax and that it is based on their current circumstances. As explained in performance measure PM66b above, current year performance has been adversely affected by other service demands.*

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

*Enhanced engagement and the option to feedback on every closed helpdesk call have provided better and more detailed feedback. The team will continue to monitor helpdesk calls and identify refresher training on customer care as well as technical training to meet our customer expectations. In addition, on system issues, we ensure that ITIL Problem Management and root cause analysis are followed to avoid recurring issues.*

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

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

**PM86: Percentage of FOIs responded to within the statutory deadline of 20 days was 65.2% compared to last year's 95.6%, the current target is 100%.**

*100% is adopted as the target because it would be inappropriate not to aim to meet a statutory deadline. Realistically, performance over 90% is acceptable, and invariably achieved, except for this year. This year's figure was impacted by the absence or departure at the same time of officers who normally process inquiries and those who normally pick them up in their absence. Performance month-on-month has now returned to normal levels over 90%.*

**PM140: Total number of online transactions made using digital services was 10,819, last year's comparison figure was 16,054 and the target is 12,000.**

*This is a target that has been notoriously difficult to set with the constant and rapid changes in digital technology, the website has now been overtaken by social media platforms with multiple different platforms opening the council up to different audiences. The migration to online digital engagement is a success with a significant increase in 22/23.*

**PM66a: Average days for processing New Claims for Housing Benefits was 17.25 and last year's comparison figure was 11.66, the target is 12.**

*Claims from those people who are still eligible to seek help with their housing costs through Housing Benefit, rather than through Universal Credit via the DWP, such as those in supported accommodation for example, are generally more complex and time-consuming to deal with. As a result, processing times can sometimes be affected by increased volumes of work received and resource available to deal with this type of work. We do, however, aim to deal with new claims for Housing Benefit as quickly as we can.*

**PM67a: Average days processing changes in circumstances for Housing Benefit was 8.24 compared to last year's 6.86. The current target is 7 days.**

*The volume of changes in circumstance we receive is substantial and sometimes this means that we cannot process the work as quickly as we would like. However, performance is still at a very reasonable level given the complexity of this type of Housing Benefit work.*

**PM02: Average number of days of sickness per Full Time Employee was 7.72 days compared to last year's 8.88 days. The current target is 6 days.**

*Levels of sickness absence are still recovering from the pandemic-related issues, the increase in seasonal short-term illness has had an impact. The reduction of sickness absence is a corporate target for 2023/24, the target will remain at 6 days per annum per employee.*

**PM05: Percentage of sickness absence because of long-term sickness was 46.22% compared to last year's 38%. The current target is 30%.**

*Long-term sickness absence has increased because of stress, anxiety, and depression amongst the workforce. Post-pandemic changes in the work environment have proven to be challenging for some individuals, it only takes a small number of employees with long-term sickness absences to increase the percentage. Measures to address sickness absence in 23/24 will focus on the causes of long-term sickness and prevent absence in the first instance.*

**PM07: Number of complaints not responded to within five working days was 25 compared to last year's 60, the current target is 0.**

*The revised complaints system and process has improved the management and monitoring from a corporate position, officers are developing a new system based on learning and feedback from the revised complaints system. The October data showed that every complaint received a response within the 5 working days target, with a holding response that provided name, contact details and timeframe for the full response being acceptable.*

**PM109 Percentage of food hygiene interventions completed (Category A to D) was 66% and last year's comparison figure was 79%, the target is 100%.**

*The target is to carry out 100% of the food hygiene interventions which are due by the end of March, and we are steadily making progress towards this. Progress with the inspection programme can be affected when resources are directed towards the investigation of complaints, service requests and legal action etc, however we do anticipate completing 100% of the interventions due by the target date, in line with the Food Standards Agency's Food Law Code or Practice.*

**PM114: Number of households with relief duty owed who have been assisted to source accommodation was 26 and last year's comparison figure was 39, the target is 50.**

*The Housing Service is seeing increased demand for support from households experiencing homelessness, but a limited number of move on opportunities within both the social and private rented sectors to secure affordable and suitable move on housing options.*

**PM115: Number of households to whom a prevention duty is owed was 44 and last year's comparison figure was 67, the target is 50.**

*The Homelessness Service is seeing an increase in demand from clients approaching us at the Relief Stage of homelessness, without having approached earlier where we could have provided support at the Prevention stage. Though Prevention numbers are lower, the Relief numbers in PM113 are higher.*

**PM116: Number of households with prevention duty owed been assisted to remain in their own home was 7 and last year's comparison figure was 7, the target is 20.**

*A Prevention duty is owed where we are trying to prevent homelessness. The options we have available to assist someone to remain in their own home are financial intervention for rent arrears coupled with a 6-month extension of the existing tenancy. Unfortunately, in some instances rent arrears are at such a level, financial intervention without the ongoing affordability of the tenancy makes this option ineffective at preventing homelessness. We are also seeing an increase in Section 21 notices being served where the Landlord is wishing to sell the property.*

**PM117: Number of households with prevention duty assisted to source alternative accommodation owed was 5 and last year's comparison figure was 38, the target is 50.**

*The Housing Service is seeing increased demand for support from households experiencing homelessness, but a limited number of move on opportunities within both the social and private rented sectors to secure affordable and suitable move on housing options.*

**PM28: Number of households living in temporary accommodation at the end of the quarter was 46 and last year's comparison figure was 41, the target is 50.**

*This is related to PM113. The Homelessness Service is performing below the target which is positive as the service continues to support high numbers of households approaching at Relief stage, so they are already homeless. The service is working to source move on options within both the private and social rented sectors which has seen a*

*slight increase from the position at the end of the same quarter in 22/23. The service negotiates rates with Hotel and B&B owners for accommodation which are significantly below the daily room rate.*

**PM56: Percentage of household waste recycled was 44% and last year’s comparison figure was 45%, the target is 50%.**

*The national 50% target was set before regulations were revised to remove food waste from the green bin collection stream, which was a direct result of LCC processing changes at the treatment facility. Shortly afterwards the garden waste collection charge was introduced which resulted in a decrease in overall garden waste tonnages. These service changes have a negative impact on the overall recycling rate. The team are running promotions to raise awareness through targeted recycling campaigns to help increase participation. Lancashire County Council are planning the introduction of weekly food waste recycling, which is anticipated to commence in 2026, this will result in an increase in the overall recycling rate.*

**PM39: Net additional homes provided was 123 and last year’s comparison figure was 95, the target is 150.**






*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. The housing market is heavily influenced by the national economy with rising interest rates and the cost-of-living crisis having an impact. Completions are being monitored via the Local Plan monitoring framework, and if necessary, adjustments to the plan can be made to ensure delivery.*















BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
InPhase Performance Data for Fylde	Online	<a href="https://fyldeperformance.inphase.com">https://fyldeperformance.inphase.com</a>
<a href="#">Item 6 - Year-end Performance 202223</a>	20 Jun 2023	<a href="#">Internal Affairs Scrutiny Committee</a>

LEAD AUTHOR	CONTACT DETAILS	DATE
Alex Scrivens	<a href="mailto:Alex.Scrivens@fylde.gov.uk">Alex.Scrivens@fylde.gov.uk</a> Tel: 01253 658543	27/10/2023















**APPENDIX 1: Performance Measures year-end performance (1st April 2023 - 30<sup>th</sup> September 2023)**

PERFORMANCE STATUS ICONS	
	<b>Over Performance</b> – the indicator is overperforming against the target.
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – 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.
	<b>Under Performance</b> – the indicator is under performing against target.
	<b>Missing Data</b> – 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.

Measure	Frequency	Tolerance Type	Mid 2020	Mid 2023	Target	Status
PM102: Current Operator Compliance Risk Score (traffic light)	Quarterly	Smaller Is Better	Green	<b>Green</b>	Green	
PM108 % of the total DFG Budget committed	Quarterly	Bigger Is Better	48	<b>69</b>	50	
PM113: Number of households to whom a relief duty is owed	Quarterly	Bigger Is Better	84	<b>100</b>	90	
PM29a: Total number of housing advice cases	Quarterly	Bigger Is Better	382	<b>507</b>	400	
PM21: Number of community groups supported (including 'in bloom' & 'friends of')	Annual	Bigger Is Better	28	<b>35</b>	30	
PM22: Number of 'in bloom' awards achieved by groups working with LA	Annual	Bigger Is Better	22	<b>39</b>	35	
PM151: Percentage of major applications in 13 weeks or where extensions agreed (2yr rolling figure)	Quarterly	Bigger Is Better	100	<b>89.9</b>	80	
PM152: Percentage of major appeals allowed against all major application (2yr rolling figure)	Quarterly	Smaller Is Better	0	<b>0</b>	10	
PM37: Percentage of minor applications determined within 8 weeks	Quarterly	Bigger Is Better	91.1	<b>98.4</b>	80	
PM38: Percentage of other applications determined within 8 weeks	Quarterly	Bigger Is Better	94.2	<b>98</b>	80	
PM23: Number of swims at St Annes pool	Monthly	Bigger Is Better	46965	<b>52633</b>	46500	
PM66b: Average days processing new claims for Council Tax Reduction	Quarterly	Smaller Is Better	6.98	<b>9.13</b>	12	
PM67b: Average days processing changes in circumstances for Council Tax Reduction	Quarterly	Smaller Is Better	4.63	<b>4.86</b>	7	
PM64: % satisfaction with IT service overall	Monthly	Bigger Is Better	100	<b>100</b>	95	

Measure	Frequency	Tolerance Type	Mid 2020	Mid 2023	Target	Status
PM49: Percentage of phone calls to 01253 658658 answered	Monthly	Bigger Is Better	92.5	<b>87.17</b>	90	!
PM40: Number of affordable homes delivered (Gross)	Quarterly	Bigger Is Better	78	<b>37</b>	40	!
PM169: Percentage of Fylde Council email newsletters viewed	Monthly	Bigger Is Better	64	<b>52</b>	55	!
PM132: Number of proactive dog enforcement patrols	Quarterly	Bigger Is Better	2664	<b>1561</b>	1500	i
PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)	Quarterly	Bigger Is Better	95.69	<b>96.84</b>	95	i
PM175: Percentage of IT incident resolution within SLA target times	Monthly	Bigger Is Better	NEW	<b>0</b>	0	i
PM95: Percentage of ICT Service delivery available during core times	Monthly	Bigger Is Better	99.23	<b>100</b>	99	i
PM111: % of customers who agree that the adaptation has increased their independence	Quarterly	Bigger Is Better	100	<b>100</b>	100	i
PM112: % of customer rating the DFG service as either good or excellent	Quarterly	Bigger Is Better	100	<b>100</b>	100	i
PM130: Total number of Serviced Accommodation Stock	Annual	Bigger Is Better	2925	<b>3004</b>	2925	i
PM25: % of premises scoring 3 or higher on the food hygiene rating scheme	Quarterly	Bigger Is Better	98	<b>97.64</b>	98	i
PM70: % of Licensing Act 2003 certificates issued within 3 working days of statutory time scale (Q)	Annual	Bigger Is Better	100	<b>100</b>	100	i
PM71c: Total % of hackney carriage/private hire vehicle & driver licenses issued within 3 days	Annual	Bigger Is Better	100	<b>100</b>	100	i
PM72: Percentage of statutory EPA Permitted process inspections completed (quarterly)	Annual	Bigger Is Better	100	<b>100</b>	100	i
PM73: Percentage of high risk rated health and safety premise inspections completed (quarterly)	Annual	Bigger Is Better	100	<b>100</b>	100	i
PM172: Percentage of agendas issued within statutory timescales	Monthly	Bigger Is Better	NEW	<b>100</b>	100	i
PM101: Kg of residual waste per household (quarterly only for LG Inform)	Quarterly	Smaller Is Better	135	<b>130.18</b>	135	i
PM74: Percentage first time HGV fleet MOT passes	Quarterly	Bigger Is Better	82	<b>90</b>	85	i
PM94: Number of recorded safety inspections carried out on each unit of children's play equipment	Annual	Bigger Is Better	51	<b>51</b>	51	i
PM96: Percentage of customers satisfied with MOT experience	Quarterly	Bigger Is Better	100	<b>100</b>	100	i
PM68: Proportion of Council Tax collected	Quarterly	Bigger Is Better	55.79	<b>55.85</b>	50	i
PM69: Percentage of Business Rates, which should have been received, received	Quarterly	Bigger Is Better	60.89	<b>59.44</b>	50	i
PM142: Number of online payments made independently by the customer	Monthly	Bigger Is Better	14408	<b>11557</b>	12000	i
PM162: Number of news releases, statements and letters issued	Monthly	Bigger Is Better	54	<b>43</b>	42	i
PM20: Number of Major parks achieving a 'Green Flag' award	Annual	Bigger Is Better	6	<b>6</b>	5	i
PM141: Number of online transactions made independently by the customer	Monthly	Bigger Is Better	12055	<b>5115</b>	5000	i
PM177: Percentage of Social Media engagement	Monthly	Bigger Is Better	NEW	<b>3.76</b>	3.5	i
PM178: Total number of new Social Media followers	Monthly	Bigger Is Better	NEW	<b>1628</b>	1500	i
PM47: The number of unique hits on the Council's website www.fylde.gov.uk	Monthly	Bigger Is Better	169703	<b>159451</b>	150000	i

Measure	Frequency	Tolerance Type	Mid 2020	Mid 2023	Target	Status
PM86: Percentage of FOIs responded to within the statutory deadline of 20 days	Monthly	Bigger Is Better	95.6	<b>65.2</b>	100	
PM140: Total number of online transactions made using digital services	Monthly	Bigger Is Better	16054	<b>10819</b>	12000	
PM66a: Average days for processing New Claims for Housing Benefit	Quarterly	Smaller Is Better	11.66	<b>17.25</b>	12	
PM67a: Average days processing changes in circumstances for Housing Benefit	Quarterly	Smaller Is Better	6.86	<b>8.24</b>	7	
PM02: Average number of days sickness per Full Time Employee	Monthly	Smaller Is Better	8.88	<b>7.72</b>	6	
PM05: Percentage of sickness absence as a result of long-term sickness	Quarterly	Smaller Is Better	38	<b>46.22</b>	30	
PM07: Number of complaints not responded to (including holding) within five working days	Monthly	Smaller Is Better	22	<b>47</b>	0	
PM109 Percentage of food hygiene interventions completed (Category A to D)	Quarterly	Bigger Is Better	79	<b>66</b>	100	
PM114: Number of households with relief duty is owed who have been assisted to source accommodation	Quarterly	Bigger Is Better	39	<b>41</b>	50	
PM115: Number of households to whom a prevention duty is owed	Quarterly	Bigger Is Better	67	<b>21</b>	50	
PM116: Number of households with prevention duty owed been assisted to remain in their own home	Quarterly	Bigger Is Better	7	<b>7</b>	20	
PM117: Number of households with prevention duty assisted to source alternative accommodation	Quarterly	Bigger Is Better	38	<b>36</b>	50	
PM28: Number of households living in temporary accommodation at the end of the quarter	Quarterly	Smaller Is Better	74	<b>94</b>	50	
PM56: Percentage of household waste recycled	Quarterly	Bigger Is Better	55	<b>44</b>	50	
PM39: Net additional homes provided	Monthly	Bigger Is Better	95	<b>123</b>	150	

END

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	8
<b>PLANNING PEER REVIEW ACTION PLAN – MONITORING DELIVERY</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

Following previous consideration by the Internal Affairs Scrutiny Committee, on 17 October 2023 the Executive Committee adopted the Planning Peer Review Action Plan having accepted the suggested amendments. In doing so, the Executive Committee requested the Internal Affairs Scrutiny Committee oversee and monitor delivery of the approved action plan as a standing item on their agenda.

This report is, therefore, the first in a series of monitoring reports that will provide updates on the delivery of the individual actions contained in the plan. Each report will provide an update on the actions indicated for completion by the committee date and, in the event that a target date has not been achieved, an explanation of why that is the case. The reports will also present any amendments considered necessary to the approved plan for consideration.

#### SOURCE OF REFERRAL

As agreed by Internal Affairs Scrutiny Committee and at the specific request of the Executive Committee.

#### 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 monitoring of the Planning Peer Review Action Plan is included as a standing item for consideration at each Internal Affairs Scrutiny Committee in line with the request of the Executive Committee.

That the Committee note the progress made to date in delivering the action plan to date.

### REPORT

1. At its meeting of 20 June 2023, the Internal Affairs Scrutiny Committee undertook to review the draft Planning Peer Review Action Plan, which had previously been approved by the Planning Committee, and to monitor its delivery.
2. An abbreviated spotlight review of the Action Plan took place on 24 August 2023. 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 the Internal Affairs Scrutiny Committee oversee and monitor delivery of the approved action plan as a standing item on their agenda.

3. In line with the decision of the Executive Committee, it is proposed that monitoring reports providing updates on the delivery of the individual actions contained in the plan will be presented to every meeting of the Internal Affairs Scrutiny Committee. Each report will provide an update on the actions indicated for completion ahead of the committee date and, in the event that an action has not been completed by the identified target date, an explanation of why that is the case and an outline of proposed remedial action to be put in place to address any outstanding actions.
4. A schedule of actions that have been completed or are due for completion by 31 October 2023 is attached for consideration by the Committee. In summary, the schedule shows that, of the 6 actions that were due to be completed by 31 October 2023, 5 had been completed on or ahead of schedule and a further 2 actions due for completion in November 2023 had also been completed. One target date has not been achieved and a revised target date is therefore proposed.







BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Planning Service Peer Challenge – Feedback Report	January 2023	<a href="#">Council Website</a>
Planning Peer Review Action Plan	October 2023	<a href="#">Council Website</a>



LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	e: mark.evans@fylde.gov.uk t: 01253 658460	November 2023






#### Attached documents

Appendix 1 - Planning Peer Review Action Plan Scrutiny Monitoring Report (October 2023)

**Planning Peer Review Action Plan Scrutiny Monitoring Report (31 October 2023)**

Action	Description	Measure of Success	Target Completion	Update	Status
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	COMPLETE – <b>On Schedule</b> - Standing Item added to Heads of Service Agenda Template from <b>25 July 2023</b>	
4.2	Through appraisals make all employees aware of roles and responsibilities within the team and approved processes.	Awareness of roles and responsibilities addressed in staff appraisals	Nov 2023	COMPLETE – <b>Ahead of Schedule</b> - Awareness of roles and responsibilities highlighted during Staff Development Appraisals carried out during <b>Summer 2023</b> .	
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	COMPLETE – <b>Ahead of Schedule</b> - Standing Item added to Development Management Team Meetings from <b>11 May 2023</b>	
6.1	Review reasons for extensions of time.	Extensions of time review completed.	Sept 2023	COMPLETE – <b>On Schedule</b> -. A review of the reasons for extensions of time was completed on <b>26 September 2023</b> and will inform action 6.2 which seeks to remove extensions of time that do not add value.	
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	COMPLETE – <b>Ahead of Schedule</b> - A Planning Service Plan was completed and submitted to the Corporate Services Team on <b>18 July 2023</b> . The Service Plan was further amended in October 2023 to incorporate additional performance measures identified in the Planning Peer Review Action Plan.	
9.8	Roll out of laptop/tablet/managed device to team.	All staff have access to managed devices.	Jun 2023	ONGOING – <b>Behind Schedule</b> – Unfortunately, the corporate roll out of managed devices has been delayed and so not all planning staff have access to a managed device. An order has been placed to provide managed	

Action	Description	Measure of Success	Target Completion	Update	Status
				devices for all planning team members still requiring an upgrade. The IT Service advises that these devices will be operational by <b>December 2023</b> , which is proposed as a revised target date.	
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 – <b>Ahead of schedule</b> – The first meeting of the District Parish Planning Forum took place on <b>10 October 2023</b> . Agendas and notes of meetings are and will be available on the <a href="#">council's website</a> .	
18.1	Review 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 – <b>On Schedule</b> - A revised Housing Needs survey has been completed and was considered by the Environment, Health and Housing Committee on <b>24 January 2023</b> and by Planning Committee on <b>8 March 2023</b> .	

PERFORMANCE STATUS ICONS	
	<b>Over Performance</b> – the indicator is overperforming against the target.
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – 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.
	<b>Under Performance</b> – the indicator is under performing against target.
	<b>Missing Data</b> – 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.

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLACE AND CULTURE	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	9
<b>WASTE AND RECYCLING POLICY 2023</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

This report provides Members with an update on the Waste and Recycling policy which was approved by Operational Management Committee in November 2021 to address carbon reduction issues as outlined in the corporate plan priorities.

Following the adoption and introduction of the Waste and Recycling Policy, several operational changes have since taken place, which need to be reflected within the policy.

#### SOURCE OF REFERRAL

Operational Management Committee November 2021

#### FURTHER INFORMATION

[Appendix - Waste and Recycling Policy 2023](#)

#### SUGGESTED RECOMMENDATIONS

Members are requested to accept the revisions in the report with a view to reporting its findings (if any) to the Executive Committee

### REPORT - WASTE AND RECYCLING POLICY 2023

The details of the policy changes are listed below:

- Point 4** - The number of households receiving the wheeled bin refuse and recycling service has increased from 37,735 to 39,457. The Waste Minimisation team conducted a review of households receiving a weekly sack collection at the request of residents and successfully transitioned additional properties onto the wheeled bin collection service. This provided a reduction in the number of households receiving a weekly green refuse sack collection from 1,875 to 953, delivering operational benefits through a reduction in manual handling of sacks and environmentally, through a reduction in litter from bag spillages.



2. **Point 11** - As directed by Central Government targets, the future weekly food waste collection service which was due to be launched nationally by the end of 2023, has been revised and the new target for implementation of food waste collections is now 2025/26.
3. **Point 14** - The 2019/20 recycling data will be replaced with the latest Defra published figure for 2021/22. Fylde Council was amongst the top authorities in Lancashire with an overall percentage of household waste being sent for reuse, recycling and composting of 44.4%. The average recycling rate for Lancashire was 41.8% and the national average for England was 44.1%.
4. **Appendix 1** - In April 2023, the start time of the refuse and recycling collection service was amended from 7:30am to 7am to minimise service disruption caused by travel delays experienced by collection vehicles when travelling to the start of the collection rounds. The time change has also provided consistency with neighbouring authorities such as Blackpool and Wyre councils, who have both adopted an earlier start time of 7am.
5. **Appendix 1** - In 2022 there was a global increase in the price of polymer plastic which impacted manufacturing costs to produce wheeled bin containers. The Operational Management Committee approved a price increase to offset these additional costs, at its meeting of November 2021. The revised bin charges to reflect this increase are as follows:

Provision of lost, stolen, damaged or additional (where approved) wheeled bin including delivery (per bin)	£39
Provision of a set of three wheeled bins (grey, blue and brown) at new build properties	£117
Provision of a set of four wheeled bins (grey, green, blue and brown) at new build properties	£156
Provision of a bulk bin to multiple occupancy properties (per bin)	£520

6. **Appendix 1** - Missed collections - To amend the reporting criteria of a missed collection as follows:
  - Revision to the collection start time from 7:30am to 7am to reflect time change.
  - Amended from 48 hours to 2 working days, to exclude weekend days when the offices are closed and to only include working days within the reporting period.
7. **Appendix 1** - Bulky household waste - the suspension of service no longer applies, as the Council awarded the contract to Furniture Matters (Calico Group) in February 2022:
  - Since 2022 the collection service has been delivered through a partnership with Furniture Matters (Calico). Residents can book a collection of unwanted household furniture or appliances at an agreeable time from either inside or outside of the properties. The service is available 4 days per week Monday to Saturday, 9am to 5pm with bookings available morning or afternoon. The collection charges are as follows:

Up to 3 items	£23.50
4 to 10 items	£45.50
Over 10 items (charged per hour)	£85
Collection of a single fridge or single freezer or single unit combined fridge/freezer	£45.50
Garden shed (max size 6' x 6' 1.83m x 1.83m)	£52

- Furniture Matters are committed to reducing their environmental impact when collecting unwanted household furniture and appliances by refurbishing, repairing, or recycling items (where possible). Supporting those most in need by offering low cost, quality domestic furniture and appliances as well as providing local people with an opportunity to develop their skills and experience to help improve

employment prospects. Since 2022 the service has assisted 200 families across the borough in need of low cost, affordable furniture.

- In 2022/23 Furniture Matters (Calico) collected 152 tonnes of unwanted household furniture and white goods, of which 72 tonnes was recycled and 7 tonnes was reused.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Waste and Recycling Policy 2023		<a href="#">Waste and Recycling Policy 2023</a>

LEAD AUTHOR	CONTACT DETAILS	DATE
Clare Blyth	Email <a href="mailto:clare.blyth@fylde.gov.uk">clare.blyth@fylde.gov.uk</a> & Tel 01253 658483	09/11/2023

The updated Waste and Recycling Policy is subsequently attached as an appendix to this report.



# **Fylde Council Domestic Waste and Recycling Policy**

**October 2023**

## Contents

Introduction .....	3
Background .....	3
Legislative and Fylde Council Policy – Domestic Waste and Recycling .....	3
Appendix 1 - Operating Procedures .....	6
Appendix 2 - List of Materials Accepted in Household Receptacles .....	11
Appendix 3 - Contamination Notification for Householders.....	12

## Introduction

The Fylde Waste and Recycling Policy aims to:

- *Encourage residents to recycle at home via the Council's kerbside recycling service and reduce the volume of waste to landfill.*
- *Raise awareness of how to ensure only the correct and quality materials are placed in the receptacles provided.*
- *Provide information on what happens to the recycling once this has been collected.*

## Background

1. Fylde Council's Corporate Plan outlines a commitment to implement a range of carbon reduction policies including recycling. This is in recognition that climate change risks are impacting all government organisations in some form and that climate change is not a future concern, but one which is impacting the UK now, and will continue to escalate in significance.
2. Recycling saves energy and prevents the extraction of raw materials, helping to combat climate change. It also helps to reduce waste, and therefore pollution. Recycling reduces the environmental impact, contributing to a green lifestyle mentality, as well as a more sustainable lifestyle overall.

## Legislative and Fylde Council Policy – Domestic Waste and Recycling

3. The Environmental Protection Act 1990 (EPA 1990) sets out the legal responsibilities of how Waste Collection Authorities (WCAs) collect and dispose of household waste
4. 39,457 households receive a wheeled bin refuse and recycling service. While the remaining 953 properties, who are hard to access or have storage limitations, are on a weekly refuse sack service with alternative weekly recycling. 100% of Fylde households receive a kerbside recycling collection service with the wheeled bins, the preferred system, extended to new build properties wherever possible.
5. The Council operates an Alternate Week Collection (AWC) system for refuse and recycling collections – one week the refuse is collected and on the same day of the following week the recycling is collected. Collections are maintained throughout the year as normal including on Bank Holidays, except for the Christmas and New Year period, where revised collection dates are implemented.
6. The type of containers collected is alternated so that grey, green, blue and brown wheeled bins are collected over a two-week period as in the example:

Week 1	Grey bin	Non-recyclable waste (general household rubbish)
Week 2	Green bin	Garden waste
Week 2	Blue bin	Glass bottles/jars, cans, plastic bottles and plastic bottles, food pots, tubs and trays

Week 2	Brown bin	Paper and cardboard
Week 2	Battery Bag	Household batteries ((AA, AAA, C, D, V and button)

7. In 2017, Lancashire County Council (LCC) notified district councils that recycling services would no longer be funded by the County Council. As a result, an annual subscription charge was introduced for the collection of garden waste (per 240 litre green wheeled bin), and households can subscribe for multiple green bins, if required. Householders choosing not to opt into the service are encouraged to either purchase a compost bin through Lancashire County Council or to dispose of their garden waste at the Household Waste Recycling Centre in Lytham to continue to encourage sustainable disposal of green waste.
8. Through the Lancashire Waste Partnership agreement, Fylde’s household recycling is bulked up at Blackpool Transfer Station, together with similar waste from Blackpool residents, and transported to the LCC Materials Recovery Facility (MRF) in Leyland where:
  - *Materials are processed, separated, and sent on to recycling destinations*
  - *Garden waste is transported to a local facility for composting.*
  - *General household rubbish is processed and sorted to extract further recycling.*

Finally, any waste that cannot be recycled is sent for energy-from-waste incineration or to landfill as a last resort.
9. We are committed to reducing single use plastics (bottles, pots, tubs and food trays) and increase recycling opportunities through promotions to raise awareness to Fylde householders. We work with the council’s communications team design education and awareness programmes to promote recycling.
10. We are also engaged in a recycling trial project to introduce recycling units in community settings to sit alongside grey bins, to provide the opportunity for residents to dispose of dry recyclables such as glass, cans, plastic bottles, paper and cardboard. The bins utilised within the trial follow the same branding as the kerbside collection service.



11. Future food waste collections are currently being investigated by the Waste Disposal Authority (WDA), Lancashire County Council in response to the Government national waste consultation and requirement to collect food waste from all households by 2025.
12. We also offer annual doorstep collections of real Christmas trees to households, as well as designated drop off points in key locations. The trees are then planted on St Anne's beach as part of the ongoing sand dunes restoration project. The trees help to reduce erosion of the dunes which provide a unique habitat for many plants and animals and act as a soft sea defence for the local community.
13. In 2007 an externally funded trial was conducted for commercial recycling which offers a pre-paid blue sack for the collection of commercial paper and cardboard too small to medium enterprises (SME's). Following a successful outcome, the Recycle4business scheme was extended to businesses across the borough in 2008. The recycling scheme is offered alongside the existing general commercial waste collection service (pre-paid grey sacks and bulk bins). Prior to this initiative all commercial waste was collected as mixed municipal waste and sent to the local landfill site. This successful initiative resulted in over 5 tonnes of commercial paper and card being diverted from landfill disposal in 2021/2022.

---

*In 2021/2022, Fylde Council was amongst the top authorities in Lancashire with an overall percentage of household waste being sent for reuse, recycling and compositing of 44.4%. The average recycling rate for Lancashire was 41.8% and the national average for England was 44.1%.*

---

14. The culmination of the council's recycling work and activity can be judged by its success. The council's recycling performance data is higher than both the Lancashire and England averages which has helped to save energy and prevented the extraction of raw materials, helping to combat climate change.

## Appendix 1 - Operating Procedures

Only Fylde Council issued receptacles will be collected and must contain the materials listed above and as set out in the service leaflet. This information is also published on the Council's website. Contaminated recycling bins containing incorrect items cannot be collected as this would contaminate the load resulting in a rejection of the materials by the processor

Householders must place receptacles out for collection by 7am on collection day, and no earlier than 6pm the evening before. Containers must be placed at the front edge of the property unless access is only available via the rear street. Receptacles must not be placed where they will obstruct cars, pedestrians or refuse collection vehicles and care should be taken not to obstruct access for emergency vehicles. To adhere to health and safety regulations side waste is not permitted, all household waste must be presented for collection within the Fylde issued containers. Large families of five or more, or where there are 2 or more children in nappies or other exceptional or medical circumstances, may apply for an additional refuse container by completing an application form and agreeing to a waste analysis. To encourage increased recycling, households can order additional recycling bins via the Customer Services Team

Following collection householders must retrieve receptacles from the highway (or rear street). Households have a responsibility to ensure receptacles are stored within property boundaries at all other times, other than on the collection day. If householders do not comply, enforcement action may be taken under the Environmental Protection Act 1990. Consideration is given where collections are delayed due to adverse weather conditions or other reasons.

Each property has been provided with a set of wheeled bins (if deemed suitable). In 2009 a bin charging policy was introduced to encourage householders to take responsibility for the wheeled bins provided and to reduce demand for replacement containers. By recovering the cost for provision of bins the Council have been able to divert money to other essential services. Council tax does not cover the cost of waste containers. The receptacles remain the property of Fylde Council and must not be removed from the property they have been assigned to when a person moves to a new house. Householders are entrusted to keep and maintain the receptacles in a safe, clean, and tidy condition. Lost or damaged receptacles will be replaced with either new, or refurbished containers, that will be in good condition and fit for purpose, subject to a bin charge. Developers, landlords/owners, housing associations and managing agents of newly built properties are responsible for providing the required Council issued containers at the property. Households can order additional recycling containers, subject to a bin charge. The bin charges are set out below:

Provision of lost, stolen, damaged or additional (where approved) wheeled bin including delivery (per bin)	£39
Provision of a set of three wheeled bins (grey, blue and brown) at new build properties	£117
Provision of a set of four wheeled bins (grey, green, blue and brown) at new build properties	£156
Provision of a bulk bin to multiple occupancy properties (per bin)	£520

If the Council deems a property unsuitable for a wheeled bin collection due to vehicle access or bin storage considerations, then the following receptacles are provided:

- **Green sacks** for non-recyclable waste – collected weekly and limited to 2 sacks per household (additional black sacks will not be collected to encourage waste minimisation and recycling).
- **Green box** for mixed glass bottles/jars, food/drinks cans, plastic bottles, plastic food pots, tubs and trays, aerosols and clean foil.
- **Blue Bag** for mixed paper and cardboard.



A property will be deemed unsuitable for wheeled bins if there are physical or location barriers that prevent a wheeled bin from being safely handled to the required collection point for the vehicle or they cannot be stored within the boundary of a property. An assessment will be completed by a waste management officer however wheeled bins will always remain the preferred collection option.

### Recycling collections

A 180-litre brown wheeled bin is provided for the collection of mixed paper and cardboard. Items should only be placed loose inside the bin; carrier bags should not be used. Additional brown bins can be supplied. If a property is unsuitable for a brown wheeled bin, then a 55-litre blue bag is supplied.

A 180-litre blue wheeled bin is provided for the collection of mixed glass bottles/jars, plastic bottles/pots/tubs/trays, food/drinks cans, aerosol cans and clean foil. Items should be rinsed and placed loose inside the bin; carrier bags should not be used. Additional blue bins can be supplied. If a property is unsuitable for a blue wheeled bin, then a 55-litre green box is supplied.

A battery bag is provided for the collection of household batteries, such as AA, AAA, C, D V, and button. To prevent the risk of fires inside the collection vehicles or at the Materials Recovery Plant, batteries should not be placed directly into the recycling containers and must be placed inside the bag provided for this purpose. The battery bag should then be placed for collection on top of the lid of either the blue or brown wheeled bin.

A 240-litre green wheeled bin is provided for the collection of garden waste which should be placed loose inside the bin, biodegradable bags should not be used. Collections are completed provided the householder has paid the annual subscription charge (per bin) for this service. Additional bins are available provided a subscription is paid for each additional bin. Separate terms and conditions are available and reviewed annually. Food waste cannot be collected in the green wheeled bins however, options are currently being investigated for the separate collection of household food waste in response to the government's national waste consultation.

Households not included in the wheeled bin collection service, can request an end of month garden waste collection by contacting the Council to arrange this in advance.

### Refuse collection

Each household is entitled to one 240 litre grey wheeled bin for the collection of waste which cannot be recycled through the recycling collection service.

If a property is unsuitable for a wheeled bin collection service, the weekly green refuse sacks will be provided.

The grey bin will be collected once every two weeks (on alternate weeks to the recycling collections). The bin lid must be fully closed when presented for collection, and no extra waste should be left next to the bin (side waste). Householders on a weekly green sack collection must not put out refuse in any other container than the Council issued green sacks.

### Properties in multiple occupation

Blocks of flats and other similar property types may be provided with larger receptacles (bulk bins) for refuse where appropriate, e.g., 660 or 1100 litre bins. The number of bulk bins provided will be based on the number of dwellings at the property and calculated on a provision of 240 litres per dwelling per fortnight for non-recyclable waste. 180 litre recycling containers will be provided for shared, communal use.

Collections will be in line with the AWC system unless there are exceptional reasons why a weekly collection is required. In this case, recycling and refuse capacity will be calculated according to the increased frequency required.

#### Additional refuse capacity

Households of five or more, or where there are 2 or more children in nappies or other exceptional circumstances may apply for an additional refuse by completing an application form.

A waste management officer will visit the property to ensure that the household is fully participating in the recycling collection services to qualify for additional refuse capacity. As part of the application process householders must agree to a waste analysis being undertaken.

If there are exceptional or medical circumstances, e.g., incontinence waste or other offensive waste, not classed as clinical waste, that can be disposed of in the grey bin, then a decision will be made by a member of the waste management team according to the circumstances.

A review will be conducted every 3 years to see if the additional bin is still required. Householders must inform the Council if the additional bin is no longer needed or if circumstances change – i.e., children no longer using nappies.

Fylde Council reserves the right to remove any additional bins that have not been approved through the additional grey wheeled bin application process or whereby the household is not using the recycling service.

#### Side waste

Householders must place all refuse inside the grey bin for collection and not present anything additional waste alongside the bin (side waste). Fylde Council has a duty to collect waste but can take enforcement action if householders produce side waste regularly, and/or produce an excessive amount of refuse in sacks. Side waste is not permitted, bags of waste can lead to the attraction of vermin (rats) and seagulls which can lead to litter on the streets of Fylde. The Council actively promotes the use of the recycling containers to reduce the volume of waste disposed in the refuse containers.

#### Missed collections

A missed collection must satisfy the following criteria:

- The receptacle was presented in the correct location by 7am on collection day (assisted collections excluded).
- There is nothing in the receptacle which may be classed as contamination (see below), i.e., the receptacle only contains items listed in the service leaflet/published on the website.
- Clear access is provided to the receptacle.
- The missed collection is reported within 2 working days of the collection day.

The collection team aims to rectify reported missed collections within two working days. In periods of extreme weather conditions, Christmas/New Year periods, or other such circumstances where a regular collection cannot be made, the missed collection policy may be suspended.

## Contamination

Contamination occurs when the wrong material is placed in a receptacle. Mainly this is when non-recyclable is placed in the recycling containers, although this can also include the grey bin if unacceptable materials such as hardcore and rubble, bricks etc which are too heavy to be lifted or may cause damage to the collection vehicle.

The lists of acceptable materials are listed in the service leaflet (Appendix 1) and published on the Council's website. Non-acceptable materials are also listed though this is not an exhaustive list.

Householders will be notified of any contamination by way of a sticker left on the lid of the receptacle by the collection crew. A follow up letter (Appendix 3) will be sent in instances of repeated contamination. Householders are responsible for removing the contamination, disposing of it appropriately and presenting the receptacle for collection on the next collection day. A contaminated receptacle is not classified as a missed collection and therefore there would be no return for the container under the missed collection policy.

## Assisted collections

Households without an adult resident physically capable of manoeuvring the wheeled bin to the kerbside for collection may be eligible for the assisted collection service. Applications are made via a form that can be completed online or in writing. All applications will be individually assessed.

The assisted collection service covers the collection, emptying and returning of the agreed receptacles to the householder's property free of charge.

## Bulky household waste

The Council works in partnership with Furniture Matters, offering residents a convenient way to dispose of unwanted household furniture and appliances. Furniture Matters (Calico Group) are committed to reducing environmental impact when collecting unwanted household furniture and appliances by refurbishing, repairing, or recycling items (where possible). Supporting those most in need by offering low cost, quality domestic furniture and appliances as well as providing local people with an opportunity to develop their skills and experience to help improve employment prospects.

---

*In 2022/2023, 152 tonnes of household furniture and appliances was collected from Fylde households. Of which 72 tonnes was recycled and 7 tonnes was reused.*

*Since the partnership commenced the service has assisted 200 families across Fylde in need of quality, low-cost furniture.*

---

The service operates 4 days per week, Monday to Saturday between 9am and 5pm with bookings available morning or afternoon. To maximise furniture reuse, collecting items from inside the property is preferable as ensures they are kept dry. Items can also be collected from outside properties, and should be placed outside as close to the collection date as possible to prevent water damage, mattresses, sofas and chairs should be covered if left outside. Appliances must be unplugged, disconnected and emptied prior to arrival, as the team are not able to do this.

The collection charges are set out below:

Up to 3 items	£23.50
4 to 10 items	£45.50
Over 10 items	£85
Collection of a single fridge or single freezer or single unit combined fridge/freezer	£45.50
Garden shed (max size 6' X 6' / 1.83m x 1.83m)	£52

\*The service is available to residential addresses and is not extended to businesses.

## Appendix 2 – List of Materials Accepted in Household Receptacles

	YES PLEASE	NO THANKS
<b>BLUE WHEELED BIN/GREEN BOX</b>	<ul style="list-style-type: none"> <li>✓ Glass bottles and jars – including lids</li> <li>✓ Food and drinks cans – including lids</li> <li>✓ Empty aerosol cans – lids go in separately</li> <li>✓ Plastic bottles - drinks, food, cosmetic, detergent – empty and lids on</li> <li>✓ Plastic food pots and tubs – including firm plastic lids</li> <li>✓ Plastic food trays and punnets – no film lids or absorbent pads</li> <li>✓ Plastic plant pots</li> <li>✓ Metal and plastic biscuit, chocolate and sweet containers</li> <li>✓ Clean foil – no food residue</li> </ul> <p>All containers must be rinsed and placed loose inside the bin.</p>	<ul style="list-style-type: none"> <li>☒ Plastics bags, plastic wrapping or film lids</li> <li>☒ Food and drinks cartons, e.g., juice cartons, TetraPak</li> <li>☒ Polystyrene</li> <li>☒ Laminated pouches e.g., cat food pouches</li> <li>☒ Crisp packets</li> <li>☒ Rubber</li> <li>☒ Any other metals including pans, cutlery</li> <li>☒ Any other plastic not listed under “yes”</li> <li>☒ Paper and cardboard: to be placed in the brown bin</li> <li>☒ Textiles – recycle at a local charity shop</li> <li>☒ Window glass and ceramics</li> <li>☒ Paint tins/tubs</li> <li>☒ Batteries</li> </ul>
<b>BROWN WHEELED BIN/BLUE BAG</b>	<ul style="list-style-type: none"> <li>✓ Newspapers and supplements</li> <li>✓ Magazines, brochures and catalogues</li> <li>✓ White paper (e.g., computer paper, letters)</li> <li>✓ Telephone directories</li> <li>✓ Leaflets and flyers</li> <li>✓ Envelopes (including window)</li> <li>✓ Shredded paper</li> <li>✓ Gift wrap (no foil or plastic type)</li> <li>✓ Brown paper</li> </ul>	<ul style="list-style-type: none"> <li>☒ Plastic bags, plastic wrapping, plastic film</li> <li>☒ Polystyrene</li> <li>☒ Food and drinks cartons e.g., juice cartons, TetraPak</li> <li>☒ Wallpaper</li> <li>☒ Tissues and paper towels</li> <li>☒ Padded envelopes</li> <li>☒ Wet wipes/nappies/sanitary products</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Cardboard boxes (e.g., cereal boxes, dishwasher tablet boxes)</li> <li>✓ Corrugated cardboard (e.g., online delivery boxes, cardboard envelopes) All plastic, polystyrene, tape to be removed.</li> <li>✓ Greetings cards without glitter - Tear off the glitter section, as well as any badges and batteries.</li> </ul> <p>All items must be placed loose inside the bin.</p>	
<b>GREEN WHEELED BIN</b>	<ul style="list-style-type: none"> <li>✓ Grass cuttings</li> <li>✓ Hedge clippings</li> <li>✓ Tree loppings</li> <li>✓ Twigs, bark, leaves</li> <li>✓ Straw and shavings</li> <li>✓ Flowers and plants</li> <li>✓ Small branches</li> <li>✓ Fallen fruit</li> <li>✓ Rabbit bedding</li> </ul>	<ul style="list-style-type: none"> <li>☒ Household rubbish</li> <li>☒ Food/kitchen waste</li> <li>☒ Cardboard/paper</li> <li>☒ Plastic bags/film/tubs/pots</li> <li>☒ Logs, thick branches</li> <li>☒ Soil</li> <li>☒ Rubble</li> <li>☒ Plant pots</li> <li>☒ Bags including biodegradable</li> </ul>
<b>GREY WHEELED BIN</b>	<ul style="list-style-type: none"> <li>✓ Non-recyclable rubbish</li> <li>✓ Disposable nappies/sanitary products/incontinence pads</li> <li>✓ Food waste</li> <li>✓ Plastic bags, wrapping and film</li> <li>✓ Polystyrene</li> </ul> <p>Liquids must be contained to prevent spillages occurring.</p>	<ul style="list-style-type: none"> <li>☒ Any material that can be recycled</li> <li>☒ Hot ashes</li> <li>☒ Hazardous waste e.g., engine oil, fuel, paints</li> <li>☒ Clinical waste</li> <li>☒ Commercial waste</li> <li>☒ Rubble/bricks</li> <li>☒ Asbestos</li> <li>☒ Gypsum (plaster board)</li> <li>☒ Batteries</li> </ul>

## Appendix 3 - Contamination notification for householders

Our Ref: Blue Bin

Your Ref:

### IMPORTANT INFORMATION – BLUE BIN COLLECTIONS

Please Ask For: Waste Prevention

Email: [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk)

Date: 27 September 2021

Dear Household,

#### BLUE RECYCLING BIN

Unfortunately, on your last recycling collection, we were unable to empty the **blue recycling bin** because it contained:-

- Plastic carrier bags – please place all items loose in the bin
- Glass panes, Pyrex dishes, drinking glasses
- Food/general refuse
- Waxed food/drinks cartons
- Plastic film/wrappings/polystyrene
- Crockery/pans/kitchen utensils
- Paper/cardboard – please place this in the **brown** bin
- Electrical items
- Other:

We are unable to collect items that have been placed in the wrong container or are not recyclable through the kerbside collection scheme, as this could lead to a full wagon load being rejected at the recycling plant. Please remove the incorrect items ready for the next scheduled recycling collection.

In the meantime, please refer to the guidance overleaf which details which items can be recycled in the blue bin. Alternatively, if you require a full recycling guide please visit [www.fylde.gov.uk/resident/bins-recycling-and-rubbish/which-bin-do-i-use](http://www.fylde.gov.uk/resident/bins-recycling-and-rubbish/which-bin-do-i-use) or contact Customer Services.

If you require any further information, would like additional recycling bins or advice on how to minimise your household waste, please do not hesitate to contact us.

Yours Faithfully

Waste Prevention Team

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	INTERNAL AFFAIRS SCRUTINY COMMUNITY	21 NOVEMBER 2023	10
<b>GENERAL FUND REVENUE BUDGET MONITORING REPORT 2023/24 - POSITION AS AT 30<sup>th</sup> SEPTEMBER 2023</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30<sup>th</sup> September 2023.

#### SOURCE OF REFERRAL

The terms of reference for this committee include receiving periodic update reports in respect of the Council's revenue and capital budgets. This report is based upon information extracted from the financial ledger system of the Council for the period to 30<sup>th</sup> September 2023 and feedback and commentary received from budget holders.

#### FURTHER INFORMATION

The General Fund Revenue Budget Monitoring report is included as an appendix to this report and is also available at the link below:

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

#### SUGGESTED RECOMMENDATIONS

The committee are requested to:

- Consider and scrutinise the General Fund Revenue Budget Monitoring report; and
- Note and accept the report.

### REPORT

#### Summary

The purpose of this report is to provide an update on the council's General Fund Revenue Budget Monitoring as at 30<sup>th</sup> September 2023. The appendix shows the value of the most significant variances for all of the Council services by Portfolio Holder and provides a brief explanation for each variance.



## 1. Background

- 1.1 The Local Government Finance Settlement for 2023/24 was once again a single-year settlement intended as a holding position, designed for short-term stability and certainty for planning purposes and to promote financial sustainability within available resources - based on detailed allocations for 2023/24 and a fairly full set of policy principles for 2024/25. The broad approach was based on a uniform roll-over of the core elements of the settlement; additional resources for priority services (in particular social care for upper tier authorities); balancing service pressures with taxpayer concerns through council tax referendum principles; and a fallback, by way of a minimum funding guarantee, for outlying councils. Finance reform was deferred, once again, at least until 2025/26 and possibly even later.
- 1.2 Against this backdrop, the Council approved the 2023/24 budget at its meeting on 2<sup>nd</sup> March 2023. Subsequently on 25<sup>th</sup> May 2023 the Executive Committee approved the financial outturn position for 2022/23. The impact of those approvals, including growth items approved at the Council budget meeting, along with slippage from 2022/23 as approved by the Executive Committee, are now reflected in the financial ledger. Therefore, this report monitors expenditure and income against the updated approved budgets for 2023/24.
- 1.3 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to Scrutiny Committee for consideration. This report therefore details the findings and issues emerging from budget monitoring carried out to 30<sup>th</sup> September 2023.
- 1.4 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.

## 2. Budget Rightsizing Exercise

- 2.1 For a number of years the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process is currently being repeated during 2023/24 and the resulting changes will be reflected in the latest budgets and updates to the Councils Financial Forecast.

## 3. Conclusions

- 3.1 The Medium-Term Financial Strategy (MTFS) report that was presented to Council in March 2023 sets out the full context of the financial landscape of the council at that time, including an assessment of the key financial risks which primarily relate to uncertainties around reviews of the future funding regime for local government and the ongoing impact of inflation. The report can be found at this link: [MTFS Report March 2023](#).
- 3.2 To try and bring inflation down to its 2% target, the Bank of England began raising interest rates from the historically low level of 0.1% in December 2021 by incremental increases in the intervening period to the current level of 5.25%. Further increases are possible as inflation remains stubbornly high.
- 3.3 Price inflation as measured by the Consumer Prices Index (CPI) has remained above the Bank of England target throughout the year to date. From a peak of an 11.1% annual increase in October 2022 the rate of inflation has fallen to 6.7% for September 2023. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was initially

expected to be temporary. Thereafter price rises slowly became more widespread during 2022/23, as a combination of rising global costs and strong demand which was exacerbated by supply shortages as a consequence of the ongoing conflict in Ukraine. The surge in wholesale gas and electricity prices during 2022/23 contributed significantly to overall cost pressures. Whilst the rate of increase may have slowed during the year to date, prices continue to rise month by month.

Provision for inflation within the revenue budget is limited to areas where the council has no choice but to pay increased prices, e.g. due to contractual terms. **Price increases represent a significant cost pressure to the council and increase the risk that existing budget provision is insufficient to cover the cost of service delivery. The position will be kept under continuous review by Management Team.**

- 3.4 As a result of the external pressures that are affecting all local authorities, instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies wherever possible. Finance staff work continuously with budget holders across the Council and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year budget variances within their areas of responsibility. In light of the potential for future general reductions in central government funding from 2024/25 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and provided contributions to reserves over recent years.
- 3.5 This report considers the revenue budget monitoring position at the mid-point of the 2023/24 financial year, and whilst much uncertainty exists with respect to the remainder of the year, it is clear at this point that inflationary pressures have resulted in an increased number of adverse variances as set out in the appendix to the report. The financial risks facing the Council, as set out in the MTFS report to Council in March 2023 remain. Instructions issued by Management Team that budget holders remain prudent are still in place, and the overall financial position of the council will be captured in the next update of the financial forecast in the MTFS report.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy - 2022/23 to 2026/27	2 <sup>nd</sup> March 2023	<a href="#">Report to Budget Council March 2023</a>

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O’Donoghue, Chief Financial Officer	paul.odonoghue@fylde.gov.uk	November 2023

Appendix A - General Fund Revenue Budget Monitoring report to 30<sup>th</sup> September 2023

## REVENUE MONITORING 2023/24 - Period 6 to 30th September 2023 (Variances in excess of £5K)

NB: Some budget variances occurring as a result of budget profiling issues where no variance is expected to remain by year-end, or variances to be resolved by virements, are excluded from the list below.

Key

BLUE
GREEN
AMBER
RED

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

### FINANCE & RESOURCES PORTFOLIO

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual Spend & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	10,890,233	5,498,061	5,578,947	80,886	ADVERSE	RED	All Budget Holders	The budget forecast which was approved by Council in March 2023 assumed employee cost savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2023/24 onwards. The budget also includes an estimate for pay award of 4% for the current year, and accordingly the actual spend to date figure includes an estimated commitment of pay award of 4% (pro-rata'd for the year to date) which is in line with the estimate. The adverse variance reflects increased costs of agency staff employed largely to deliver waste, parks, cemetery and crematorium and Fairhaven Lake services. The pay award has recently been settled at £1,925 per pay point which equates to c6.75% on the pay-bill. The employee cost budgets will be updated in the next update of the council's financial forecast to reflect the agreed pay award and updated estimates of agency labour costs.

### CORPORATE AND ECONOMIC DEVELOPMENT PORTFOLIO

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
Development Management	Planning Application Fees	-550,000	-275,000	-235,254	39,746	ADVERSE	RED	Andrew Stell	There are two reasons for the current adverse variance. Firstly, application numbers have been slightly depressed over the normal average in the past few months which is not untypical for the summer quarter. Secondly, fees are set nationally and the government announced in spring 2023 that the fee levels would increase 'this summer' - but that promised increase has yet to be introduced. The submission of additional applications, both in number and scale, during the second half of the year may recover this position. This budget will be kept under review.
Planning Enforcement	Enforcement Costs	45,000	22,500	13,333	-9,167	FAVOURABLE	GREEN		A couple of cases that were expected to require external support and legal assistance were resolved without that being required, resulting in this favourable variance. The budget will be reviewed as part of the budget right-sizing exercise and adjusted as required.

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual Spend & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
Development Management Team	Consultants Fees	5,000	2,500	29,070	26,570	ADVERSE	RED	Andrew Stell	As a consequence of staff departures, maternity leave and recruitment challenges consultants have been appointed to assist with caseload, focussing on delivering high-priority but long-standing applications to a decision. A bid for government funding to support this expenditure has been submitted, the outcome of which is awaited.
Local Plan	Consultants Fees	38,000	19,000	0	-19,000	FAVOURABLE	GREEN	Mark Evans	Consultants have been engaged to update the evidence base that will inform the review of the local plan. Work is ongoing with payment due on satisfactory completion of the work.
Planning Policy	Local Development Framework Costs	30,000	15,000	0	-15,000	FAVOURABLE	GREEN	Julie Glaister	Not all of these budget may be required for 2023/24. The budgets will be kept under review and updated as necessary,
Repairs and Maintenance Budget - Council owned assets	Other Miscellaneous Repairs	188,445	94,223	196,917	102,695	ADVERSE	RED	Peter Downs	There have been additional essential, but unbudgeted, works that have been required during the year, including works on St Annes Pool and the town hall basement. This budget will be reviewed as part of the budget right-sizing process and adjusted as necessary.
Business Rates - Council owned assets	Business Rates	224,856	224,856	247,116	22,260	ADVERSE	RED	Philip Haworth	There has been an increase in the level of business rates payable by the council as a result of a national revaluation by Valuation Office Agency. This budget will be adjusted as part of the budget right-sizing process.
North Beach Windsports Centre	Rent	-11,000	-5,500	0	5,500	ADVERSE	RED		Under the terms of the negotiated lease the tenant has been granted a rent-free period to April 2024. This budget will be adjusted as part of the budget right-sizing process.
St Annes Public Offices	Rent	-30,000	-15,000	0	15,000	ADVERSE	RED		Under the terms of the negotiated lease the tenant has been granted a rent-free period to April 2024. This budget will be adjusted as part of the budget right-sizing process.

**CUSTOMER & OPERATIONAL SERVICES PORTFOLIO**

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
Fylde Waste Schemes	Other Sales	-62,000	-31,000	-48,497	-17,497	FAVOURABLE	GREEN	Clare Blyth	There has been additional income arising from the increased sale of chargeable wheeled bins in respect of newly built properties. This budget will be reviewed and adjusted as appropriate as part of the budget right-sizing process.
	Household Refuse Special Collections	-42,000	-21,000	-26,926	-5,926	FAVOURABLE	GREEN		The increase in income is due to the increased demand for bulky household waste collections. This budget will be reviewed and adjusted as appropriate as part of the budget right-sizing process.
	Green Waste Subscription Charge	-673,400	-673,400	-683,720	-10,320	FAVOURABLE	GREEN		There has been an increase in income due to increased customer demand for the green bin subscription service. This budget will be reviewed and adjusted as appropriate as part of the budget right-sizing process.

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual Spend & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
Trade Waste Service	Purchase of Bulk Recycling Containers	2,000	2,000	7,409	5,409	ADVERSE	RED	Clare Blyth	Due to an increase in demand from new commercial customers and contract amendments it has been necessary to purchase additional bulk bins. This adverse variance will be offset in due course by additional bin lease income from customers to whom the bins will be leased.
Public Conveniences	Miscellaneous Receipts	-51,000	-25,500	-16,500	9,000	ADVERSE	RED		Income for the first half of the year is below the budget, largely as a result of poor weather conditions during the summer months which has an adverse effect on visitor numbers. This budget will be reviewed and adjusted as appropriate as part of the budget right-sizing process.
Fleet & Plant	FMS Materials Cost	140,670	70,335	87,891	17,556	ADVERSE	RED		Essential vehicle repairs and maintenance costs are incurred to keep the fleet operational to support service delivery. There are a number of adverse variances in the year to date, including as a result of inflation. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
	Repairs by Commercial Garages	43,400	21,700	40,666	18,966	ADVERSE	RED		
	Hire of Transport	63,357	31,679	41,851	10,173	ADVERSE	RED		
	Hire of Plant	0	0	10,470	10,470	ADVERSE	RED		
Off-Street Parking Enforcement	Penalty Charge Notices	-45,000	-22,500	-32,123	-9,623	FAVOURABLE	GREEN	Andrew Loynd	Penalty Charge Notice numbers are higher than anticipated and income is showing a favourable variance as a consequence.
Car Parking Charges	Car Parking Charges	-750,000	-375,000	-424,825	-49,825	FAVOURABLE	RED		Although income is currently in excess of the budget, the seasonal profile indicates that total income for the year is unlikely to meet the annual total budget. This is most likely due to poor weather during the summer months leading to a reduction in visitor numbers. The budget will be reviewed as part of the budget right-sizing process and adjusted as required.
Utilities	Water Charges - metered	89,900	44,950	39,071	-5,879	FAVOURABLE	GREEN		Metered water costs are lower than anticipated, possibly as a result of a wetter summer resulting in less watering of plants and open spaces being required.
Computer Services	Computer - Telephone Charges	20,000	10,000	0	-10,000	FAVOURABLE	BLUE	Ross McKelvie	This budget will contribute towards the development of the telephony infrastructure across the Council. This will offer resiliency ahead of future decommission of the current telephone connections system as part of the council's core communications infrastructure. It is anticipated that this budget will be used during the 2023/24 financial year.
	Computer - Program Licence Charges	129,000	64,500	54,524	-9,976	FAVOURABLE	BLUE		This budget will be fully spent by year end and will include expenditure on website development and the rollout of fully managed devices for business continuity.
	Computer Maintenance - Contract	10,000	5,000	0	-5,000	FAVOURABLE	BLUE		Expenditure on maintenance costs is based on demand and may increase with the upcoming projects due throughout the remainder of the year.
	Computer - Development Costs	247,000	123,500	106,561	-16,939	FAVOURABLE	BLUE		This budget will contribute towards the development of the telephony infrastructure across the Council, along with the rollout of fully managed devices which will reduce the current licensing costs.

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual Spend & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
<b>ENVIRONMENT PORTFOLIO</b>									
Land Charges	LC - CON29 Fees	-60,000	-30,000	-19,895	10,105	ADVERSE	RED	Keith Vernon	There has been a reduction in income for the year to date as a result of lower customer usage for the service resulting from interest rate rises over the last year which is suppressing housing transactions and also as a consequence of outside competition from search providers who undercut the Council fee for the service.
Pollution Control	Works Completed in Default of Notice	-1,000	-500	-6,035	-5,535	FAVOURABLE	GREEN	David Kessack	Income from works completed in default is above the anticipated level. It is difficult to predict when enforcement action will be required and the scale of the works in default costs.
<b>SOCIAL WELLBEING PORTFOLIO</b>									
Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
Cemetery and Crematorium	Medical Fees	13,000	6,500	13,206	6,706	ADVERSE	RED	Rebecca Riley	There has been a national increase in the statutory medical examination fees leading to this adverse variance. This budget will be revised as part of the budget rightsizing process.
	Interments	-201,792	-100,896	-122,502	-21,606	FAVOURABLE	GREEN		These variances are a result of the seasonal profile of the requirements for the services. The budgets will be reviewed as part of the budget rightsizing process and adjusted as necessary.
	Cremations	-1,176,039	-588,020	-530,193	57,827	ADVERSE	RED		
	Memorial Income	-50,000	-25,000	-16,705	8,295	ADVERSE	RED		
Homelessness	Temporary accommodation costs	220,089	110,072	228,968	118,896	ADVERSE	RED	Kirstine Riding	The high level of demand for this service experienced during 2022/23 continues into 2023/24. Increased costs are partially offset by additional income from Housing Benefit and Universal Credit contributions. The budgets will be reviewed as part of the budget rightsizing process and adjusted as necessary.
	Housing Benefit/Universal Credit Repayment Income	-45,000	-22,500	-55,455	-32,955	FAVOURABLE	GREEN		
	Miscellaneous Income - contributions towards interim accommodation costs	-2,000	-1,000	-16,804	-15,804	FAVOURABLE	GREEN		
Housing Standards	Contribution to Wyre - Care & Repair	30,000	15,000	8,851	-6,149	FAVOURABLE	GREEN	Kirstine Riding	Expenditure on this service is dependent on the number of clients accessing the support. It is possible that full budget for the year will not be required. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
	Disabled Facilities Grant Fees	-160,000	-80,000	-97,887	-17,887	FAVOURABLE	GREEN		The level of revenue income is determined by the number and value of capital grants delivered during the year and those for which the 15% management fee is levied. The Council has received an additional allocation of capital grant for 2023/24 and consequently revenue income for the year is anticipated to be in excess of the budget. This budget will be reviewed as part of the budget right-sizing process.

Service Area	Detailed Description	Full Year Budget	Budget as at Period 6	Actual Spend & Commitments as at Period 6	Variance as at Period 6	ADVERSE / FAVOURABLE	Alert	Budget Holder	Budget Holder Comments
<b>TOURISM, LEISURE &amp; CULTURE PORTFOLIO</b>									
Fairhaven Lake and Gardens	Adventure Golf	-164,000	-82,000	-105,139	-23,139	FAVOURABLE	RED	Tim Dixon	Although income is currently in excess of the budget, the seasonal profile indicates that total income for the year may not meet the annual estimate. This is most likely due to poor weather during the summer months leading to a reduction in visitor numbers. Additional marketing is being undertaken to promote the facility and the budget will be reviewed as part of the budget right-sizing process and adjusted as required.
Management of the Arts & Heritage Assets	Festival Support/Club Days	10,800	10,800	16,955	6,155	ADVERSE	RED		This budget is overspent as a result of the unbudgeted costs for the King's Coronation (banners, flags, bunting and lighting columns).
Fylde Tourism and Events	1940's Lytham Wartime Festival	35,000	35,000	49,645	14,645	ADVERSE	RED		The costs of the Wartime Festival have increased as the event has grown in popularity. This combined with the impact of inflationary increases on the overall costs of running the event have resulted in this overspend. The events programme is currently under review.
	Income - Kite Festival	-20,000	-20,000	-7,000	13,000	ADVERSE	RED	The event incomes and expenditure is under separate review.	
St. Annes-Parks (Strategic)	Irrigation Systems and Drainage	2,000	1,000	7,455	6,455	ADVERSE	RED	Lisa Foden	This budget overspend has occurred due to the unanticipated water pump failure at the Ashton Garden lake which required a new water pump to be fitted.
Splash and Paddling Pool	Splash Entry Fee	-65,000	-32,500	-18,603	13,897	ADVERSE	RED		The original income target for the facility has not been met for 2023/24. The adverse weather conditions over the main summer period adversely impacted user attendance, as did snagging issues with the booking and payment system.

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	11
<b>CAPITAL PROGRAMME MONITORING REPORT – POSITION AS AT 30<sup>th</sup> SEPTEMBER 2023</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 30<sup>th</sup> September 2023.

#### SOURCE OF REFERRAL

The terms of reference for this committee include receiving periodic update reports in respect of the Council's revenue and capital budgets. This report is based upon information extracted from the financial ledger system of the Council for the period to 30<sup>th</sup> September 2023 and feedback and commentary received from budget holders.

#### FURTHER INFORMATION

The Capital Programme Monitoring report is included as Appendices to this report and is also available at the link below:

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

#### SUGGESTED RECOMMENDATIONS

The committee are requested to:

- Consider and scrutinise the Capital Programme Monitoring Report; and
- To note and accept the report.

### REPORT

#### Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2023/24, together with an update on the overall five year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Portfolio on schemes scheduled for commencement or delivery in 2023/24. Appendix B provides a summary of the latest position for the five year Capital Programme and Appendix C provides details of the financing of the programme.



## **1. Background**

The Council approved the Capital Programme on 2<sup>nd</sup> March 2023. That update showed a balanced capital programme position from 2022/23 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2023. The Programme has also been rolled forward to include the year 2027/28.

## **2. Notes on Specific Schemes**

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

### **(i) Town Centre Regeneration Kirkham**

Following the Government's Future High Street funding initiative (FHSF), the Planning Committee resolved, in the autumn of 2019, to choose Kirkham Town Centre as its choice to pursue any bids for funding under the scheme. The first opportunity, being part of the broader FHSF, named the High Street Heritage Action Zone initiative (HS HAZ) was launched. This was a competitive process and seeks to enhance the historic environment of high streets that have conservation area status. Following the expansion of the funding for the scheme, due to unprecedented bids from a national perspective, the Kirkham bid proved to be successful, following a recommendation to Government from Historic England (HE). HE is the body responsible for administering the scheme. The grant award is £1.8m and will be match funded from a number of sources including Fylde Council, Kirkham Town Council and Section 106 payments for public realm improvements attributed to residential planning permissions. The scheme will run over 4 years, commencing in April 2020, and includes a wide range of projects.

In line with many other authorities, due to COVID 19, the implementation of the scheme has been delayed and a revised project plan, which sets out the projects to be delivered and the associated funding, has been agreed with Historic England.

A further bid for £9.1m was also submitted under the main body of the Future High Street Fund during 2020 and proposed to deliver a number of schemes across the whole of the town centre including the re-purposing of buildings, traffic management measures, building reuse and enhancement and public realm projects. This was once again a competitive process. The bid was well founded, and the economic case was very strong. In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5<sup>th</sup> July 2021. A report was approved by Planning Committee and Council in December 2021 to authorise various property acquisitions as part of the project.

The Historic England HAZ scheme is progressing in line with the revised project plan as referenced previously. The shopfront projects supported by HAZ are now committed through the execution of grant agreements and will be defrayed by the end of 2024. A plan for expenditure on Hillside through Phase 2 works (approximately £350k) has been agreed and will be delivered by the end of March 2024. Works to the Public Realm will be substantially complete by the end of December 2023.

The works funded through Future High Street (TSB Refurbishment and Hillside Conversion) are subject to a programme extension until September 2024. The original date for programme completion was March 2024. The programme extension application window closes on 17<sup>th</sup> November. Officers have been advised that many Local Authorities are requesting extensions to their respective Future High Street Fund and Town Deal programmes/projects, and it is highly likely that the government will accept Fylde's programme extension to September 2024.

The Kirkham Futures Regeneration Programme, which encompasses the funding streams identified above is a complex multi-stranded programme with strict delivery timeframes. As such the Programme has been added to the Council's Strategic Risk Register in order that the identified risks can be managed.

### **(ii) St Annes Sea Wall**

The St Annes Seawall project is now closed following approval of the Executive Committee report on the 17<sup>th</sup> October 2023. All costs associated with the detailed design are to be covered by the Environment Agency grant.

### **(iii) Fairhaven Lake and Gardens Heritage Lottery Scheme**

In December 2018, the council was notified that it had been successful in securing the second-round capital grant from the Heritage Lottery Fund in the sum of £1.4m for the restoration of Fairhaven Lake & Gardens, with further match funding provided by Fylde Council and other external financial contributions. All capital works apart from the lake package were completed in September 2021, with the defect period and all snags due to be completed by the end of 2023. The refurbished buildings are all now in use, with the new interpretation and activity scheme in place. The final evaluation report for the project is available on request.

The final package of works to be completed is the lake infrastructure and dredge. Design work is ongoing, all work is expected to be completed by Spring 2024. Until the scheme is fully delivered there remains the possibility of additional contract costs beyond those in the approved budget.

### **(iv) St Annes Event Square Scheme**

The St Annes Event Space project is the first project to be taken forward from the Town Centre and Island Masterplan. The budget for the scheme is £1.5m and this includes physical works, fees, preliminaries, surveys, and contingency.

The objective of the scheme is to provide a flexible events space within the western section of St Annes Road West, from the junction at Clifton Drive to Orchard Road. The road will be able to be temporarily closed during the delivery of large events. The works also include improvements to public realm items such as seating, planting, and a general softening of the highway. The works will also look at the introduction of new lighting and infrastructure required to support events delivery.

### **(v) UK Shared Prosperity Fund**

The UKSPF programme includes 14 different projects across 3 main investment themes: these being Employment & Skills, Support for Business and Communities and Place. There is some flexibility to the Council with regards programme underspends as the government will allow underspends to be moved to different projects, however the funds still are required to be spent within year. Fylde's UKSPF Programme allocation including revenue is £2.6m to be spent across 2022/2023, 2023/2024 and 2024/2025. The capital element within the programme for 2023/24 and 2024/25 is £981k.

### **(vi) Better Care Fund (Formerly Disabled Facilities Grants)**

As the local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG). From 2015/16 the Government established the 'Better Care Fund', and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e., district councils within their area) to enable them to continue to meet this statutory responsibility.

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the budget for 2023/24 (including slippage) totals £1.638m which provides for the delivery of disabled adaptations. It is anticipated that for 2023/24 all identified need for disabled adaptations can be met from the existing resource.

### **(vii) Vehicle Replacement Programme**

The estimated vehicle purchase profile to replace existing fleet at the end of its useful economic life from 2023/24 to 2027/28 within the Capital Programme totals £4.531m (including slippage).

It is important to note that there is currently significant upward pressure on purchase prices for replacement vehicles and technological/legislative changes are likely to increase prices further. As a result, it is necessary to reality check the costs associated with new vehicles on an annual basis and make any necessary adjustments to the capital programme to ensure that ongoing fleet replacement is accurately budgeted for in future years.

### 3 Conclusions

- 3.1 Actual expenditure to 30<sup>th</sup> September 2023 is £3.070m against a full year budget of £16.527m. This equates to 18.6% of the latest budget. Progress on the delivery of several schemes has been delayed due to the continuing economic recovery from the pandemic, together with supply chain challenges and higher inflation leading to a review on the original costings of capital schemes. This is noted as appropriate in the analysis at Appendix A. Consequently, the phasing of some schemes may have to be adjusted or re-phased into 2024/25 as part of the information that is provided from budget holders on a scheme-by-scheme basis, and this will be reflected in future Financial Forecast updates during the year.
- 3.2 Inflation continues to exert significant upward pressure on prices for utilities and on supplies and services across all sectors of the economy, which in turn increases the base costs for both revenue and capital budget items. The situation is particularly acute in the construction sector where supply chain issues and price increases are combining to put increased risks on the delivery of capital programme schemes. This is likely to be a continuing issue for the council throughout 2023/24 and this has resulted in current scheme delays and reviews on scheme costings.
- 3.3 Capital Receipts to date total £312k against a total in year budgeted figure of £90k, made up of Right to Buy Receipts and general asset sales. The additional monies that have been received are mainly due to Right to Buy receipts which are received from Progress Housing each year when former council housing stock is sold to tenants. Capital receipts are ringfenced to fund capital expenditure.
- 3.4 The current Capital Programme as updated is showing a balanced position for 2023/24 onwards. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2024/25.
- 3.5 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However, Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2023 was £5.458m. Of this £3.493m is already committed to deliver existing approved capital schemes leaving an uncommitted balance of £1.965m.
- 3.6 An updated position in respect of the Capital Investment Reserve will be included within future updates of the Financial Forecast presented to the Executive Committee and to Council. Additional future projects will be subject to further consideration as part of the budget setting process for 2024/25. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required to maintain a sustainable funding source for future years.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy - 2022/23 to 2026/27	2 <sup>nd</sup> March 2023	<a href="#">Report to Budget Council March 2023</a>

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue, Chief Financial Officer	<a href="mailto:paul.o'donoghue@fylde.gov.uk">paul.o'donoghue@fylde.gov.uk</a>	November 2023

Appendix A - Capital Programme 2023/24 in-year scheme monitoring report as at 30/09/2023

Appendix B - Updated Capital Programme 2023/24 – By scheme

Appendix C - Updated Capital Programme 2023/24 - Financing

Appendix D - Updated Capital Programme 2023/24 – Summary

## CAPITAL PROGRAMME - 2023/24 IN-YEAR SCHEME MONITORING REPORT AS AT 30/09/23

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2023/24 £000	Slippage B/F from 2022/23 £000	Adjustments from Budget Council - 02/03/23 £000	Updated Budget 2023/24 £000	Expenditure to 30/09/23 £000	Variance	Budget Holder Comments
	<b>TOURISM, LEISURE &amp; CULTURE PORTFOLIO SCHEMES</b>									
Z112	Fairhaven Lake & Promenade Gardens Restoration	Mark Wilde	Capital Investment Reserve	0	240		240	3	237	The building and landscape capital works are complete. The defect period for John Turners was the end of September 2022. Snagging work is ongoing on some smaller items for which the retention has not yet been paid. The lake package is ongoing. The onsite team are overseeing the development of jetty and lake edging improvements. We are currently engaging with a specialist company to rework the methodology for the planned dredge. The HLF are aware of the delays and are supportive of extending the timeframe for the lake works delivery.
Z097	Promenade Footways	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	195			195		195	This funding has been identified to improve the footway surface around St Annes Promenade bandstand and boating pool. The scheme is linked with the Square to Pier Link and Gateway scheme to be delivered through the Planning Committee with the intention that works will run concurrently by the same contractor. These works are currently delayed with an unknown start date. When the Pier scheme is progressed this scheme will be finalised and a draw-down report for funding presented to the committee.
Z176	Staining Playing Fields Development Scheme	Mark Wilde	S106 Developer Contributions / Capital Investment Reserve	13			13		13	This scheme has been completed to budget. We are awaiting the final invoice.
Z179	Coastal Signage Improvements	Darren Bell	Capital Investment Reserve		54		54		54	Phases 1, 2 and 3 of the scheme (Consolidation / Rationalisation, Digital Beach Signs and Beach Safety Signs) have been completed. Phases 4 and 5 (Waymarking & Directional and Heritage & Interpretation) are currently being modelled. Completion of the remaining phases is anticipated to be during 2023/24.
Z199	Outdoor Digital Signage	Mark Evans	Capital Investment Reserve	20			20		20	This project was placed on hold pending the announcement of the Levelling-up Fund bid to allow town centre improvements to be considered as comprehensive scheme. Following the announcement that the bid has not been successful, options to deliver the proposed signage scheme will be reprogrammed.
Z197	Blackpool Road North Playing Fields Drainage	Darren Bell	Capital Investment Reserve		26		26		26	Works are substantially complete. The remaining funding for additional works on the maintenance of football pitches is to be utilised as match-funding for an external funding bid to further improve the football pitches.
Z212	Park View Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve		15		15		15	The works are substantially complete and the remaining funding for additional works on the maintenance of football pitches is to be utilised as match-funding for an external funding bid to further improve the football pitches.
Z213	Fairhaven Boathouse - Remodelling and Refurbishment Scheme	Darren Bell	Capital Investment Reserve		217		217	5	212	Architect engaged to work up package of roof works. The Changing Places accessible toilet and changing facilities will be installed by end of March 2024. The roof works will be scheduled in between April and June 2024.
Z219	Fairhaven Kiosk / Ice Cream Bar Project	Charlie Richards	Funding Volatility Reserve	338			338	7	331	Stage 4 design work now progressing ahead of procurement of the main contractor to deliver the works. The planning application has been submitted and awaiting validation. Selection of main contractor expected in December 2023.
Z220	Boating Pool Safety Improvements	Mark Wilde	Capital Investment Reserve	25			25	1	24	The works are substantially complete. The Remaining funding is for the completion of the facility safety sign and fencing. The project will be completed by March 2024.
Z223	Petanque Court	Mark Wilde	Capital Investment Reserve		7		7	1	6	This scheme has been completed to budget. We are awaiting the final invoice.
Z225	Improvements to Children's Play Areas - 22/23	Mark Wilde	Capital Investment Reserve		100		100	95	5	This scheme has been completed to budget. We are awaiting the final invoice.
Z231	Lytham St Annes Art Collection Display Options	Mark Wilde	Capital Investment Reserve	65			65		65	Commencement of the project was delayed due to waiting for structural ceiling works above the gallery space by HTNW who manage Lytham Hall. That work is complete and the project is now underway to be delivered in the current financial year.
Z234	St Annes Paddling Pool Water Quality Improvements	Mark Wilde	Capital Investment Reserve		35		35	35	0	This scheme has been completed to budget.
Z225	Improvements To Children's Play Areas - 23/24	Mark Wilde	Capital Investment Reserve	120			120		120	The project specification is currently being developed in consultation with partners. This will form part of the tender which will go live by October 2023. It is anticipated works will be completed by March 2024.
Z237	St Annes Beach Hub Facility	Darren Bell	Capital Investment Reserve	71			71	5	66	Project Manager and Architect appointed. Working up the detailed design and works packages. Out to tender by the end of November, Contractor to be appointed January 2024. Start on site February 2024 with a completion date of end of April 2024.
Z240	Lytham Hall - Drainage & Green Car Parking	Darren Bell	Capital Investment Reserve	75			75		75	The project is being delivered by the Lytham Hall team in liaison with the Council's Technical Services Drainage Team. The project involves the installation of a geotextile grid car parking system with the creation of a detention basin to enable the surface water on the car park to be managed. It is programmed to undertake the work on site in Spring 2024 subject to ground conditions.
	<b>Sub total</b>			<b>922</b>	<b>694</b>	<b>0</b>	<b>1,616</b>	<b>152</b>	<b>1,464</b>	

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2023/24 £000	Slippage B/F from 2022/23 £000	Adjustments from Budget Council - 02/03/23 £000	Latest Budget 2023/24 £000	Expenditure to 30/09/23 £000	Variance	Budget Holder Comments
<b>CUSTOMER &amp; OPERATIONAL SERVICES PORTFOLIO SCHEMES</b>										
Z038	Replacement Vehicles	Mark Wilde	Borrowing	971	531		1,502	122	1,380	The replacement vehicle purchases for this financial year will be required to be re-phased into 2024/25 due to expected longer lead times from the tenderers.
Z049	Car Park Improvements	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	90			90		90	This scheme is to be reviewed in light of the closure of the St Annes Sea Wall scheme.
Z226	North Beach Car Park Public Conveniences	Darren Bell	Capital Investment Reserve		17		17		17	This scheme is substantially complete; unit to be commissioned.
Z227	Stanner Bank Public Conveniences Refurbishment	Darren Bell	Capital Investment Reserve		38		38		38	The public conveniences element of the scheme was completed in January 2023. Footpath access to the rear of the building is scheduled to be completed during 2023/24.
Z222	Changing Places	Darren Bell	Capital Investment Reserve / Specific Grant	80	7	40	127	1	126	External funding for this scheme was awarded in March 2022. Full Council agreed 10% match funding and draw down for Phase 1 (April 2022). The total funding to deliver 3 changing places facilities by March 2024 is £120,000. The first facility at North Beach Windsports Centre is complete with an initial £45k of external funding having been received. Negotiations for Lowther and Kirkham sites have been initiated with potential options being explored.
Z239	Kirkham Toilet Block Internal Refurbishment	Darren Bell	Capital Investment Reserve	43			43		43	A scheme currently being developed to be delivered in 2023/24. Works to be delivered in co-ordination with the Kirkham Futures scheme.
<b>Sub total</b>				<b>1,184</b>	<b>593</b>	<b>40</b>	<b>1,817</b>	<b>123</b>	<b>1,694</b>	

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2023/24 £000	Slippage B/F from 2022/23 £000	Adjustments from Budget Council - 02/03/23 £000	Latest Budget 2023/24 £000	Expenditure to 30/09/23 £000	Variance	Budget Holder Comments
<b>ENVIRONMENT PORTFOLIO SCHEMES</b>										
Z207	St Annes Sea Wall	Charlie Richards	Specific Government Grant (Environment Agency)	9,379	-66	-8,363	950		950	The project is now closed due to cost overruns and significant risks regarding obtaining stakeholder approvals. Executive Committee approved the decision not to proceed with the project on 17th October 2023. The Council will return to deliver the scheme before 2033 as per the Strategic Appraisal Report and concentrate on delivery of the Island Masterplan.
Z228	Carbon Neutral Vehicles	Mark Wilde	Capital Investment Reserve	61			61		61	Budget Council approved a new scheme for Carbon Neutral vehicles and it is recommended that two operational vehicles are replaced with electric vehicles during 2022/23 followed by the replacement of the mayor car in 2023/24.
Z201	Hydration Points	Darren Bell	Capital Investment Reserve		44		44	1	43	A drawdown request for 4 wall mounted and 2 freestanding hydration points was approved in March 2022 and the units installed in 2022/23. A further wall mounted point was installed at no cost at the North Beach public conveniences. In March 2023 approval to fund additional hydration points were approved with installation occurring during July to September 2023. The invoice for installation yet to be received. In addition three points at non-Fylde Council owned locations are to be installed with legal agreements currently being drafted. An underspend on the scheme is currently estimated at approximately £35k.
Z216	Staining Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve / Staining Parish Council		65		65	19	46	Staining Village Drainage Remedial project works have been completed with an underspend due to the discovery that detention basins had been installed previously which has reduced the scheme cost considerably. The saving will be split between Fylde Council and Staining Parish Council in proportion to the relative funding contributions.
Z192	Fylde Sand Dunes Improvement Scheme	Mark Wilde	S106 Developer Contributions / Specific Grants	11			11		11	The majority of these works have been successfully completed. We are currently awaiting contractor completion of bespoke way markers. The remaining elements of the scheme are due for completion in 2023/24.
Z186	Tree Planting Scheme	Mark Evans	Capital Investment Reserve	25	11		36		36	The take up of trees for the "15 Trees for 15 Parishes" scheme was not as high as envisaged. The Carbon Neutral Working Group asked that the funds be slipped to allow planting during the 2022/23 planting season (which has now been completed under budget) and for a tree canopy survey to be completed. The remaining funds have been slipped to supplement further tree planting during the 2023/24 planting season.
Z243	Replacement ICT System for Statutory Environmental Health and Housing Services	Ian Williamson	ICT Investment Reserve / Capital Investment Reserve			85	85		85	Scheme approved at Executive Committee - 19/09/2023 The information system software used by the Council's Environmental Health & Housing Services, as well the waste and customer service departments is used to manage all statutory inspections, investigations, service requests, licences and grants undertaken by the Environmental Health & Housing Service. The existing software known as Civica Authority Public Protection (APP) will be upgraded to Idox Cloud.
<b>Sub total</b>				<b>9,476</b>	<b>54</b>	<b>-8,278</b>	<b>1,252</b>	<b>20</b>	<b>1,232</b>	

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2023/24 £000	Slippage B/F from 2022/23 £000	Adjustments from Budget Council - 02/03/23 £000	Latest Budget 2023/24 £000	Expenditure to 30/09/23 £000	Variance	Budget Holder Comments
<b>SOCIAL WELLBEING PORTFOLIO SCHEMES</b>										
Z010	Disabled Facilities Grants (DFG) Programme	Ian Williamson	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,317	213	108	1,638	872	766	The grant programme is now progressing as normal and all of the funding is expected to be fully committed by the end of the financial year. Additional allocation of £107,960 allocated in 2023/24.
Z159	Affordable Warmth Scheme - Housing	Ian Williamson	Specific Grant (Lancashire County Council)		47	30	77	46	31	The project is up and running and expected to complete during 2023/24.
Z161	Housing Needs Grant	Ian Williamson	DFG Grant Repayments		51		51	4	47	Housing Needs grant awards are dependent on the repayments received from the sale of properties where DFG grant has previously been provided. The funding is to be used where professional services have been provided, such as architectural fees, but the DFG grant has not gone ahead in 2023/24.
Z205	Fylde Affordable Housing Delivery Programme	Mark Evans	S106 Developer Contributions		33	-33	0		0	The Housing Survey has been completed and S106 funds adjusted accordingly.
Z230	CCTV Replacement Schemes	Ian Curtis	Specific Grant (LSP Performance Reward Grant)	79	1	25	105		105	Four WCCTV rapid deployable cameras with accessories have been purchased and two have been deployed at Lytham Windmill and Park View. The other two are available for deployment on submission of an application. This is the residual funding.
Z238	Cemetery Lodge Refurbishment	Darren Bell	Capital Investment Reserve	55			55	1	54	A drawdown report presented to Executive Committee in September 2023. The scheme is to be delivered during 2023/24.
<b>Sub total</b>				<b>1,451</b>	<b>345</b>	<b>130</b>	<b>1,926</b>	<b>923</b>	<b>1,003</b>	

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2023/24 £000	Slippage B/F from 2022/23 £000	Adjustments from Budget Council - 02/03/23 £000	Latest Budget 2023/24 £000	Expenditure to 30/09/23 £000	Variance	Budget Holder Comments
<b>CORPORATE AND ECONOMIC DEVELOPMENT PORTFOLIO SCHEMES</b>										
Z188	Purchase of Land Adjacent to Squires Gate Station	Darren Bell	Capital Investment Reserve	0	6		6		6	This project is ongoing. As agreed at Full Council, the compulsory purchase of the land was initiated. It is expected that the process will be completed during 2023/24.
Z165	Public Transport Improvements	Darren Bell	S106 Developer Contributions		90		90		90	This scheme relates to developer contributions (s106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the s106 agreement allows for payments to be made up until 2028.
Z190	Charging Infrastructure for Electric Taxis	Darren Bell	Specific Government Grant		8		8		8	Majority of scheme completed to budget. Awaiting final invoices.
Z138	St Annes Regeneration Schemes	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	123		-123	0	19	-19	Budget vired to St Annes Square Event.
Z185	St Annes Road West – Square to Pier link and Gateway	Charlie Richards	Capital Investment Reserve	110		-110	0		0	Budget vired to St Annes Square Event.
Z242	St Annes Event Square	Charlie Richards	Capital Investment Reserve	0		1,000	1,000	72	928	Scheme approved at Council 17th July 2023. Delivery of the project is scheduled for Summer 2024 with a report to drawdown capital funding for the works due in early 2024. The forecast will be updated accordingly.
Z235	UK Shared Prosperity Fund	Charlie Richards		0		267	267		267	Scheme approved at Council 17th July 2023. The capital funding from UKSPF also match funds the St Annes Event Square project. The UKSPF programme has a range of projects to be delivered, which include 14 different projects across 3 main investment themes; these being Employment & Skills, Support for Business and Communities and Place.
Z139	Lytham Regeneration Schemes	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	745	-6	-712	27	24	3	The Lytham Beach Lighting Scheme saw accelerated spend during 2022/23 funded by the UK Shared Prosperity Fund £82.5k (£55k in 2022/23 and £27k in 2023/24). The main scheme has been re-phased into 2024/25.
Z136	Kirkham Public Realm Improvements	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve		2		2		2	This is a residual amount from the last phase of regeneration works allocated for signage which will now be delivered as part of the Kirkham Future High Street Fund / Heritage Action Zone programme.
Z193	Future High Street Fund: Kirkham	Charlie Richards	Specific Grant	5,996	199		6,195	1,455	4,740	Contract awards for the refurbishment of the TSB and Hillside are due early 2024 and at which point an updated financial forecast will be provided.
Z204	Kirkham Heritage Action Zone	Charlie Richards	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	1,818	-33		1,785	282	1,503	This is a 4 year programme (2020-2024) with spending being spread across the programme period. There was accelerated spend on the planning stage during 2022/23.
Z241	Public Transport Facilities, Clifton Drive	Charlie Richards	S106 Developer Contributions	0		36	36		36	The scheme enables the provision of refuge islands on Clifton Drive North, to provide improved links to a greater area for the residents. Lancashire County Council will be undertaking the works for the provision of two refuge islands.
Z245	St Annes Levelling Up Round 3 Funding Application	Charlie Richards	Capital Investment Reserve			500	500		500	Scheme approved - Council 02/10/23. It is expected that the Government will announce details concerning the third and final round of Levelling Up Funding in Autumn 2023. In anticipation of this the Council is commissioning the necessary professional services required to progress a public realm scheme in St Annes. This will enable an application to be 'shovel ready' and therefore will have the best chance of successfully securing significant capital funding. The proposed scheme will focus on three intervention areas taken from the St Annes Masterplan; the Station Gateway, Square East and Active Travel Link.
<b>Sub total</b>				<b>8,792</b>	<b>266</b>	<b>858</b>	<b>9,916</b>	<b>1,852</b>	<b>8,064</b>	
<b>Total Expenditure</b>				<b>21,825</b>	<b>1,952</b>	<b>-7,250</b>	<b>16,527</b>	<b>3,070</b>	<b>13,457</b>	

## UPDATED 5 YEAR CAPITAL PROGRAMME 2023/24 TO 2027/28 - BY SCHEME

	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000	Estimate 2027/28 £000
<b>TOURISM, LEISURE &amp; CULTURE PORTFOLIO</b>					
2112 Fairhaven Lake & Promenade Gardens Restoration	240				
2097 Promenade Footways	195	40	40	40	40
2176 Staining Playing Fields Development Scheme	13				
2179 Coastal Signage Improvements	54				
2199 Outdoor Digital Signage	20				
2197 Blackpool Road North Playing Fields drainage	26				
2212 Park View Drainage Improvement Scheme	15				
2213 Fairhaven Boathouse - Remodelling and Refurbishment Scheme	217				
2219 Fairhaven Kiosk / Ice Cream Bar Project	338				
2220 Boating Pool Safety Improvements	25				
2223 Petanque Court - Budget Council March 2022	7				
2225 Improvements to Children's Play Areas - Budget Council March 2022	100				
2231 Lytham St Annes Art Collection Display Options	65				
2234 St Annes Paddling Pool Water Quality Improvements	35				
2225 Improvements To Children's Play Areas - Budget Proposal March 2023	120				
2237 St Annes Beach Hub Facility	71				
2240 Lytham Hall - Drainage & Green Car Parking	75				
<b>Sub total</b>	<b>1,616</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>CUSTOMER &amp; OPERATIONAL SERVICES PORTFOLIO</b>					
2038 Replacement Vehicles	1,502	791	1,251	359	628
2049 Car Park Improvements	90	30	30	30	30
2226 North Beach Car Park Public Conveniences	17				
2227 Stanner Bank Public Conveniences Refurbishment	38				
2222 Changing Places	127				
2239 Kirkham Toilet Block Internal Refurbishment	43				
<b>Sub total</b>	<b>1,817</b>	<b>821</b>	<b>1,281</b>	<b>389</b>	<b>658</b>
<b>ENVIRONMENT PORTFOLIO</b>					
2207 St Annes Sea Wall	950	0			
2228 Carbon Neutral Vehicles	61				
2201 Hydration points	44				
2216 Staining Drainage Improvement Scheme	65				
2192 Fylde Sand Dunes Improvement Scheme	11				
2186 Tree Planting Scheme	36				
2243 Replacement ICT System for Environmental Health and Housing Services	85				
<b>Sub total</b>	<b>1,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOCIAL WELLBEING PORTFOLIO</b>					
2010 Disabled Facilities Programme	1,638	1,317	1,317	1,317	1,317
2159 Affordable Warmth Scheme - Housing	77				
2161 Housing Needs Grant	51				
2205 Fylde Affordable Housing Delivery Programme	0				
2230 Replacement of Town Centre CCTV Systems	105				
2238 Cemetery Lodge Refurbishment	55				
<b>Sub total</b>	<b>1,926</b>	<b>1,317</b>	<b>1,317</b>	<b>1,317</b>	<b>1,317</b>
<b>CORPORATE AND ECONOMIC DEVELOPMENT PORTFOLIO</b>					
2188 Purchase of Land Adjacent to Squires Gate Station	6				
2165 Public Transport Improvements	90				
2190 Charging Infrastructure for Electric Taxis	8				
2138 St Annes Regeneration Schemes	0				
2185 St Annes Road West – Square to Pier link and Gateway	0				
2242 St Annes Event Square	1,000	500			
2235 UK Shared Prosperity Fund	267	714			
2139 Lytham Regeneration Schemes	27	800			
2136 Kirkham Public Realm Improvements	2				
2193 Future High Street Fund: Kirkham	6,195				
2204 Kirkham Heritage Action Zone	1,785				
2241 Public Transport Facilities, Clifton Drive	36				
2245 St Annes Levelling Up Round 3 Funding Application	500				
<b>Sub total</b>	<b>9,916</b>	<b>2,014</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>16,527</b>	<b>4,192</b>	<b>2,638</b>	<b>1,746</b>	<b>2,015</b>

## UPDATED 5 YEAR CAPITAL PROGRAMME 2023/24 TO 2027/28 - FINANCING

	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000	Estimate 2027/28 £000
<b>FINANCING:</b>					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	45	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,558	1,237	1,237	1,237	1,237
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	51				
Section 106 Monies - St Annes	73				
Section 106 Monies - Lytham	0	130			
Section 106 Monies - Public Transport Improvements	90				
Section 106 Monies - Kirkham Heritage Action Zone	431				
Section 106 Monies - Fylde Affordable Housing Delivery Programme	0				
Section 106 Monies - Newton Community Park Improvement Scheme	37				
Section 106 Monies - Transport / Public Transport Facilities, Clifton Drive	36				
Capital Investment Reserve	2,573	920			
ICT Investment Reserve	17				
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	338				
Funding Volatility Reserve - St Annes Sea Wall	0				
Other External Finance (see analysis below )	9,833	1,044	80	80	80
Prudential Borrowing	1,400	791	1,251	359	628
<b>Total Financing</b>	<b>16,527</b>	<b>4,192</b>	<b>2,638</b>	<b>1,746</b>	<b>2,015</b>

<b>Total surplus (-) / shortfall in year</b>	0	0	0	0	0
--	---	---	---	---	---

<b>Cumulative surplus (-) / shortfall</b>	0	0	0	0	0
---	---	---	---	---	---

See note below for external funding available to finance the above schemes:

<b>Other External Finance: Analysis</b>					
LSP Performance Reward Grant Reserve	1				
Environment Agency - St Anne's Sea Wall	950	0			
Central Government Grant - Future High Street Fund: Kirkham	5,350				
New Fylde Housing - DFG Contribution	323	80	80	80	80
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	11				
Heritage Lottery Fund - Fairhaven Restoration Project (Remainder of £1.476m)	356				
External Grants - Historic England (Kirkham Heritage Action Zone)	595				
External Grants - Historic England - Additional Grant (Kirkham HAZ)	39				
Private Sector / Other (Kirkham Heritage Action Zone)	720				
Changing Places - Department for LevellingUp, Housing and Communities	87				
Lancashire County Council - Affordable Warmth Scheme	77				
Police & Crime Commissioners Community Safety Fund	25				
Lancashire County Council - Kirkham Futures	845				
Lancashire County Council - St Annes Event Space		250			
UK Shared Prosperity Fund	454	714			
	9,833	1,044	80	80	80



## UPDATED 5 YEAR CAPITAL PROGRAMME 2023/24 TO 2027/28 - SUMMARY

	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000	Estimate 2027/28 £000
<b>Committee:</b>					
Finance & Resources Portfolio	0	0	0	0	0
Tourism, Leisure & Culture Portfolio	1,616	40	40	40	40
Customer & Operational Services Portfolio	1,817	821	1,281	389	658
Environment Portfolio	1,252	0	0	0	0
Social Wellbeing Portfolio	1,926	1,317	1,317	1,317	1,317
Corporate & Economic Development Portfolio	9,916	2,014	0	0	0
<b>Total Expenditure</b>	<b>16,527</b>	<b>4,192</b>	<b>2,638</b>	<b>1,746</b>	<b>2,015</b>
<b>Financing:</b>					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	45	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,558	1,237	1,237	1,237	1,237
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	51				
Section 106 Monies - St Annes	73				
Section 106 Monies - Lytham	0	130			
Section 106 Monies - Public Transport Improvements	90				
Section 106 Monies - Kirkham Heritage Action Zone	431				
Section 106 Monies - Fylde Affordable Housing Delivery Programme	0				
Section 106 Monies - Newton Community Park Improvement Scheme	37				
Section 106 Monies - Transport / Public Transport Facilities, Clifton Drive	36				
Capital Investment Reserve	2,573	920			
ICT Investment Reserve	17				
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	338				
Funding Volatility Reserve - St Annes Sea Wall	0				
Other External Finance (see analysis below )	9,833	1,044	80	80	80
Prudential Borrowing	1,400	791	1,251	359	628
<b>Total Financing</b>	<b>16,527</b>	<b>4,192</b>	<b>2,638</b>	<b>1,746</b>	<b>2,015</b>
<b>Total surplus (-) / shortfall in year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cumulative surplus (-) / shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>See note below for external funding available to finance the above schemes:</i>					
<b>Other External Finance: Analysis</b>					
LSP Performance Reward Grant Reserve	1				
Environment Agency - St Anne's Sea Wall	950	0			
Central Government Grant - Future High Street Fund: Kirkham	5,350				
New Fylde Housing - DFG Contribution	323	80	80	80	80
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	11				
Heritage Lottery Fund - Fairhaven Restoration Project (Remainder of £1.476m)	356				
External Grants - Historic England (Kirkham Heritage Action Zone)	595				
External Grants - Historic England - Additional Grant (Kirkham HAZ)	39				
Private Sector / Other (Kirkham Heritage Action Zone)	720				
Changing Places - Department for LevellingUp, Housing and Communities	87				
Lancashire County Council - Affordable Warmth Scheme	77				
Police & Crime Commissioners Community Safety Fund	25				
Lancashire County Council - Kirkham Futures	845				
Lancashire County Council - St Annes Event Space		250			
UK Shared Prosperity Fund	454	714			
	<b>9,833</b>	<b>1,044</b>	<b>80</b>	<b>80</b>	<b>80</b>

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
INTERIM SCRUTINY MANAGER	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	12
<b>IN-DEPTH SCRUTINY REVIEW - REGENERATION</b>			

### PUBLIC ITEM

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

#### PURPOSE OF THIS REPORT

Further to the resolution of the Committee on 5 September 2023 to commence an in-depth scrutiny review on Regeneration, members are requested to consider/agree the attached Scoping Document and nominate members to be appointed to a Task & Finish Group to undertake the review.

#### 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

Minutes - Internal Affairs Scrutiny Committee - 5 September 2023

#### FURTHER INFORMATION

None

#### SUGGESTED RECOMMENDATIONS

1. To agree to the proposed Scoping Document relating to Regeneration.
2. To nominate members to be appointed to the Regeneration Task & Finish Group for this purpose.

### REPORT

1. At a workshop of the Internal Affairs Scrutiny Committee held on 22 August, members were invited to consider the in-depth scrutiny reviews for Internal Affairs Scrutiny Committee for the remainder of the 2023/24 municipal year.
2. The Committee at its meeting on 5 September 2023 agreed to the following in-depth scrutiny reviews being established and commenced in the remainder of the 2023/24 municipal year in the following order: Regeneration followed by Affordable Housing.
3. 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.

4. Due to other scrutiny commitments, it is proposed that the in-depth review on Regeneration be commenced in early 2024.
5. The Committee is invited to consider the proposed Scrutiny Review Scoping Document for Regeneration which is attached at Appendix 1.
6. The concept of a Task and Finish Group to undertake this piece of work was agreed at the 5 September meeting. Members are now invited to nominate members to be appointed to this group.
7. It is suggested that the findings from the review be reported to this Committee in the first instance prior to being considered by the Executive Committee.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Fylde Council Constitution	May 2023	<a href="#">CMIS &gt; Constitution /Governance Matters</a>
Minutes - IASC	5 Sept 2023	<a href="#">CMIS &gt; Meetings Calendar</a>

LEAD AUTHOR	CONTACT DETAILS	DATE
Scrutiny Team	<a href="mailto:scrutiny@fylde.gov.uk">scrutiny@fylde.gov.uk</a>	November 2023

#### Attached Documents

Appendix 1 - Scrutiny Review Scoping Template - Regeneration

## Fylde Council Scrutiny Review Scoping Template

<b>Review Topic</b> (Name of review)	Regeneration
<b>Parent Scrutiny Committee</b>	Internal Affairs Scrutiny Committee
<b>Lead Member Review Group</b> (Cllrs Involved)	To be confirmed
<b>Officer Support</b> (Scrutiny Review Officer lead)	Scrutiny Team
<b>Rationale</b> (Key issues and/or reason for doing the review)	<p>Regeneration is a strategic ambition for Fylde Council which is reflected through several town centre regeneration programmes in its Corporate Plan (2020-24). These programmes are at different stages of delivery and are vital to the economic development of the borough.</p> <p>As regeneration requires significant resources, it's important that money is spent effectively if it is to make a real difference.</p> <p>The topic scored the highest possible (21 points) when assessed by members using the <a href="#">Scrutiny Topic Selection Assessment tool</a>.</p>
<b>Objectives of the Review</b> (Specify exactly what the review should achieve)	<ul style="list-style-type: none"> <li>▪ To obtain an understanding of the current economic regeneration needs of the borough and the council's approach in response to this.</li> <li>▪ To understand how local communities and other stakeholders are involved in shaping and delivering regeneration programmes.</li> <li>▪ To consider the impact of empty commercial properties in the town centres and how the council engages with local businesses to maximise regenerative benefits from any intervention.</li> <li>▪ To assess the effectiveness of past/ongoing town centre regeneration programmes in Fylde and identify key lessons learnt and good practice that could be adopted.</li> <li>▪ To make recommendations to the Executive Committee and any other relevant body, organisation or partner agency.</li> </ul>
<b>Indicators of Success</b> (What factors make up a helpful review)	<ul style="list-style-type: none"> <li>▪ That Fylde Council maximises the opportunities and economic benefits of regeneration on current/future programmes.</li> <li>▪ Clear recommendations are made which are SMART<sup>1</sup></li> </ul>
<b>Methodology/Approach</b> (What enquiries will be used to gather evidence and why)	<ul style="list-style-type: none"> <li>▪ Desk based research of regeneration best practice.</li> <li>▪ Witnesses attending the Task and Finish Group</li> <li>▪ Review of relevant policies/documentation.</li> <li>▪ Site visits to look at need and project delivery.</li> <li>• To allow the Internal Affairs Scrutiny Committee to make recommendations to the Executive Committee and any</li> </ul>

<sup>1</sup> Specific, Measurable, Assignable, Realistic, Time-related.

		other relevant body, organisation or partner agency for consideration.	
<b>Specify Witnesses/Experts</b> (Who to see and when) - subject to review as evidence becomes available.		It is suggested that representatives of the following organisations be invited to provide evidence to the scrutiny committee (please note the list is not exhaustive): <ul style="list-style-type: none"> <li>▪ Head of Regeneration Projects</li> <li>▪ Parish/ Town Council Reps</li> <li>▪ St Annes Economic Partnership (STEP)</li> <li>▪ St Annes Independent Retailers (STAIR)</li> <li>▪ Lytham Business Partnership</li> <li>▪ Kirkham Business Group</li> <li>▪ Lancashire Economic Partnership (LEP)/Lancashire County Council (LCC)</li> <li>▪ Leader and ward members of Fylde Council</li> <li>▪ Member of Parliament for Fylde</li> <li>▪ Interested members of the local community</li> <li>▪ FBC officers including; Planning Policy/Technical Services/Place and Culture/Finance/Audit</li> <li>▪ HM Government, i.e., Department for Levelling Up, Housing and Communities (DLUHC)</li> </ul>	
<b>Specify Evidence Sources for documents</b> (Specify which to look at)		<ul style="list-style-type: none"> <li>▪ Legislation and Government Policy</li> <li>▪ Fylde Council Corporate Plan</li> <li>▪ Fylde Local Plan to 2032 and any relevant Supplementary Planning Documents</li> <li>▪ Fylde Council plans/strategies; 20/20 Vision, Coastal Strategy, Economic Development Strategy, Project Management Framework, Neighbourhood Plans, Regeneration Framework, St Annes Town Centre Masterplan, Kirkham Renaissance, Audit Plan, etc</li> </ul>	
<b>Specify Site Visits</b> (Where and when)		St Annes, Lytham & Kirkham (including district centres).	
<b>Specify Evidence Sources for views of Stakeholders.</b> (consultation/workshops/focus groups/public meetings)		To be established by the Task and finish Group	
<b>Publicity Requirements</b>		To be confirmed	
<b>Resource Requirements</b> • Person-days • Expenditure		To be confirmed Within existing budgets	
<b>Barriers/dangers/risks</b> (Identify any potential pitfalls)		Elements of control may be outside the authority/control/influence of the council. Raising of false expectations amongst the local community. Capacity of the Regeneration (and other teams within the Council) Service to contribute to review	
<b>Start Date</b>	Jan 2024	<b>Draft Report deadline</b>	April 2024
<b>Mtg Frequency</b>	Suggested monthly	<b>Projected completion date</b>	April/May 2024
<b>Impact/ response: evaluation date</b>			

## SCRUTINY ITEM

REPORT OF	MEETING	DATE	ITEM NO
INTERIM SCRUTINY MANAGER	INTERNAL AFFAIRS SCRUTINY COMMITTEE	21 NOVEMBER 2023	13
<b>ONGOING SCRUTINY WORKPLANS - 2023/24</b>			

### 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 scrutiny committees. Going forward, the Scrutiny Workplan will be 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.

#### SUGGESTED RECOMMENDATION

To note the current draft workplan for the scrutiny committees for the remainder of the 2023/24 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 up to the end of the municipal year in April 2024.

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. As part of the council’s commitment to keeping councillors informed of relevant information as soon as possible, the Councillor Hub is now available. The Councillor Hub forms part of the council’s intranet and is comprised of content particularly intended to assist elected members in their role. This provides an opportunity to improve arrangements for information items.
9. Traditionally, information items have not been able to be presented to councillors until they are included in the agenda for the relevant committee. Depending on the point in the committee cycle, this could be many weeks or even months after the information first becomes available.
10. 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.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Fylde Council Constitution	May 2023	<a href="https://fylde.cmis.uk.com/fylde/ConstitutionGovernanceMatters.aspx">https://fylde.cmis.uk.com/fylde/ConstitutionGovernanceMatters.aspx</a>

LEAD AUTHOR	CONTACT DETAILS	DATE
Scrutiny Team	<a href="mailto:scrutiny@fylde.gov.uk">scrutiny@fylde.gov.uk</a>	November 2023

**Attached Documents**

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

## Workplans for Scrutiny Committees 2023/24

Committee/ Date/Title of Report	Origin
<b>Cycle 4</b>	
<b>Scrutiny Internal Affairs - TBC</b>	
Use of residential premises as children's care homes	In depth review outcome
<b>Cycle 5</b>	
<b>Scrutiny Community Focus - 18-Jan-2024</b>	
United Utilities Presentation	CFSC Workshop
Swimming Provision	Council 3/10/23
Lytham Institute Charity - Consideration of new objectives	F&D 30/1/23
Scrutiny Workplan 2023/24	Each meeting
<b>Cycle 6</b>	
<b>Scrutiny Internal Affairs - 20-Feb-2024</b>	
Review of Flooding & Surface Water Management in Fylde Borough	Annual Report
Disabled Facilities Grant Update	Review
Events Policy	Review
Budget Proposals	Review
New Corporate Plan	New
Wedding Service	Review
Empty Residential Homes Position	Regular report
PAS Action Planning Monitoring	Regular report
Homelessness & Rough Sleeping Strategy	Review
Home Energy Conservation Act	Review
Beach Management Plan	Review
Scrutiny Workplan 2023/24	Each Meeting
<b>Cycle 7</b>	
<b>Scrutiny Community Focus - 14-Mar-2024</b>	
Holiday, Activity & Food Programme (HAF)	Regular report
St Annes Bathing Waters	Review
Scrutiny Workplan 2023/24	Each meeting
<b>Cycle 8</b>	
<b>Scrutiny Internal Affairs - 09-Apr-2024</b>	
Commercial Strategy	Review
Car Parking Annual report	Annual report
Residents' Survey	Review
PAS Action Planning Monitoring	Regular report
Coastal Strategy	Review
Enforcement Action- Statistical Information	6 monthly report
Section 106 Monies Update	6 monthly report
Scrutiny Workplan 2023/24	Each meeting



### Information reports for publication on the Councillor Hub

<b>November 2023</b>	<b>Origin</b>
Christmas Tree Collections - Trinity Hospice 2023	Annual Report
Green Waste Subscription Service 2023	
Splash Park Fee Introduction	
<b>December 2024</b>	<b>Origin</b>
<b>January 2024</b>	<b>Origin</b>
Annual tourism statistics (STEAM)	Annual Report
Reports of the various Outside Bodies	6 monthly report
<b>February 2024</b>	<b>Origin</b>
<b>March 2024</b>	<b>Origin</b>
<b>April 2024</b>	<b>Origin</b>