

# Agenda

## COUNCIL



Date:	Monday, 8 February 2016 at 7:00pm
Venue:	Lowther Pavilion, West Beach, Lytham, FY8 5QQ
	<p>Mayor : Councillor Peter Hardy Deputy Mayor : Councillor Heather Speak</p> <p>Leader : Councillor Susan Fazackerley Deputy Leader : Councillor Karen Buckley</p> <p>Councillors Ben Aiken, Christine Akeroyd, Frank Andrews, Peter Anthony, Tim Ashton, Mark Bamforth, Jan Barker, Keith Beckett ISO, Brenda Blackshaw, Julie Brickles, Maxine Chew, Alan Clayton, Delma Collins, Peter Collins, Michael Cornah, David Donaldson, David Eaves, Trevor Fiddler, Tony Ford JP, Richard Fradley, Gail Goodman JP, Shirley Green, Neil Harvey, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, Angela Jacques, Cheryl Little, Roger Lloyd, Kiran Mulholland, Barbara Nash, Edward Nash, Graeme Neale, Linda Nulty, Liz Oades, Sandra Pitman, Albert Pounder, Richard Redcliffe, Louis Rigby, Vince Settle, Elaine Silverwood, John Singleton JP, Roger Small, Richard Taylor, Raymond Thomas, Thomas Threlfall, Viv Willder.</p>

	PROCEDURAL ITEMS:	PAGE
1	<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.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on 14 December 2015 as a correct record.	1
	<b>ANNOUNCEMENTS:</b>	
3	<b>Mayor's Announcements</b>	1
4	<b>Chief Executive's Communications</b>	1
	<b>REPRESENTATIONS:</b>	
5	<b>Questions from Members of the Council</b>	3
6	<b>Questions from Members of the Public</b> For procedure to ask a question at a Council meeting see <a href="#">Public Speaking at Council Meetings.</a>	4
	<b>DECISION ITEMS:</b>	
7	<b>Notice of Motion – Consultation Period Regarding the Proposed Closure of Libraries and Museums by Lancashire County Council</b>	5 - 6

<b>8</b>	<b>Notice of Motion – Five Year Housing Supply</b>	<b>7 - 8</b>
<b>9</b>	<b>Invitation to Accept Appointment as Mayor 2016/17</b>	<b>9 - 10</b>
<b>10</b>	<b>Invitation to Accept Appointment as Deputy Mayor 2016/17</b>	<b>11 - 12</b>
<b>11</b>	<b>Financial Forecast Update (Position as at January 2016)</b>	<b>13 - 31</b>
<b>12</b>	<b>The Corporate Plan</b>	<b>32 - 36</b>
<b>13</b>	<b>Pay Policy Statement 2016</b>	<b>37 - 43</b>
<b>14</b>	<b>Schedule of Meetings 2016/17</b>	<b>44 - 46</b>
<b>15</b>	<b>Regulation of Investigatory Powers Act (RIPA) Policy</b>	<b>47 - 49</b>

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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# REPRESENTATIONS



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	8 FEBRUARY 2016	5

## QUESTIONS FROM MEMBERS OF THE COUNCIL

### PUBLIC ITEM

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

### SUMMARY

No questions have been received from Members of the Council before the requisite deadline, as outlined in Procedural Standing Orders for Council and Committees of Part 4 of the Council's Constitution, and before the statutory deadline for publication of the agenda.

If any questions are received before the deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 8 February 2016 and a response will be given by the Leader of the Council.

# REPRESENTATIONS



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	8 FEBRUARY 2016	6

## QUESTIONS FROM MEMBERS OF THE PUBLIC

### PUBLIC ITEM

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

### SUMMARY

No questions have been received from the public before the deadline, as outlined in the Procedural Standing Orders for Council and Committees in Part 4 of the Council's Constitution, and before the statutory deadline for publication of the agenda.

If any questions are received before the deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 8 February 2016 and a response will be given by the Leader of the Council.

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	8 FEBRUARY 2016	7

## NOTICE OF MOTION – CONSULTATION PERIOD REGARDING THE PROPOSED CLOSURE OF LIBRARIES AND MUSEUMS BY LANCASHIRE COUNTY COUNCIL

### PUBLIC ITEM

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

### SUMMARY

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

### RECOMMENDATION

To consider the Notice of Motion received on 15 January 2016.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

None.

## The Motion

1. The following Notice of Motion has been received:

“Lancashire County Council is known for having one of the best library services in the country and it also owns some important museums which are a significant part of the county's heritage.

Following the recent Lancashire County Council Cabinet meeting, Fylde Council is concerned that there will be an insufficient consultation period before the closure of libraries and museums are made. Fylde Council therefore resolves that the chief executive writes to Lancashire County Council to ask for an extended consultation period to be implemented to allow alternative delivery mechanisms to be explored. The options to be considered should include amongst others, charitable trusts, the private sector, voluntary sector and partnerships.”

The Notice of Motion has been duly proposed by Councillor Tim Ashton.

## Standing Orders

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

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

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	15/01/16	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Notification from Councillor Tim Ashton	15 January 2016	<a href="http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx">http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx</a>
Council Constitution		<a href="http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx">http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx</a>

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	8 FEBRUARY 2016	8

## NOTICE OF MOTION – FIVE YEAR HOUSING SUPPLY

### PUBLIC ITEM

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

### SUMMARY

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

### RECOMMENDATION

To consider the Notice of Motion received on 25 January 2016.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	✓

### SUMMARY OF PREVIOUS DECISIONS

None.

## The Motion

1. The following Notice of Motion has been received:

“That, with immediate effect, this Council adopts the “Liverpool” approach in applying the shortfall in the delivery of the Objectively Assessed Need (OAN) identified in the Housing Requirement Paper (2015) to the calculation of Fylde’s five year housing supply position, i.e. the shortfall would be applied over the plan period and NOT over the first five years of the plan (the “Sedgefield” approach).”

The Notice of Motion has been duly proposed by Councillor Peter Collins.

## Standing Orders

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

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

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	25/01/16	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Notification from Councillor Peter Collins	25 January 2016	<a href="http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx">http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx</a>
Council Constitution		<a href="http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx">http://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx</a>



# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	8 FEBRUARY 2016	9

## INVITATION TO ACCEPT APPOINTMENT AS MAYOR 2016/17

### PUBLIC ITEM

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

### SUMMARY

To invite a member of the Council to accept appointment as Mayor of the Borough of Fylde for the ensuing municipal year.

### RECOMMENDATION

That the Council invites Councillor Christine Akeroyd to accept appointment at the 2016 Annual Meeting as Mayor of the Borough of Fylde for the municipal year 2016/17.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	√	To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )	√	To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

The Council is invited to appoint a Mayor of the Borough of Fylde annually.

## REPORT

1. Members are invited to consider nominations for the position of Mayor for the municipal year 2016/17
2. It is understood that Councillor Christine Akeroyd will be nominated.

IMPLICATIONS	
Finance	Provision is contained within the council budget for the Mayoralty.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	18 January 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	8 FEBRUARY 2016	10

## INVITATION TO ACCEPT APPOINTMENT AS DEPUTY MAYOR 2016/17

### PUBLIC ITEM

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

### SUMMARY

To invite a member of the Council to accept appointment as Deputy Mayor of the Borough of Fylde for the ensuing municipal year.

### RECOMMENDATION

To accept invitation of a member of the Council at the 2016 Annual Meeting as Deputy Mayor of the Borough of Fylde for the municipal year 2016/17.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	✓	To Encourage Cohesive Communities ( <b>People</b> )	✓
To Promote a Thriving Economy ( <b>Prosperity</b> )	✓	To Meet Expectations of our Customers ( <b>Performance</b> )	✓

### SUMMARY OF PREVIOUS DECISIONS

The Council is invited to appoint a Mayor and Deputy Mayor of the Borough of Fylde annually.

## REPORT

1. Members are invited to receive nominations for the position of Deputy Mayor for the municipal year 2016/17

IMPLICATIONS	
Finance	An allowance is paid to the Deputy Mayor which is budgeted for within the council budget for the Mayoralty.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	18 January 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	COUNCIL	8 FEBRUARY 2016	11

## FINANCIAL FORECAST UPDATE (POSITION AS AT JANUARY 2016)

### PUBLIC ITEM

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

#### SUMMARY

This report provides Members with an update of the financial forecast for the five years 2015/16 to 2019/20. It now includes the impact of the Local Government Finance Settlement, details of which were announced on 17th December 2015. For Fylde Council, along with most other district councils, the key factor in the settlement is the proposal of an optional four-year settlement, accompanied by a significant reduction in the estimated level of central government funding for future years. Although a certain degree of reduced future funding had been anticipated, and had already been reflected in the latest Financial Forecast Update that was presented to Council in December 2015, the scale and the rate of the funding reduction is greater than was expected and represents a significant challenge to Fylde Borough Council in the coming years.

This update report was considered at the Finance and Democracy Committee meeting of 25<sup>th</sup> January 2016.

The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information is made available.

#### RECOMMENDATION

Council are recommended :

1. To note the implications of this updated financial forecast.

#### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	√	To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )	√	To Meet Expectations of our Customers ( <b>Performance</b> )	√

## **SUMMARY OF PREVIOUS DECISIONS**

The Council set its budget for 2015/16 at the meeting of 3<sup>rd</sup> March 2015. This report provides Members with a further update to the financial forecast following the position that was considered at the Council meeting in December 2015. This update includes the impact of any changes experienced since that date, including the Local Government Finance Settlement that was announced in late December 2015. This update report was considered at the Finance and Democracy Committee meeting of 25th January 2016.

## **REPORT**

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

- 1.1 This report updates the financial forecast which was considered by the Council in December 2015. Attached at Appendix A is the financial forecast position reported to Members at that time. Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C sets out the latest changes and Appendix D sets out the supporting narrative to the latest changes. **Appendix E details the latest updated forecast position.**
- 1.2 The forecast has been updated to reflect the impact of the Local Government Finance Settlement, details of which were announced on 17<sup>th</sup> December 2015.
- 1.3 This latest financial forecast update is designed to:
  - Present an updated five-year financial forecast for revenue and capital spending following the announcement of the Local Government Finance Settlement in December 2015;
  - Review and update the currently identified risks and opportunities;
  - Alert Members to any new specific risks and opportunities;
  - Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
  - Provide a basis on which Members can begin to make future spending decisions.

### **2. THE CAPITAL PROGRAMME**

- 2.1 The latest in-year position on the Capital Programme, along with the associated financial risks, is contained within a separate report for consideration at this meeting and has also been reported to each of the Programme Committees as part of the January cycle of meetings.
- 2.2 Any future capital financing issues facing the Council will be addressed as part of the Council's Budget proposals which will be published in mid-February 2016.

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

- 3.1 All financial risks as set out in the Financial Forecast update considered by the Council in December 2015 still remain. The key changes to the General Fund Revenue Forecast are those arising from the Local Government Finance Settlement, together with some further in-year revenue budget changes. These are detailed below:

i) Local Government Finance Settlement

a) Background

In July 2015 the Government published the document '**A country that lives within its means - Spending Review 2015**'. The main focus of the document was to set out the government's intention of identifying the further savings in government expenditure that are necessary to achieve the stated objective of eliminating the national budget deficit by the end of the current parliament i.e. by 2019/20. To achieve this goal the government will be required to reduce annual public spending by around £37bn. Within the document is included the following intention: '**As part of the Spending Review, the government will look at transforming the approach to local government financing...**'

In a major announcement made to the Conservative Party Conference in October 2015, the Chancellor of the Exchequer, George Osborne, set out plans for local government to retain 100% of business rates revenues by 2020. Entitled 'devolution revolution' the stated aim of this reform is to ensure all income from local taxes goes on funding local services, so helping fix the current 'broken' system of financing local government. As a further incentive, local areas would be allowed to keep the full benefit from growing their business rates yield as a reward for promoting growth. The announcement is, therefore, effectively about 100% retention of growth in business rates by local authorities. The clear intention behind this policy is to incentivise local councils to attract, retain and support the growth of businesses in order to deliver economic growth.

However, in return for full business rates retention it was announced that 'Core Grant' would be phased out and local government will also be asked to take on new, as yet unnamed responsibilities, but which are thought to be centred on economic growth, to ensure the reforms are fiscally neutral.

b) Key Features of the December 2015 Settlement

The main document detailing the Local Government Finance Settlement is entitled "Provisional local government finance settlement 2016 to 2017 and an offer to councils for future years". Full details of the settlement can be found at the following link:

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2016-to-2017>

The proposal is a four-year settlement. Giving councils the option of longer-term funding settlements is a significant development compared to previous one and two year allocations. However the figures for 2017/18 and beyond are part of an offer to any council that wishes to take it up. This will be conditional on councils publishing an efficiency plan. It is unclear what the efficiency plan needs to contain and it is unclear what the alternative is for any council which does not take up the offer.

No information is provided regarding what the alternative levels of central government funding might be if councils do not accept the four-year proposal, although it is unlikely that funding on a year-by-year basis would be at higher levels than those contained within the four-year proposal.

Therefore for the purposes of this Financial Forecast Update it is assumed that central government funding will be in line with that shown in the four-year funding proposal.

**There is a general principle being applied through the Funding Settlement that the demand and cost pressures on particular services, specifically adult social care, are being addressed by the allocation of significant additional funding to authorities which provide those services (i.e. Upper-tier and Unitary Councils) accompanied by a corresponding reduction in funding for those authorities (including Fylde Council) which do not.**

Taking into account the full range of ways in which councils can raise money, the 2015 Spending Review announced a 'flat cash' settlement for councils **IN TOTAL** over the next four years. This calculation however assumes increases in Council Tax at an average of 1.75% per annum and includes additional funding from existing allocations directed towards supporting pressures on social care budgets, including reductions in New Homes Bonus allocations. There are therefore winners and losers, with Fylde Council appearing to be firmly in the latter category.

The Settlement proposes distributional changes, including an equal percentage reduction in settlement core funding for different authorities of the same type. Different councils will have different views about this depending upon whether they are winners or losers. The change in Core Spending Power levels across all local authorities over the next four year period range from **reductions** of up to 17.1% and **increases** of up to 9.8% with Fylde being towards the 'wrong' end of the range with a reduction of 14.1%.

**In summary the settlement provides a significantly reduced forecast spending power figure for Fylde of £8.7m in 2019/20, compared to spending power in 2015/16 of £10.2m.**

Challenges ahead include those arising from general inflation, increases in demand for everyday services as the population grows and increases in core costs such as national insurance, the Living Wage and pension contributions, together with the impact of the Lancashire Waste cost-sharing funding reduction.

The headline figures announced of a flat-cash settlement could be viewed as distorting the true grant allocation figures, as for the first time the settlement calculations includes assumed council tax increases for future years.

Table 1 below shows an analysis of the estimated central government funding allocations for Fylde Borough Council between 2015/16 and 2019/20 as detailed in the settlement:



**Table 1: Estimated central government funding allocations for Fylde as set out in the settlement**

Adjusted Settlement Funding Assessment (RSG and NNDR)	New Homes Bonus	Total	Adjusted Settlement Funding Assessment (RSG and NNDR)	New Homes Bonus	Total	Change between 2015-16 and 2019-20 in central government funding	% change
2015-16	2015-16	2015-16	2019-20	2019-20	2019-20		
£3.258m	£1.660m	<b>£4.918m</b>	£1.623m	£1.129m	<b>£2.753m</b>	<b>-£2.165m</b>	<b>-44%</b>

The table shows a reduction in central government funding allocation of £2.165m or 44% over the period which will present a significant challenge to Fylde Borough Council. An element of these reductions for Fylde had already been anticipated in the Council's latest financial forecast, but not to this level.

c) Revenue Support Grant

The consequence of the announcement that 'core funding' would be phased-out by 2019/20 produces a profile of forecast Revenue Support Grant that is far steeper in terms of the level of future reductions in grant than was previously predicted, that being at a level of reduction at 28% per annum to reflect the scale of reductions in previous years. This is illustrated in Table 2 below.

**Table 2: Forecast Revenue Support Grant - Funding Settlement Impact**

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
<b>December Financial Forecast Update – Estimated Grant Amount</b> (Reduction at historic level of 28% per annum)	1,443	1,039	748	538	388
<b>Estimated Grant Amount per Funding Settlement December 2015</b>	1,443	861	354	47	-

#### d) New Homes Bonus

The government is consulting on significant changes to the New Homes Bonus Scheme, with a preferred option to achieve savings of £800m by 2020 which will affect the funding receivable by councils through the scheme.

Key issues within the consultation include:

- Reducing overall costs by moving from 6 years of payments to 4 years of payments;
- No changes proposed for 2016/17
- Proposal from 2017/18 to reduce payments from 6 to 4 years, or to go further and reduce payments to 3 or 2 years
- Possible transition period to pay 5 years in 2017/18 then 4 years from 2018/19

To reform the scheme in order to better reflect authority's performance on housing growth, options being considered include:

- Withholding the bonus in areas where no local plan has been produced;
- Reducing payments for homes built on appeal; and
- Only making payments for delivery above a baseline representing deadweight.

The impact of these proposed changes to the scheme result in a much-reduced income projection for Fylde Council, as contained within the draft funding offer for future years as shown in Table 3 below. Actual grant amounts are subject to change arising from a range of influences, including the outcome of the consultation process (and which if any of the proposals are adopted) and the actual rate of housing growth within the borough.

**Table 3: Forecast New Homes Bonus - Funding Settlement impact**

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
<b>December Financial Forecast Update – Estimated Amount</b>	1,660	1,856	1,877	1,871	1,863
<b>Estimated Grant level per Funding Settlement December 2015</b>	1,660	1,863	1,873	1,177	1,129

#### e) Council Tax

The referendum principle for 2016/17 is proposed to be 2 per cent, with the exception of Police and Crime commissioners and shire district authorities which are in the lowest quartile by council tax level, for which a higher limit of either 2 per cent or £5 (on a Band D bill) applies – this does not include Fylde. The settlement is silent on Council Tax Freeze Grant going forward, the assumption being that this will no longer be offered to Councils who freeze, with assumed increases of an average 1.75% per annum already built into the government's forecasts of local authority spending power.

In addition, social care authorities will be able to increase their council tax by 2 per cent over the existing referendum threshold, with the proviso that the additional 2 per cent 'social care precept' is spent on adult social care services. This will have to be separately itemised on council tax bills. Fylde Council is not affected by this element of the settlement in terms of its own precept, although residents may be liable for the additional charge should Lancashire County Council decide to levy this additional element of Council Tax.

#### f) Retained Business Rates

There are no changes to the current business rates retention scheme for 2016/2017. The Government will consult "in summer 2016" on the introduction of 100 per cent business rates retention, including what it describes as the right model of devolution and level of flexibility. The scheme will allow for retention of business rates by local government at the macro level, not for individual authorities to retain all of their own rates collected locally. The settlement states that: "By the end of the Parliament local government will retain 100% of business rate revenues to fund local services, giving them control of £13 billion of additional local tax revenues, and £26 billion in total business rate revenues". The DCLG have confirmed that these arrangements will come into place from 2020/21 **together with as yet unspecified "additional responsibilities devolved to local authorities"**.

The 4-year settlement figures provided by the DCLG include updated indicative business rate retention figures at the baseline level throughout the four year settlement period. For Fylde Council these are shown in Table 4 below.

**Table 4: Forecast Business Rate Funding - Funding Settlement impact**

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
<b>December Financial Forecast Update – Estimated Amount</b> (Set at 'Safety Net' level)	1,625	1,657	1,690	1,724	1,759
<b>Estimated Grant level per Funding Settlement December 2015</b> (At baseline from 2016/17 onwards)	1,625	1,771	1,806	1,859	1,623

NB: All the figures quoted in the settlement and contained within this report from 2016/17 onwards include business rates (or NNDR) at the **BASELINE** level. There is the possibility therefore of the Council's financial position being improved as a result of additional business rates above the baseline level being generated in the borough, or via additional new home bonus generated from extra new homes beyond the level assumed in the settlement.

#### g) The Better Care Fund

The Settlement confirms the continuation of the Better Care Fund (BCF) and additional funding for adult social care through the BCF worth £1.5 billion by 2019/2020. In the interim years, the additional funding through the BCF will be worth £105 million in 2017/2018 and

£825 million in 2018/2019. This funding will be allocated as a specific grant. The allocations of Disabled Facilities Grant that Fylde Council receive are funded from the BCF.

#### h) A more flexible use of capital receipts

The settlement proposes that between April 2016 and March 2019 councils will be able to use new capital receipts to pay for the revenue set-up costs of projects that are designed to make revenue savings in the future. It will be for individual local authorities to decide if a project qualifies. In order to qualify, councils will be required to prepare an annual efficiency strategy listing all qualifying projects and this strategy, and any variations to it, will need to be approved by full council.

The guidance includes examples of eligible projects to transform service delivery or deliver efficiency savings, including:

- integrated services across different functions
- shared services across different authorities
- new ways of working such as digital service delivery
- joint working such as joint procurement or selling services to other authorities.

The guidance gives few examples of the type of revenue costs that might be incurred on these projects, but these might include feasibility studies, pilot schemes, consultancy fees, redundancy payments, lease buyouts, equipment disposal, staff training or website development. The guidance is clear that only initial set-up costs may be capitalised, not on-going running costs.

#### i) Rural Services Funding

Government funding through the Rural Services Delivery Grant will continue. The Government will top slice £20 million from Revenue Support Grant in 2016/2017 to pay as a non-ringfenced Section 31 grant to the upper quartile of authorities based on the super-sparsity indicator. This funding will increase to £65 million over the four year period of the Settlement. Fylde Council does not qualify for this grant.

### 3.2 Other Revenue Budget Adjustments

Alongside the adjustments to the financial forecast that have been made as a consequence of the Financial Settlement a further review of budgets and actual income and expenditure levels has been carried out. A number of budget adjustments for both the current and for future years have resulted from this analysis. Explanations of the most significant adjustments are provided at Appendix D to this report.

### 3.3 Other Continuing Financial Risks

In addition to the strain that is placed upon the Councils financial position in the latter years of the forecast as a consequence of the Spending Review announcements, all of the other

financial risks that were detailed within the previous Financial Forecast Update that was presented to the Council in December 2015 still remain. These are:

- **Waste Recycling Cost Sharing Arrangements (Lancashire County Council)**
- **Planning Appeal and Judicial Review Costs**
- **Reduction in Housing Benefit Administration Grant**
- **Universal Credit**
- **Grounds Maintenance (External Contracts)**
- **Changes in Council Tax, and Capping Regulations**
- **The Living Wage**
- **Community Infrastructure Levy (CIL)**
- **Lowther Gardens Trust**

Full details of each of these can be found within the December 2015 Financial Forecast report via the following link:

[www.fylde.gov.uk/December2015FinancialForecast/](http://www.fylde.gov.uk/December2015FinancialForecast/)

#### **4. CONCLUSIONS**

- 4.1 As has been detailed within previous updates to the Financial Forecast, the Council was already facing a number of uncertainties in the future in respect of its finances and was already anticipating reductions in central government funding for future years. The much greater funding reductions that were announced as part of the December 2015 Local Government Finance Settlement have increased the risk to the Councils financial stability.
- 4.2. Of particular note amongst those risks that were already known is the ending of the income that the Council currently receives under the Waste Recycling Cost Sharing Arrangements with Lancashire County Council from 2018/19.
- 4.3 One of the major new risks to the Councils financial position that the Spending Review has brought is the risk to the receipt of New Homes Bonus over and above the reduced grant estimates as shown in Table 3 of this report. There are a number of options that the Government will consider following a consultation process. These are specifically:
- The withholding of New Homes Bonus in areas where no local plan has been produced;
  - Reduced levels of New Homes Bonus for homes that are built following an appeal; and
  - Only making payments for the delivery of new homes above a baseline representing 'deadweight' i.e. an expected annual level of 'natural' growth.
- 4.4 In light of the additional challenges that are presented by the recent Finance Settlement and as detailed within this report, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability

the Council has delivered a significant savings programme since 2007 and has continued to significantly reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to the increased challenges.

- 4.5 This work has already commenced. Since the announcement of the Financial Settlement in December a series of meetings with the Council's Management Team and budget-holders during early 2016 have produced some significant re-assessments of future year budget requirements and some more challenging income expectations. This has had the effect of going some way towards reducing the funding gap, particularly in the final years of the forecast, from that which the Finance Settlement initially created. The effect of these changes is detailed in Appendices C and D to this report. Additional actions will be necessary to further address the remainder of the funding gap over the course of the coming years.
- 4.6 As part of that continued approach the Council's priorities for improvement remain and the Council needs to continue with the overall strategy making any changes it feels are relevant whilst recognising the future uncertainties that exist.
- 4.7 The assumptions that are contained within the Forecast Update are the latest best estimates and will be updated as and when further information is available. External pressures outside the Council's control are being experienced by many local authorities, and instructions remain in place that budget-holders should remain prudent and not commit to any unnecessary expenditure. This approach saves money and may result in an under-spend this year.
- 4.8 Further revisions to the figures and assumptions in this update will be necessary over the coming months and updates to the forecast will be prepared on a regular basis.
- 4.9 **At this point the finances of the Council remain robust - at least for a number of years. Members must, however, remain cognisant of the risks that are detailed within this report and note that action will be necessary to find means of further reducing the gap between in-year income and expenditure in later years of the forecast as shown in Appendix E of this report. The level of reserves that has been generated in recent years provide an important 'window of opportunity' during which the Council can consider how it can best address the budgeted gap from 2018/19 onwards in a controlled and measured way.**

IMPLICATIONS	
Finance	The financial implications are set out in the body of the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Paul O'Donoghue Chief Financial Officer	(01253) 658566	January 2016	
LIST OF BACKGROUND PAPERS			
Name of document	Date	Where available for inspection	
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2014/15 – 2018/19	Budget Council meeting 3 <sup>rd</sup> March 2015	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>	
MTFS – Outturn Position For 2014/15 (Including General Fund, Capital Programme & Treasury Management)	Cabinet meeting 22 <sup>nd</sup> June 2015	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>	
Revenue Budget Monitoring Report 2015/16 – to 31 <sup>st</sup> July 2015	Finance and Democracy Committee meeting 28 <sup>th</sup> September 2015	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>	
Capital Programme Monitoring Report 2015/16 – to 31 <sup>st</sup> July 2015	Finance and Democracy Committee meeting 28 <sup>th</sup> September 2015	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>	
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2015/16 – 2019/20	Council meeting 14 <sup>th</sup> December 2015	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>	

#### Attached documents

1. Appendix A – Forecast approved at Council on 3<sup>rd</sup> March 2015
2. Appendix B – Schedule of general assumptions underpinning the forecast
3. Appendix C – Schedule of unavoidable changes to the forecast
4. Appendix D – Narrative on unavoidable changes to the forecast and specific assumptions to support Appendix C
5. Appendix E – Updated latest forecast position



**General Fund Budget Forecast 2015/16 to 2019/20 as at December 2015**

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	Adverse / Favourable
<b>Forecast approved at Budget Council on 3rd March 2015</b>	<b>9,991</b>	<b>9,979</b>	<b>10,007</b>	<b>11,029</b>	<b>11,029</b>	<b>Favourable</b>
Forecast changes - per Appendix C of December 2015 MTFS	- 802	- 226	- 188	- 243	285	
<b>Forecast Budget Requirement</b>	<b>9,189</b>	<b>9,753</b>	<b>9,819</b>	<b>10,786</b>	<b>11,314</b>	<b>Favourable</b>
<b>Financed by:</b>						
Revenue Support Grant	1,443	1,039	748	538	388	
Business Rates Funding - Safety Net Level	1,625	1,657	1,690	1,724	1,759	
Council Tax Freeze Grant relating to 2015/16 freeze	59					
Estimated Council Tax Freeze Grants						
Less - Parish Element of Council Tax Support Funding	- 69	- 69	- 69	- 69	- 69	
Sub Total	3,058	2,627	2,369	2,193	2,078	
Council Tax (including Collection Fund Surplus/Deficit)	5,248	5,396	5,543	5,693	5,847	
<b>Other grants</b>						
New Homes Bonus	1,660	1,854	1,875	1,869	1,861	
<b>Forecast Financing</b>	<b>9,966</b>	<b>9,877</b>	<b>9,787</b>	<b>9,755</b>	<b>9,786</b>	
<b>Forecast surplus(-)/deficit for year</b>	<b>- 777</b>	<b>- 124</b>	<b>32</b>	<b>1,031</b>	<b>1,528</b>	
<b>Reserves</b>						
<b>Forecast surplus/deficit(-) for year from above:</b>	777	124	- 32	- 1,031	- 1,528	
Less: Contribution to Accommodation Project Reserve	- 504					
<b>Balance of surplus/deficit(-) remaining:</b>	273	124	- 32	- 1,031	- 1,528	
<b>Balance of General Fund Reserves b/f</b>	5,443	5,716	5,840	5,808	4,777	
Less transfer to/from(-) General Fund Reserves in year	273	124	- 32	- 1,031	- 1,528	
<b>Forecast Reserves at Year End</b>	<b>5,716</b>	<b>5,840</b>	<b>5,808</b>	<b>4,777</b>	<b>3,249</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£185.79</b>	<b>£189.51</b>	<b>£193.30</b>	<b>£197.17</b>	<b>£201.11</b>	
<b>Council Tax Increase</b>	<b>0.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	

### General Assumptions

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

- General Prices Inflation – a freeze or cash-limiting of all general revenue expenditure budgets with the exception of pay, fuel & utility budgets;
- Slippage - underspend items from 2014/15 agreed by Cabinet in June 2015 have been slipped into 2015/16;
- Pay award - assumed to be 1% per annum from 2016/17 onwards throughout the forecast;
- Employers Pension Contributions – the Council's contribution to the Lancashire pension fund scheme is set in accordance with the outcome of the most recent Triennial Pension Review at 12.5% plus 9% deficit recovery lump sum payment for the period to 2016/17; any amendments resulting from the next review will be reflected in later updates to the Financial Forecast;
- Employer's National Insurance contributions – the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme. This reduced rate will increase due to the introduction of a Single Tier Flat Rate State Pension from April 2016, and the impact of this has been reflected in the forecast;
- Council tax increases – 1.99% increase per annum is assumed within the forecast from 2016/17 onwards in line with latest government announcement on the 2% increase threshold for Council Tax increases without the prior need for a referendum;
- Revenue Support Grant - from 2016/17 onwards the forecast reflects levels of grant as shown within the December 2015 four-year Finance Settlement offer;
- New Homes Bonus - from 2016/17 onwards the forecast reflects levels of grant as shown within the December 2015 four-year Finance Settlement offer;
- Retained Business Rates - from 2016/17 onwards the forecast reflects levels of grant as shown within the December 2015 four-year Finance Settlement offer;
- Fees and Charges – income is shown at the fee levels in operation during 2015/16 for all services other than the Crematorium for which a degree of future price increases is built into the income budgets. For all other services fees and charges for future years will be determined at the Budget Council meeting in March 2016 and any changes to future income budgets will be made at that point;
- Vacancy Savings – the forecast assumes £200k per annum savings target from 2016/17 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no cost to the Council from 2016/17 onwards in line with the decision on the 2016/17 scheme as agreed at the Council meeting in December 2015.

## Appendix C

### Forecast changes since Council December 2015:

	15/16 £000	16/17 £000	17/18 £000	18/19 £000	19/20 £000	ADVERSE / FAVOURABLE / NEUTRAL
<b>1 CHANGES AS A RESULT OF MEMBER APPROVALS:</b>						
Kirkham Public Offices Building/Extension to Service Level Agreement With Citizens Advice Bureau	-12	-8	-8	-8	-8	FAVOURABLE
<b>2 BUDGET RIGHTSIZING EXERCISE:</b>						
Revenue impact of budget right-sizing exercise across all budget areas of the Council	-12	-5	-5	-5	-5	FAVOURABLE
<b>3 UPDATED ESTIMATES OF INCOME BUDGETS:</b>						
Increase in Crematorium Income forecasts		-56	-81	-106	-131	FAVOURABLE
Increase in income from CAMEO scheme	-16					FAVOURABLE
Increase in Planning Application Fee Income forecasts	-153	-50	-50	-50	-50	FAVOURABLE
Reduction in Planning Appeals budget provision			-25	-25	-25	FAVOURABLE
Increase in car parking income forecasts	-67	-50	-50	-50	-50	FAVOURABLE
Increase in sandwinning income forecasts	-15		-50	-25	-25	FAVOURABLE
<b>4 STAFFING COSTS:</b>						
Updated estimate for employee/agency labour costs - increases to the Living Wage hourly rates		26	64	58	77	ADVERSE
Additional in-year vacancy savings target	-84	-100	-100	-100	-100	FAVOURABLE
<b>5 OTHER FORECAST CHANGES</b>						
Land Charges - New Burdens Grant (Received Nov 2015)	-74					FAVOURABLE
Bank Charges - increase in card processing charges for customers paying by Debit Card	5	5	5	5	5	ADVERSE
Savings on fuel costs	-41	-20	-20	-20	-20	FAVOURABLE
Net savings from revised borrowing assumptions and interest rate forecasts	-10	-181	-120	-100	-184	FAVOURABLE
<b>TOTAL</b>	<b>-479</b>	<b>-439</b>	<b>-440</b>	<b>-426</b>	<b>-516</b>	<b>FAVOURABLE</b>

## Appendix D

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

(1) Changes as a Result of Member Approvals

The forecast that was approved by Budget Council in March 2015 has been updated to reflect the financial impact of Member decisions made since then.

(2) Recurring savings from right-sizing exercise across all budget areas of the Council

Officers gave a commitment to Members following the 2011/12 outturn position to review underspends across the Council. This exercise was first carried out in autumn 2012 and is now well-embedded within the working practices of the Council, resulting in significant levels of favourable adjustments, the latest of which have been reflected in this revised forecast.

(3) Increased Crematorium Income forecasts

Income from cremations in recent years has been significantly higher than the budgeted level. Consequently the forecast income expectations for future has been reviewed and a more challenging income budget has been established.

(4) Crematorium - CAMEO Scheme Income

The forecast has been updated to reflect the impact of the introduction of the 'Cameo' scheme in respect of the government directive on emission reductions. The replacement of cremators in recent years at Lytham Park Crematorium (which meet the new environmental emissions standards) results in the receipt of income to Fylde Council through the CAMEO scheme, this being funded by payments into the scheme by authorities who do not operate cremators that comply with the revised emissions regulations.

(5) Increase in estimated Planning Application Fee Income

Planning application fee income is dependent on the number and nature of applications received. A number of significant applications have been received towards the end of the last financial year and during the early part of this year. The income estimate has been reviewed and increased budgets have been established for both the current year and for future years of the forecast.

(6) Reduction of Forecast Planning Appeal Costs

The reduction in the cost to the Council of planning appeals in recent years has benefitted the Council. Future year's budgets have been reviewed, resulting in a saving which is reflected in this financial forecast update.

(7) Increase in estimated Car Park income

Income from Car Parks is difficult to predict and is, to a significant extent, dependent upon weather conditions during the key holiday periods. However income has exceeded the estimates for a number of years and a further review of the income budgets has resulted in increases in the levels of income expectations for future years which has a positive effect on this financial forecast update.

(8) Increase in Sand-winning Income forecasts

Income from the sale of sand in the year to date has been higher than the forecast amount and consequently this income budget for the current year and for future years has been reviewed resulting in increases to the income budgets. The increase in income may be a consequence of greater levels of activity in the construction industry, and the consequential demand for sand as a building material, possibly reflecting an upturn in the house-building market.

(9) Staffing Costs

The forecast assumes an estimated 1% pay award per annum from 2016/17. Salary estimates are based upon a revised assessment of the base level of salary costs to reflect any staffing changes that have occurred since the last point of calculation.

The adoption of the Living Wage Foundation hourly rate and the announcement of a National Living Wage from April 2016 will have implications for some grades of Council employees and for agency labour costs in future years. The forecast has been updated to reflect those estimated additional costs.

The forecast that was approved by Council in March 2015 had an assumed level of 'turnover savings' (delays in the recruitment to vacant posts) of £75,000 per annum from 2015/16 onwards. This was increased to a future year's savings target of £100,000 per annum as part of the December 2015 Financial Forecast update. For the current year actual savings to date are already in excess of this target. Accordingly, the turnover savings targets for the current year and for the remainder of the forecast period have been updated. The savings target for 2016/17 onwards is now set at £200,000 per annum to reflect a revised estimate of the level of future savings.

(10) Land Charges New Burdens Grant

In November 2015 the Council was advised that it was to receive an additional central government grant to compensate for refunds of Land Charges fees that were made following a legal challenge to the sale of unrefined data under the Environmental Information Regulations 2004. This grant has been reflected in the updated Financial Forecast.

(11) Bank Charges – Card Processing Costs

Unlike many organisations the Council does not levy a fee for the use of credit cards for making payments to the Council which results in a charge to the Council. In the current year those charges have increased, the impact of which has been reflected in the updated Financial Forecast. This issue is to be reviewed with the option of levying a charge for such payment methods in the future.

(12) Reductions in Fuel Costs

There has been an underspend on fleet fuel costs largely as a result of lower wholesale diesel prices since July 2015 and improved driver awareness of economical driving techniques. The impact of this underspend has been reflected in the updated Financial Forecast for 2015/16 and, to a lesser degree, for future years. Fuel budgets will be kept under review in the light of wholesale fuel costs which are subject to a high degree of volatility. Further savings may be achievable in later years if the fuel price remains at this comparatively low level.

(13) Net savings from revised borrowing assumptions and interest rate forecasts

The forecast has been updated to reflect both:

- the latest estimated cost of borrowing required in order to fund expenditure approved within the capital programme and revised assumptions regarding the likelihood of further external borrowing in future years; and
- the latest estimate of investment interest estimated to be received on cash balances and reserves which the Council invests as part of daily treasury management activities.

# Appendix E

## Latest General Fund Budget Forecast 2015/16 to 2019/20

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	Adverse / Favourable
<b>Forecast approved at Council on 14th December 2015</b>	<b>9,189</b>	<b>9,753</b>	<b>9,819</b>	<b>10,786</b>	<b>11,314</b>	<b>Favourable</b>
Forecast changes - per Appendix C	- 479	- 439	- 440	- 426	- 516	
<b>Forecast Budget Requirement</b>	<b>8,710</b>	<b>9,314</b>	<b>9,379</b>	<b>10,360</b>	<b>10,798</b>	
<b>Financed by:</b>						
Revenue Support Grant	1,443	861	354	47		
Business Rates Funding - BASELINE	1,625	1,771	1,806	1,859	1,623	
Council Tax Freeze Grant relating to 2015/16 freeze	59					
Less - Parish Element of Council Tax Support Funding	- 69	- 66	- 66	- 66	- 66	
Sub Total	3,058	2,566	2,094	1,840	1,557	
Council Tax (including Collection Fund Surplus/Deficit)	5,248	5,447	5,594	5,745	5,900	
<b>Other grants</b>						<b>Favourable</b>
New Homes Bonus	1,660	1,863	1,873	1,177	1,129	
<b>Forecast Financing</b>	<b>9,966</b>	<b>9,876</b>	<b>9,561</b>	<b>8,762</b>	<b>8,586</b>	
<b>Forecast surplus(-)/deficit for year</b>	<b>- 1,256</b>	<b>- 562</b>	<b>- 182</b>	<b>1,598</b>	<b>2,212</b>	
<b>Reserves</b>						
<b>Forecast surplus/deficit(-) for year from above:</b>	1,256	562	182	- 1,598	- 2,212	
Less: Contribution to Accommodation Project Reserve	- 504					
<b>Balance of surplus/deficit(-) remaining:</b>	752	562	182	- 1,598	- 2,212	
<b>Balance of General Fund Reserves b/f</b>	5,443	6,195	6,757	6,939	5,341	
Less transfer to/from(-) General Fund Reserves in year	752	562	182	- 1,598	- 2,212	
<b>Forecast Reserves at Year End</b>	<b>6,195</b>	<b>6,757</b>	<b>6,939</b>	<b>5,341</b>	<b>3,129</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£185.79</b>	<b>£189.49</b>	<b>£193.26</b>	<b>£197.11</b>	<b>£201.03</b>	
<b>Council Tax Increase</b>	<b>0.00%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
COUNCIL LEADER	COUNCIL	8 FEBRUARY 2016	12

## THE CORPORATE PLAN

### PUBLIC ITEM

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

### SUMMARY

The report presents the revised Corporate Plan for the period 2016-2020.

### RECOMMENDATION

That the Council approves the Corporate Plan for the period 2016- 2020 and receives annual updates on the progress of the plan.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	✓	To Encourage Cohesive Communities ( <b>People</b> )	✓
To Promote a Thriving Economy ( <b>Prosperity</b> )	✓	To Meet Expectations of our Customers ( <b>Performance</b> )	✓

### SUMMARY OF PREVIOUS DECISIONS

The Corporate Plan has been approved each year by the Full Council.

### REPORT

#### Background

- Under the governance arrangements for a Cabinet system the initial draft of the Corporate Plan was developed by the cabinet members with advice and recommendations provided by officers. The professional officers would identify key strategic responsibilities that the Council must deliver over the period of the plan (e.g. a Local Plan, an election) or initiatives that were ongoing or already committed (e.g. efficiency savings, capital projects, anything that carried over from the previous plan). The cabinet members would outline strategic outcomes they would like to see delivered and a draft Corporate Plan was produced that would go to the



Cabinet meeting for recommendation to Full Council where it was approved. This process was in place throughout the period of the cabinet system of governance at Fylde.

2. Under the new committee there is no cabinet to develop the initial draft of the Corporate Plan, the initial draft was therefore developed by the leading group. The officers provided advice on the initiatives that are ongoing or already committed or things that the council must do (e.g. sea defence work, accommodation project), then the leading group outlined the strategic outcomes they wanted to deliver over the life of the plan to develop the initial draft.
3. In the new committee system there is no cabinet meeting to consider the initial draft to make recommendations to Full Council, so the initial draft Corporate Plan, for consultation, was circulated to every committee for comment, suggestion and feedback prior to the final proposal going before Full Council for debate and approval. Only the Full Council can make the decision to approve the Corporate Plan therefore the item on each committee was an information item that members can discuss, debate and make recommendations to. The opportunity to provide feedback outside of the committee system to a nominated officer co-ordinating all responses was also made available.
4. The feedback was considered by the Leading Group members that had produced the consultation draft before producing a final draft to put before Full Council.
5. This approach was considered to be more inclusive than the cabinet system process and therefore in the spirit of a committee system, providing every elected member the opportunity to input the Corporate Plan. The process ensures that the Corporate Plan is a document led by members with the opportunity for every member to input and shape the document and is included as Appendix 1 to the report.

#### **The 2016 – 2020 Corporate Plan**

6. In line with recommended best business practice the Council produces a Corporate Plan that is the primary customer facing document which outlines the key strategic objectives and outcomes the Council intends to deliver over the period of the plan. The Corporate Plan has developed over the years at Fylde to a 'Plan on a Page', this is in response to feedback from members, customers and partners who felt that booklet style documents littered with text, diagrams and data was not easy to follow or something that people would pick up and read. The 'Plan on a Page' provides all stakeholders with a simple summary of the strategic direction the Council is taking and the commitments for the period of the plan, along with the key actions that are currently being implemented to achieve the strategic outcomes. This is a format that has become popular with a number of local authorities to increase interest and engagement in the Corporate Plan.
7. Appendix 2 is the proposed Corporate Plan for the period 2016-2020 at Fylde, starting from April 1<sup>st</sup> 2016 when the current Corporate Plan expires. The Corporate Plan states the outcomes that the Council is committed to delivering by 2020 and the actions required towards achieving the outcomes that are being implemented in the next 12 months (2016/17).
8. The Plan is reviewed on annual basis to monitor progress against the actions and update the plan with the actions for the next 12 months which are taken from the internal business planning process in each service area. The outcomes from the annual review of the Corporate Plan are presented to Full Council for approval.
9. The Corporate Plan is developed through consultation with various stakeholders and includes outcomes that are requirements for all district councils i.e. the Local Plan, clean bathing waters, waste cost sharing etc. ongoing commitments from the previous Corporate Plan i.e. service reviews, In Bloom, Sea Defence etc. and revised priorities and achievements aimed at improving the Fylde community i.e. new business, technology developments etc.

10. The actions identified in the Corporate Plan are included in operational service plans as key priorities. Service areas review operational plans on a regular basis and over the period of the Corporate Plan will identify new actions that will contribute to the priorities and outcomes in response to changing circumstances, legislation, resources, regulation, policy etc. The outcomes in the Corporate Plan influence and are reflected in the policy, plans, procedures and initiatives implemented across the Council providing clear objectives for service areas to deliver against.
11. Members are asked to approve the Corporate Plan for the period 2016-2020 and support the delivery of the strategic outcomes.

IMPLICATIONS	
Finance	No direct implications
Legal	No direct implications
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability and Environmental Impact	No direct implications
Health & Safety and Risk Management	No direct implications

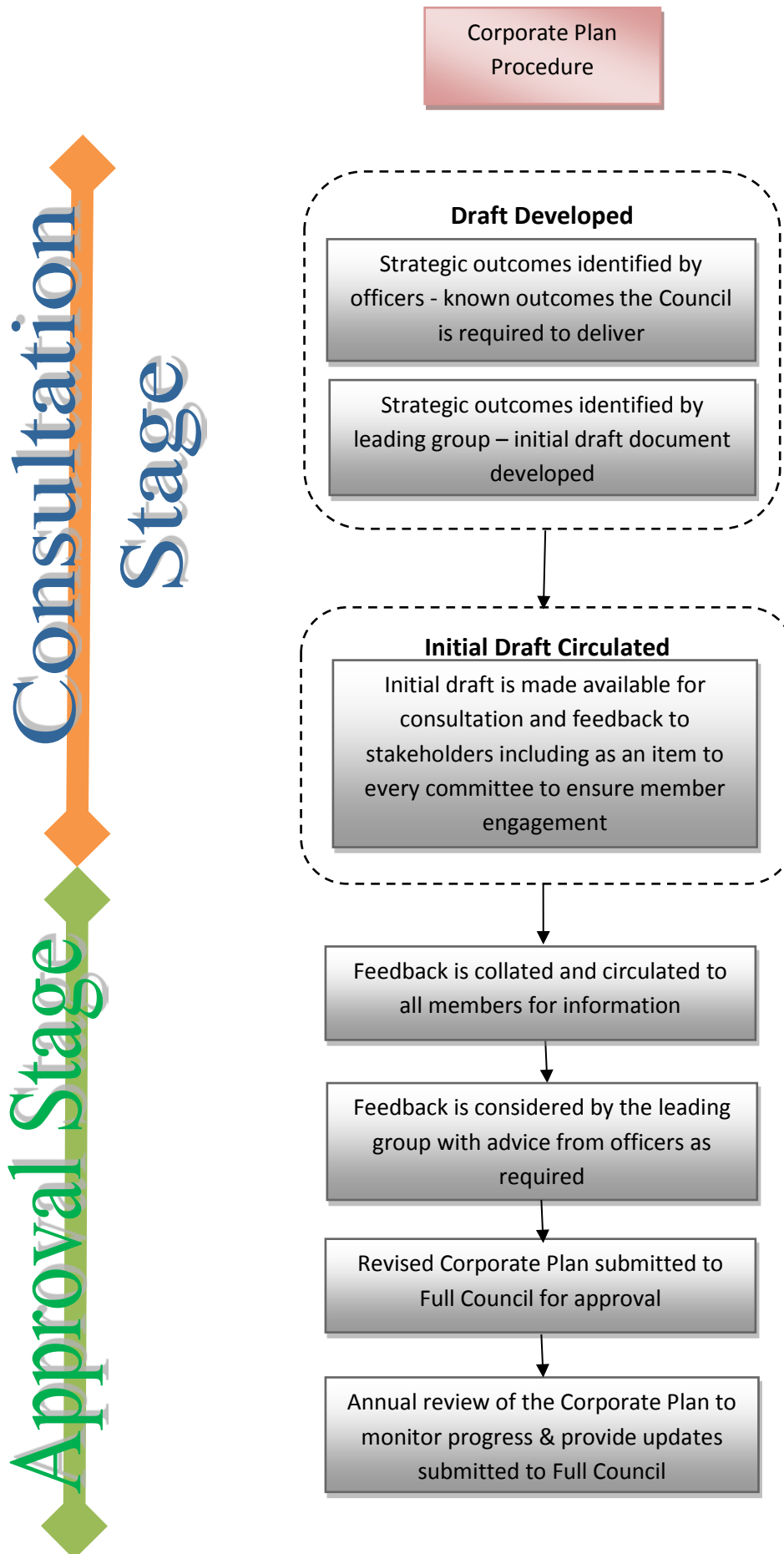
LEAD AUTHORS	TEL	DATE	DOC ID
Chief Executive	01253 658500	November 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

#### Attached documents

1. Appendix 1: The Corporate Plan Process
2. Appendix 2: The Corporate Plan 2016-2020

# Developing the Corporate Plan





Let Fylde prosper

# Corporate Plan 2016-2020



Appendix 2

## VALUE FOR MONEY

## CLEAN & GREEN

## A VIBRANT ECONOMY

## A GREAT PLACE TO LIVE

## A GREAT PLACE TO VISIT

### PRIORITIES

Spending your money in the most efficient way to achieve excellent services we will:

- Increase income through new and existing means
- Deliver the accommodation project
- Continuously review services and assets to improve efficiency and effectiveness
- Manage and invest effectively in the council's finances
- Maximise marketing opportunities
- Create a digital council
- Champion the quality and reputation of Fylde

Delivering the services that customers expect of an excellent council we will:

- Continue to deliver high standards of cleanliness
- Mitigate the impact of the loss of the LCC waste subsidy
- Actively enforce waste and cleansing legislation
- Deliver high quality parks and open spaces
- Ensure beaches and bathing waters are clean and safe
- Build on the achievements of the In Bloom initiative
- Ensure the security of the coastal defences

Working with all partners we will:

- Improve the transport infrastructure and traffic flow
- Support Enterprise Zones
- Improve car parking
- Enhance and improve our town and village centres
- Attract new businesses and develop existing ones

To make sure Fylde continues to be one of the most desirable places to live we will:

- Achieve adoption of the Local Plan
- Deliver high standard housing that meets the need in all communities
- Implement enforcement action on unauthorised development
- Support and promote volunteers' efforts to improve their local community
- Deliver activities for all age groups
- Recognise the significance of our heritage assets
- Work with partners to improve health and wellbeing of all residents

Promoting Fylde as a great destination to visit, we will:

- Deliver and support quality events throughout the Fylde
- Maximise the natural assets of our coast and countryside by improving their facilities
- Offer an arts collection that is available to everyone
- Provide a positive first impression of Fylde
- Use technology effectively to make Fylde more accessible
- Encourage visitor feedback to improve our tourism offer

### ACTIONS

- Set a timetable with reporting milestones for the accommodation project
- Produce and implement an investment strategy
- Further reduce the requirement for paper/print through the use of technology
- Increase online service /information provision
- Explore and initiate new income streams

- Identify and target fly tipping hotspots to reduce their levels
- Promote initiatives to reduce dog fouling
- Improve signage across the borough to deter dog fouling and promote dogs on leads.
- Focus resources on the reduction of seasonal litter
- Maintain and increase Green Flag status for parks and open spaces
- Strive to achieve Blue Flag status for the beaches
- Work with partners to improve the quality of the bathing water
- Review the waste service to deliver savings through changes
- Deliver the coastal defence project at Fairhaven and Church Scar with the Environment Agency

- Assess the benefits of becoming a member of the Combined Authority
- Engage effectively with the Local Enterprise Partnership
- Progress the re-opening of the M55/ Moss Road link
- Support the Fylde Coast highways and transport masterplan projects (junction 2)
- Enforce car parking regulations and review car parking options
- Investigate the potential of developing the digital high street
- Engage positively in the Duty to Co-operate on planning initiatives
- Facilitate and support Town Centre Partnerships
- Channel business rates funding opportunities to economic development

- Implement the timetable for the Local Plan delivery
- Provide appropriate provision for Travellers
- Take enforcement action on illegal encampments
- Carry out resident surveys and act upon the findings
- Review and improve bus shelter provision
- Develop and implement a policy to protect our heritage
- Build on the success of the Residents' Car Parking Scheme
- Review public information systems for residents
- Tackle social isolation and health inequalities with Public Health

- Develop a policy on events including Club Days, festivals and concerts
- Improve entrance signage and welcome points
- Improve information in and about tourist areas
- Develop and promote rural tourism
- Decide the most effective way to market Fylde as a holiday destination
- Carry out visitor surveys and act upon the results
- Review and develop social media and online information
- Maximise the natural assets of our coast and countryside by improving their facilities
- Revisit the strategy for the development of Fairhaven Lake

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	COUNCIL	8 FEBRUARY 2016	13

## PAY POLICY STATEMENT 2016

### PUBLIC ITEM

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

### SUMMARY

The report provides details of the Pay Policy Statement for Fylde Council which is a requirement for all local authorities to have in place since April 1st 2012 as part of the Localism Act. The objective of the Statement is to ensure that there is openness, transparency and fairness in the pay policy arrangements. Annual reviews are required and this report represents the fourth annual review of the Pay Policy statement for Fylde.

### RECOMMENDATION

That Council approve the Pay Policy Statement 2016 for Fylde Council, included as Appendix 1 to this report, which has no proposed changes from the statement approved in 2015.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )	√	To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

The Pay Policy Statement was first established and approved by Full Council in 2012 and has been approved by Full Council every year since 2012.

## REPORT

1. The Council is required as part of the Localism Act to produce a pay policy statement and to review and formally approve it each year.
2. The statement sets out the Council policy on:
  - I. Chief Officer Remuneration (recruitment, salary, bonus, performance related pay, charges, fees, allowances, benefits in kind, enhancement to pension at termination)
  - II. Remuneration of its lowest paid employees (covering the same elements as above) the definition used for this group and the reason for adopting that definition
  - III. The relationship between Chief Officer remuneration and that of other staff

This however is a minimum requirement and Councils can do more if they want.

3. The guidance from the DCLG provides details of what is expected in the Pay Policy Statement, and includes:
  - I. The opportunity for full council to vote on senior remuneration packages with a value over £100,000 prior to an offer of appointment being made
  - II. The relationship between Chief Officer remuneration and that of other staff and the ratio between the highest paid and median salary that the authority aims to achieve and maintain
  - III. The value of the system of earn back pay with an element of the basic pay at risk each year to be earned back through meeting pre-agreed objectives
  - IV. Any decision that the authority takes in relation to the award of severance to an individual Chief Officer
  - V. An explicit statement on whether or not they permit an individual to be in receipt of a pension in addition to receiving a salary
  - VI. Policies to deal with those who may have returned to the authority under a contract of service of any type having already received a severance or redundancy payment
4. In addition to this guidance it should be noted that the recommended practice for local authorities on data transparency states that Council's should disclose publically:
  - I. Senior employee salaries at £50,000 and above including disclosing the names, job descriptions, budgets and numbers of staff
  - II. An organisational chart
  - III. The pay multiple which is the ratio between the highest paid salary and the median average salary of the whole authority's workforce
5. The Council implemented a pay review process in 2007 and as part of that review a robust pay and grading evaluation scheme designed to ensure fairness and equity in terms of pay was introduced.
6. The Council complies with the recommended practice for local authorities on data transparency and publishes data that is required to be made publicly available.
7. The Council's Pay Policy Statement is included as Appendix 1 to this report. Central to the statement is the acknowledgement that each job has a value in terms of scope, specialist

skills and knowledge, size and impact that has been subject to the pay and grading evaluation scheme to determine an appropriate pay scale.

8. The Council's employee benefits policies are universally applied wherever possible and the financial arrangements for all employees leaving the organisation for whatever reason are based on the same principles regardless of grade.
9. The Statement has been subject to review and there has been no legislative or operational reason to change the policy over the last 12 months. The ratios between salary levels will change when they are republished in May 2016 to reflect pay increases. All the required information in relation to the pay policy is published online and updated after the financial year end on March 31st.

IMPLICATIONS	
Finance	There is no change to the financial position of the Council arising from the report.
Legal	The legal responsibilities in respect of the Pay Policy Statement have been included in the body of the report.
Community Safety	There are no community safety implications as a result of this report.
Human Rights and Equalities	The pay and grading scheme implemented at Fylde has been subject to equality impact assessment. There are no direct human rights and implications arising from the report.
Sustainability and Environmental Impact	There are no direct implications as a result of this report.
Health & Safety and Risk Management	There are no direct implications as a result of this report.

LEAD AUTHOR	TEL	DATE	DOC ID
Allan Oldfield	01253 658500	December 23 <sup>rd</sup> 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Online Pay Policy and Data	April (annual update)	<a href="http://www.fylde.gov.uk/council/your-council/pay-policy-statement/">http://www.fylde.gov.uk/council/your-council/pay-policy-statement/</a> <a href="http://www.fylde.gov.uk/council/your-council/transparency/salary-ratios/">http://www.fylde.gov.uk/council/your-council/transparency/salary-ratios/</a> <a href="http://www.fylde.gov.uk/council/your-council/pay-scales/">http://www.fylde.gov.uk/council/your-council/pay-scales/</a> <a href="http://www.fylde.gov.uk/council/your-council/management-team/">http://www.fylde.gov.uk/council/your-council/management-team/</a>

Attached documents

Appendix 1 – The Pay Policy Statement



## **Pay Policy Statement**

### **Summary Statement**

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

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

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

### **Basic Pay**

All employee basic pay is based on pay and grading evaluation schemes with the GLPC scheme for posts up to Chief Officer and the Hay scheme for Chief Officer Posts.

Both of these schemes have been tested to ensure that they are free from gender bias and the use of these schemes has been agreed with the relevant recognised trades unions.

Pay and grading evaluation panels made up of trained employee representatives evaluate the job description and person specification for the posts which in turn produces a score and a grade. Equality is ensured by evaluating the post and not the person.

Apprentices are paid above the government's apprenticeship rate.

The Council has adopted a policy to pay the Living Wage.

The Council adopts the national pay bargaining arrangements in respect of the establishment and the revision of the national pay spine, for example, through any agreed annual pay increases negotiated with joint trade unions.

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

### **Market Supplements**

Market force supplements are only paid to employees and Chief Officers in exceptional circumstances in accordance with the strict controls in the Council's Market Supplements Policy. Any such payments are reviewed annually to ensure they remain valid and at present there are no Market Supplements paid at Fylde.

### **Incremental Progression**



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

### **New Appointments**

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

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

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

Contractual overtime and additional hours are paid in accordance with the NJC terms and conditions as described in the Green Book.

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

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration, e.g. honoraria, ex gratia, 'acting up' relating to temporary additional duties are set out in the Council's personnel code. Any additional payment is subject to approval by the Employee Resource Panel that consists of the Chief Executive, the UNISON Chairman and a senior Human Resource officer.

Chief Officers are not permitted to be paid overtime, additional hour's payments or premium payments.

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

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

### **Performance Related Pay**

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

### **Honorarium Payments**

Honorarium payments are only made in exceptional circumstances and are subject to a business case being approved by the Employee Resource Panel with payment only made after the agreed outcome has been delivered / achieved.

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

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

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

The relationship between the highest paid employee and the median salary will be calculated on an annual basis and published on the Council's website alongside the

information provided regarding senior manager salaries. The information is updated at the start of each financial year in April.

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

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

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

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

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

Chief Officers do not receive additional allowance payments.

### **Electoral Fees**

The Resources Director is the Council's appointed Returning Officer and is personally (not corporately) liable for the management of elections and referendums. The fee payable to the returning Officer for a European, UK Parliamentary and any other election or referendum organised nationally is set and paid for from Central Government. The fee payable to the Returning Officer for local and local by-elections is set at £150 per ward, for the parish and parish by-elections the fee is set at £75 per ward. The scale of fees is based on a payment for the first 3000 electors per ward, then for each 500 electors or part thereof over 3000 an additional fee is incurred. Although there is provision to pay an additional fee, no additional payment is made. Any changes to these fees will be considered as part of the annual review of the Pay Policy.

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

### **Pension**

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

Under the terms of the Flexible Retirement Policy it is permitted for an employee to be in receipt of a pension and to be paid a salary at the same time. The policy requires a minimum reduction in hours worked of 30% and only employees aged 55 years and older are eligible to apply. Flexible retirement will only be granted in exceptional circumstances when there is a financial benefit to the Authority or extenuating personal circumstances without any cost to the Authority.

### **Redundancy Payments and Retirement**

All employees including Chief Officers are entitled to redundancy payments and pension release in accordance with the Council's Redundancy and Retirement procedure.

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

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

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

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

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

<http://www.fylde.gov.uk/council/your-council/pay-policy-statement/>

### **Scope**

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

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OF RESOURCES	COUNCIL	8 FEBRUARY 2016	14

## SCHEDULE OF MEETINGS 2016/17

### PUBLIC ITEM

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

### SUMMARY

The attached Schedule of Meetings document highlights the proposed committees meeting dates for the forthcoming municipal year, 2016/17.

### RECOMMENDATION

To approve the Schedule of Meetings for 2016/17 subject to any necessary amendments.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

The Schedule of Meetings is approved at full Council each municipal year.

### REPORT

- Appendix 1 highlights the proposed committee meeting dates for the forthcoming municipal year. Members are invited to endorse these proposals.
- The proposed schedule is based on the level of service for 2016/17 for which there is support from within existing budgetary provision.

IMPLICATIONS	
Finance	Provision is contained within the council budget for scheduled meetings.
Legal	None arising from the report.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	25 January 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

Attached documents

1. Appendix 1 – Schedule of Meetings 2016/17

Fylde Borough Council Schedule of Meetings

Draft Version 6.0 created 27/1/16

For Information Only

2016-2017															
	CYCLE 1				CYCLE 2			CYCLE 3		CYCLE 4		CYCLE 5			
2016/17	May	June	July	August	September	October	November	December	January 2017-	February	March	April	May	2016/17	
Mo				4									1 May Day Bank Holiday		Mo
Tu				2				1 Environment, Health and Housing						2	Tu
We	1				3				2 Dev Mgmt			1	1	3	We
Th	2 Tourism and Leisure				4	1			3 Tourism and Leisure	1	2		2 Budget Council	4 County Council Elections	Th
Fr	3		1	5	2				4	2	3		3	5	Fr
Sa	4		2	6	3	1	5	3			4	4	1	6	Sa
Su	1	5	3	7	4	2	6	4	1 New Years Day	5	5	2	7	Su	
Mo	2 May Day	6	4 Council	8	5	3	7	5 Council	2 Bank Holiday	6 Council	6	3 Council	8	Mo	
Tu	3	7 Environment, Health and Housing	5	9	6 Environment, Health and Housing	4	8	6	3	7	7 Operational MGMT	4	9	Tu	
We	4	8	6	10	7 Dev Mgmt	5 Dev Mgmt	9	7 Dev Mgmt	4	8 Dev Mgmt	8 Dev Mgmt (EVE)	5	10 Council AGM (14:00)	We	
Th	5 PCC Election	9	7	11	8 Tourism and Leisure	6	10	8	5	9	9 Tourism and Leisure	6	11	Th	
Fr	6	10	8 MDSG (14:30)	12	9	7	11	9	6	10	10	7	12	Fr	
Sa	7	11	9	13	10	8	12	10	7	11	11	8	13	Sa	
Su	8	12	10	14	11	9	13	11	8	12	12	9	14	Su	
Mo	9	13	11	15	12	10	14	12	9	13	13	10	15	Mo	
Tu	10	14	12	16	13 Operational MGMT	11	15 Operational MGMT	13	10 Environment, Health and Housing	14	14	11	16	Tu	
We	11 Council AGM (14:00)	15 Dev Mgmt (EVE)	13	17	14 Dev Mgmt (EVE)	12	16 Dev Mgmt (EVE)	14	11 Dev Mgmt	15 Public Protection 10am	15 Dev Mgmt	12	17	We	
Th	12	16 Audit/Stand	14	18	15	13	17 Audit/Standards	15	12 Tourism and Leisure	16	16 Audit/Stand	13	18	Th	
Fr	13	17	15	19	16	14	18	16 MDSG (14:30)	13	17		14 Good Friday	19	Fr	
Sa	14	18	16	20	17	15	19	17	14	18	18	15	20	Sa	
Su	15	19	17	21	18	16	20	18	15	19	19	16 Easter Sunday	21	Su	
Mo	16	20 Finance and Democracy	18	22	19	17 Council	21 Finance and Democracy	19	16	20 Special Finance and Democracy - Budget	20 Finance and Democracy	17 Easter Monday	22	Mo	
Tu	17	21	19	23	20	18	22	20	17 Operational MGMT	21 Environment, Health and Housing	21	18	23	Tu	
We	18	22	20 Public Protection 10am	24	21	19	23	21	18 Dev Mgmt (EVE)	22	22	19 Dev Mgmt	24 Dev Mgmt	We	
Th	19	23	21	25	22 Audit/Stand	20	24	22	19 Audit/Stand	23	23	20	25	Th	
Fr	20 MDSG (14:30)	24	22	26	23	21 MDSG (14:30)	25	23	20	24 MDSG (14:30)	24	21	26	Fr	
Sa	21	25	23	27	24	22	26	24	21	25	25	22	27	Sa	
Su	22	26	24	28	25	23	27	25 Christmas Day	22	26	26	23	28	Su	
Mo	23	27	25	29 Summer Bank Hol	26 Finance and Democracy	24	28	26 Boxing Day	23 Finance and Democracy	27	27	24	29 Spring Bank Hol	Mo	
Tu	24	28	26	30	27	25	29	27 Bank Holiday	24	28	28	25	30	Tu	
Wed	25 Dev Mgmt	29 Dev Mgmt	27 Dev Mgmt	31	28	26 Public Protection 10am	30	28	25		29	26	31	Wed	
Th	26	30	28 Audit/Stand		29	27		29	26		30	27		Th	
Fr	27		29		30	28		30	27		31	28		Fr	
Sa	28		30			29		31	28			29		Sa	
Su	29		31			30			29			30		Su	
Mo	20 Spring Bank Hol					31			30					Mo	
Tu	31 Operational MGMT								31					Tu	

KEY 2016/17 MEETINGS:		
Council	7	Mondays
Finance & Democracy	6	Mondays
Operational Management	5	Tuesdays
Environment, Health & Housing	5	Tuesdays
Development Management, 10am	11	Wednesdays
Development Management 6:30pm	5	Wednesdays
Tourism & Leisure	5	Thursdays
Audit and Standards	6	Thursdays
Public Protection	3	Wednesday am
MDSG	5	Fridays
<b>TOTAL 2016/17 =</b>	<b>58</b>	<b>MEETINGS</b>
Bank Holiday		

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES	COUNCIL	8 FEBRUARY 2016	15

## REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY

### PUBLIC ITEM

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

### SUMMARY

Under the Regulation of Investigatory Powers Act 2000, the council must have in place a system of authorising, recording and reviewing any surveillance that it carries out that is covered by the act. Its system must comply with the act, regulations and codes of practice. It must have its own RIPA policy. Legislation under RIPA requires annual review and re-adoption of the RIPA policy by the full council.

The report asks the council to endorse the guidance comprising its RIPA policy, and provides information in the council's use of RIPA in 2014/15 and in the current municipal year 2015/16 to date.

### RECOMMENDATIONS

1. Note the information contained in the report about the council's use of surveillance powers.
2. Endorse the RIPA policy.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

The council is invited annually to note the use made by the council of surveillance powers and adopt or endorse the council's RIPA policy. The council last did so at its meeting on 26 January 2015.

The Audit and Standards Committee receives quarterly reports on the council's use of surveillance powers.

## REPORT

### THE RIPA FRAMEWORK

1. The Regulation of Investigatory Powers Act 2000 (RIPA) regulates covert investigations by a number of bodies, including local authorities. It was introduced to ensure that individuals' rights are protected while also ensuring that law enforcement and security agencies have the powers they need to do their job effectively.
2. Fylde Council is therefore included within RIPA framework with regard to the authorisation of both directed surveillance and of the use of covert human intelligence sources.
3. Directed surveillance includes the covert surveillance of an individual in circumstances where private information about that individual may be obtained. A covert human intelligence source ("CHIS") is a person who, pretending to be someone that they are not, builds up a relationship of trust with another person for the purpose of obtaining information as part of an investigation.
4. RIPA introduced a mandatory system of authorisation and review for surveillance activities. Only certain people can be designated to authorise surveillance. Authorisations must be approved by the Magistrates' Court. There must be a centrally-retrievable record of authorisations.
5. As well as the act, the RIPA framework includes statutory instruments and codes of practice issued by the Home Office. Each public authority that can use RIPA must have its own RIPA policy. The Office of the Surveillance Commissioners can inspect any public authority's RIPA compliance. The Commissioners' inspections are rigorous and thoroughgoing.

### CONSIDERATION OF RIPA POLICY

6. Under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010:
  - The full council should set the RIPA policy and review use of RIPA at least once each year; and
  - Councillors should consider reports on use of RIPA at least quarterly to ensure that it is being used consistently with the council's policy and that the policy remains fit for purpose (a quarterly report goes to the council's Audit and Standards Committee for this purpose).
7. The present policy is attached for members to endorse. There have been no changes since the policy was previously approved by the Council in January 2015.

### THE COUNCIL'S USE OF RIPA IN 2014-15 AND 2015-16 TO DATE

8. The council did not use RIPA in 2014-15. In the current municipal year 2015-16 to date, the Council has not used RIPA.

IMPLICATIONS	
Finance	No implications
Legal	Authorisation of surveillance activity gives that surveillance "lawful authority" for the purposes of the European Convention on Human Rights.
Community Safety	CCTV cameras have the capability of being used for purposes falling within the ambit of RIPA. If they were so used, a RIPA authorisation would need to be obtained.



Human Rights and Equalities	See the comments under “Legal”
Sustainability and Environmental Impact	No implications
Health & Safety and Risk Management	Failure to comply with the statutory requirements would lead to an adverse report by the Surveillance Commissioners.

LEAD AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	18 January 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Employee’s Guide: Regulation of investigatory Powers Act 2000, 2015 revision	December 2014	Town Hall, St Annes <a href="#">Council Website</a>