

Agenda

COUNCIL



Date:	Monday, 12 October 2015 at 7:00 pm
Venue:	United Reformed Church, St George's Road, St Annes, FY8 2AE
	<p>Mayor : Councillor Peter Hardy Deputy Mayor : Councillor Heather Speak</p> <p>Leader : Councillor Sue Fazackerley Deputy Leader : Councillor Karen Buckley</p> <p>Councillors Ben Aiken, Christine Akeroyd, Frank Andrews, Tim Ashton, Mark Bamforth, Jan Barker, Keith Beckett ISO, Brenda Blackshaw, Julie Brickles, Maxine Chew, Alan Clayton, Delma Collins, Peter Collins, Michael Cornah, Leonard Davies, 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	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 6 July 2015 as a correct record.	1
	ANNOUNCEMENTS:	
3	Mayor's Announcements	1
4	Chief Executive's Communications	1
	REPRESENTATIONS:	
5	Questions from Members of the Council	3
6	Questions from Members of the Public For procedure to ask a question at a Council meeting see Public Speaking at Council Meetings .	4
	DECISION ITEMS:	

7	Notice of Motion – Water Contamination	5 - 6
8	Notice of Motion – Local Government Decision Making	7 - 8
9	Notice of Motion – Honorary Alderman	9 - 10
10	Request for use of S106 Developer Contribution for Proposed Affordable Housing Scheme	11 - 14
11	Capital Strategy	15 - 23

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

The code of conduct for members can be found in the council's constitution at

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

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REPRESENTATIONS



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	12 OCTOBER 2015	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 read out during the Council meeting on 12 October 2015 and a response will be given by the Leader of the Council.

REPRESENTATIONS



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	12 OCTOBER 2015	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 read out during the Council meeting on 12 October 2015 and a response will be given by the Leader of the Council.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	12 OCTOBER 2015	7

NOTICE OF MOTION – WATER CONTAMINATION

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 August 2015.

CORPORATE PRIORITIES

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

SUMMARY OF PREVIOUS DECISIONS

There have been no previous decisions on this item.

The Motion

1. The following Notice of Motion has been received:

“That this Council is concerned by the recent Cryptosporidium contamination to our water supply and the measures taken to deal with it.”

The Notice of Motion has been duly proposed by Councillor Elizabeth Oades.

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	29/9/15	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Notification from Councillor Oades	25 August 2015	Public Documents - Notice of Motion
Council Constitution		Public Documents - Constitution

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	12 OCTOBER 2015	8

NOTICE OF MOTION – LOCAL GOVERNMENT DECISION MAKING

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 August 2015.

CORPORATE PRIORITIES

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

SUMMARY OF PREVIOUS DECISIONS

There have been no previous decisions on this item.

The Motion

1. The following Notice of Motion has been received:

“That this Council is concerned by the Government’s recent attack on Local Government decision making.”

The Notice of Motion has been duly proposed by Councillor Elizabeth Oades.

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	29/9/15	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Notification from Councillor Oades	25 August 2015	Public Documents - Notice of Motion
Council Constitution		Public Documents - Constitution

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	12 OCTOBER 2015	9

NOTICE OF MOTION – HONORARY ALDERMAN

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 29 September 2015.

CORPORATE PRIORITIES

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

SUMMARY OF PREVIOUS DECISIONS

There have been no previous decisions on this item.

The Motion

1. The following Notice of Motion has been received:

“That the Council practice of inviting retiring members who have completed 20 years of service or more to become Honorary Aldermen, be extended to include retiring members with less than 20 years service but who have previously served as Mayor of the Borough.”

The Notice of Motion has been duly proposed by Councillor Paul Hayhurst.

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	29/9/15	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Notification from Councillor Hayhurst	25 August 2015	Public Documents - Notice of Motion
Council Constitution		Public Documents - Constitution

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	COUNCIL	12 OCTOBER 2015	10

REQUEST FOR USE OF S106 DEVELOPER CONTRIBUTION FOR PROPOSED AFFORDABLE HOUSING SCHEME

PUBLIC ITEM

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

SUMMARY

The YMCA is a key partner with the council and has been providing housing related services to Fylde residents for over 19 years. They have made a request for financial support to deliver an affordable housing scheme in St Annes. They assist the council in finding private sector rented accommodation for people using the rent bond scheme through their long term relationships with local landlords. They also operate and manage their own housing stock. The project aims to deliver purpose built, general needs rented accommodation for young people aged 18–25 years. The young people will not require or be eligible for supported housing because they will be in work or training with the low rents made available through this project supporting them in becoming fully independent members of the community. The scheme will provide low rent affordable housing to a market segment where there is an identified need. It is proposed that the Members approve a fully-funded revenue budget increase for 2016/17 in the sum of £562,697 to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose in the total sum of £2.4m.

RECOMMENDATION

1. That the Council approve a fully-funded revenue budget increase for 2016/17 in the sum of £562,697, to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose in the total sum of £2.4m, in respect of the proposed development of 11 self-contained flats in St Annes by the YMCA. £562,967 is a 50% contribution towards total scheme costs.

CORPORATE PRIORITIES (delete √ which are not relevant)

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

SUMMARY OF PREVIOUS DECISIONS

None in relation to this item.

REPORT

1. The YMCA is an important partner that has been successfully delivering housing related services to Fylde residents for more than 19 years. It operates and manages a significant housing stock portfolio of its own to meet the needs of some of the most vulnerable members of the community, they have recently created a new company called YMCA Property Ltd that operates as a Registered Provider under the umbrella of the YMCA Fylde Coast. The YMCA are experienced in working with the private rented sector in securing tenancies for clients using the rent bond scheme through long standing relationships with landlords. The YMCA housing activities complement the work of the council's housing services and last year received more than 2,000 housing enquiries providing a drop-in service for 727 clients.
2. The YMCA have been working with the council on a number of projects and have made a request to the council for financial support from the S106 developer contributions for affordable housing to deliver a new purpose built development of 11 self-contained one bed roomed apartments. These are general needs apartments that will be available for young people aged 18–25 years old, who are in employment and / or paid training, the employment or training is often low paid and therefore the rents will be set at a low affordable level. The apartments will be located in St Annes off St Albans Road on land that is owned by the YMCA adjacent to other existing service facilities operated by the YMCA.
3. Young people often become marginalised in the housing market particularly following the recent changes to the welfare and housing benefit systems. This is more evident with young people on low incomes who are either in low wage employment or undertaking training. These individuals are unable to afford the rent levels for single occupancy in the private rented sector and have little option other than to access shared accommodation, often renting a room with all other facilities shared. The proposed scheme will provide accommodation at rent levels that are affordable enough for young people on low incomes to sustain a tenancy and become independent members of the community, whilst at the same time preventing them from becoming marginalised in shared accommodation in the private sector.
4. The YMCA has several schemes and pathways as part of the portfolio of services that develop and improve young people in need of support including accommodation, training and welfare. A number of the young people the YMCA work with secure employment or paid training on low pay, but as a result of gaining employment they cannot access the existing accommodation facilities that the YMCA provides. Those without the option to reside with family or friends have little option but to rent in the private sector at the lower end of the market, this is usually a room in shared accommodation with little or no choice over who they share with. On a number of occasions they are exposed to influences in shared accommodation that prevent them developing onto independent living, resulting in outcomes that lead to further demands on social, police and health services in the area.
5. The proposal will provide a solution to a housing challenge faced by young people in low paid employment or training who are required, or want to live independently, this is an identified need that is required in the St Annes area where there is a current gap in provision. The scheme will improve the prospect of young employed people on low wages to become fully independent. As the provider of the accommodation the YMCA will enhance the offer to the occupants of the scheme by providing access to YMCA membership and to a range of

complementary services such as additional training, volunteering, employability based activities etc. design to develop skill sets and integrate them into independent living. The tenants will have to be in employment to secure a short hold tenancy.

6. Planning permission is not yet in place for the proposal although initial discussions have taken place with planning officers and confirmed that the development would be consistent with development permissions in the location. The YMCA have taken on board feedback from the planning service on the design and siting of the building.
7. If the proposed project funding is approved the YMCA will submit a planning application and carry out all appropriate consultation in late 2015. Subject to approval it is anticipated that the start on site by April 2016 with completion of the development by April 2017.
8. The total scheme cost, including contingencies, is estimated to be £1,125,394. The request for Fylde Council funding is for a 50% contribution in the sum of £562,697 to be met from the S106 develop contributions for affordable housing currently held by the Council for this purpose in the total sum of £2.4m.
9. The level of funding requested has been based on advice from officers that the normal contribution for a scheme of this nature is 50%, however, this is not a limit. The level of funding obtained will determine the rent level that is set because the YMCA operate schemes on a not for profit basis therefore the rent is determined by the annual cost of the additional borrowing required to finance the remainder of the project.
10. Rent levels will need to reflect Local Housing Allowance Rates (LHA). The LHA rate is used to work out how much benefit a household will receive towards their housing costs if they are in low paid employment or unemployed. The current levels in 2015/16 for one bedroom properties stands at £85 per week, however applicants under 35 years old are only entitled to the shared room rate which is £62.81.
11. Table 1 below gives an indication of the rent level in relation to the percentage grant approved:

Table 1 – Rent Level by Grant Approval

50% grant = £67 per week rent (£4.19 above LHA)*
55% grant = £61 per week rent (£1.81 below LHA)*
60% grant = £55 per week rent (£7.81 below LHA)*

*An additional service / repair / management fee of approximately £5 per week would be added to the above.

The tenant will be required to pay all other utility, service and council tax bills.

12. The usual position of the council in considering commuted sums funding requests is that the subsidy approved is 50% of the total scheme cost, however, this is not set in policy and the council can approve a higher percentage subsidy if there are additional outcomes. The YMCA have stated that whatever the level of support approved the benefit is passed to the young people that the scheme is designed to support.
13. Money paid under section 106 agreements must be used for the purposes for which it is given. The current balance available from section 106 agreements for affordable housing is £2.4m. It is proposed that the funding for this scheme is met by the developer contribution received in respect of the Queen Marys School development (Section 106 reference 03/0157) which is to be used to support the development of affordable housing within Lytham St Annes.
14. If the request for the Council support is approved, a legal agreement will be drawn up to cover the payment terms, the long term use of the development as affordable housing, the repayment of the funding in the event of a breach of the agreement. This agreement will also require a

commitment from the YMCA to keep the rents for the properties in line with Local Housing Allowance (LHA) Rates as set out in table 1.

15. The project will deliver much needed additional affordable housing in St Annes for young people, which is one of the identified gaps in the housing market provision. It will offer affordable housing to young people and enable those young people to become fully independent members of the community.

IMPLICATIONS	
Finance	This report requests approval of fully-funded revenue budget increase for 2016/17 in the sum of £562,697, to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose in the total sum of £2.4m, in respect of the proposed development of 11 self-contained flats in St Annes by the YMCA.
Legal	Money paid under a section 106 agreement must be used for the purposes provided in the agreement. If it is not used for those purposes, it is eventually required to be repaid to the developer who paid it. Officers have checked that sufficient money is available for the project from payments made under section 106 agreements to provide affordable housing.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Allan Oldfield	01253 658500	September 25 th 2015	

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

Attached documents

None.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	COUNCIL	12 OCTOBER 2015	11

CAPITAL STRATEGY

PUBLIC ITEM

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

SUMMARY

The report presents a revised Capital Strategy for consideration by the Council. The strategy has been revised to take account of changes in the governance arrangements of the Council from May 2015.

RECOMMENDATION

The Council are recommended to adopt the revised Capital Strategy with effect from the 2016/17 budget cycle.

CORPORATE PRIORITIES

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

SUMMARY OF PREVIOUS DECISIONS

The Capital Strategy was previously considered and approved at the Cabinet meeting of 20th July 2011.

REPORT

1. The council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.
2. The Capital Strategy (shown at Appendix A) is a high level summary of the Council's approach to the delivery of the priorities and objectives of the Council as defined in the Corporate Plan through capital investment in services and assets. The prioritisation of capital investment

according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available.

3. The Capital Strategy is reviewed regularly to ensure that it remains aligned to the Council's Corporate Plan and continues to provide a suitable means by which capital resource allocation decisions can be guided. A revision is necessary to the existing Capital Strategy as a consequence of the changes in the governance arrangements of the Council with effect from May 2015.
4. The draft strategy has been available as a link on the Capital Programme monitoring reports considered at the September cycle of programme committees. It has also been reviewed by the Budget Working Group and has been updated to reflect feedback received.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report, although future capital allocation decisions will be guided by the revised Capital Strategy.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	Investment in the Council's asset base in a structured manner contributes towards compliance with health and safety requirements and mitigates against the risks associated with the ownership and management of assets.

LEAD AUTHORS	TEL	DATE	DOC ID
Management Team		October 2015	

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

Attached documents

1. Appendix A: Capital Strategy October 2015



Capital Strategy

October 2015

FYLDE BOROUGH COUNCIL

CAPITAL STRATEGY

1. OVERVIEW

This strategy sets out the Council's approach to capital investment and disposals and the approach that will be followed in making decisions in respect of the Council's Capital assets.

Capital investment is an important ingredient in ensuring the Council's vision is achieved and given that capital resources are limited it is critical that the Council makes best use of these resources. Consequently this strategy seeks to:

- Ensure that spending decisions meet the Council's vision and key priorities;
- Ensure that the Council retains only the level of assets appropriate to the services it provides;
- Maximise the use and contribution of the Council's capital assets in achieving the Council's vision;
- Encourage innovation and value for money in the use of capital assets;
- Ensure that whole life costs and benefits both capital and revenue are fully considered along with an assessment of any future cost considerations involved;
- Maximise the availability of capital resources for investment;
- Influence and develop partnership working both locally and nationally; and
- Ensure through its links with the Asset Management Plan and Medium Term Financial Strategy good management and stewardship of assets in the Council's ownership.

The Capital Strategy sets out:

- How capital schemes are identified and developed in response to these plans and priorities;
- How decisions will be made on any bids for additional capital resources;
- How capital schemes will be assessed and evaluated;
- How choices are made between schemes competing for available resources;
- How the resultant Capital Programme will be monitored and evaluated; and
- How corporate reviews of existing capital assets will be undertaken.

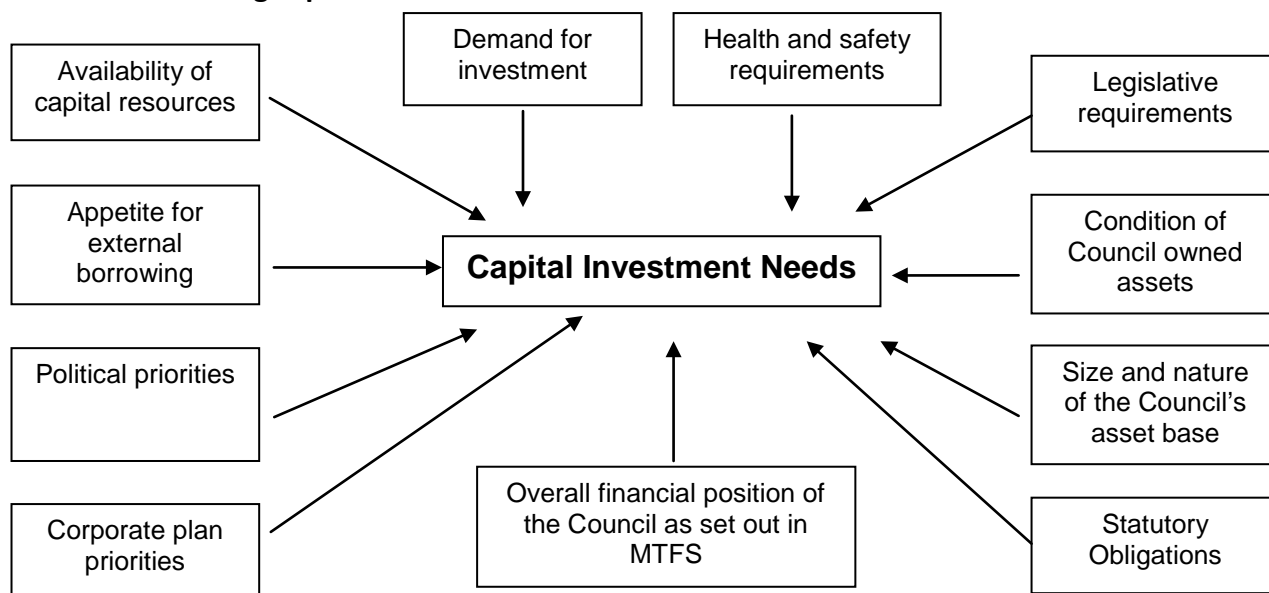
2. FYLDE'S VISION, PRIORITIES & TARGETS

The Council's Corporate Plan is a key strategy document which sets out the vision, long-term outcomes, medium-term targets and short-term priority actions which will enable the Council to achieve its corporate objectives.

3. HOW CAPITAL SCHEMES ARE IDENTIFIED AND CONSIDERED

The need for capital investment is influenced by a number of factors both internal and external to the council. The diagram below identifies a number of these:

Factors influencing capital investment:



1. It is important that capital investment decisions are not made in isolation and instead are considered in the round through the annual budget setting process.
2. Programme committees will, during the annual cycle of meetings, consider issues which may give rise to the potential need for capital investment. These will be captured to inform the basis of potential capital bids that the committee will need to consider as part of the budget setting process.
3. Management Team and Service Heads will also identify the potential need for capital investment. This will take account of issues including the condition of council owned assets (including reference to the council's Asset Management Plan), health and safety requirements, statutory obligations of the council, operational considerations and emerging opportunities for investment including possible sources of external financing.
4. The Budget Working Group will review capital bids prior to consideration by Programme Committees.
5. Programme committees will then consider and prioritise capital bids relevant to their terms of reference.
6. Once capital bids have been prioritised by programme committees, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include capital budget proposals.
7. The MTFS report (including capital budget proposals) will ultimately be considered by Budget Council each year.

4. DEVELOPING CAPITAL SCHEMES

All proposed schemes requiring capital investment should have as a minimum the following information:

- 1) A description of the scheme;
- 2) The estimated financial implications, both capital and revenue;
- 3) The expected outputs, outcomes and contribution to corporate objectives;
- 4) The nature and outcome of consultation with stakeholders and customers (as applicable);
- 5) Any impacts on efficiency and value for money;
- 6) Risk assessment implications and potential mitigations; and
- 7) Any urgency considerations (e.g. statutory requirements or health and safety issues)

All capital bids should be prepared in light of the following list of criteria, and the proposed investment should address at least one of these issues:

- | | | |
|------|----------------------|--|
| i) | Service criteria | <ul style="list-style-type: none"> - the investment contributes towards the Council's priorities - the investment contributes towards the Asset Management Plan - the investment maintains or improves Fylde Council owned assets - the investment allows continued delivery of services |
| ii) | Statutory criteria | <ul style="list-style-type: none"> - the investment addresses health and safety compliance issues - the investment contributes towards a statutory obligation - the investment contributes towards a government initiative |
| iii) | Financial criteria | <ul style="list-style-type: none"> - the investment produces a revenue saving or improves VFM - the investment is funded/part funded from external resources |
| iv) | Needs criteria | <ul style="list-style-type: none"> - the investment satisfies an assessment of community priority - the investment satisfies an assessment of political priority - the investment satisfies an assessment of environmental priority |
| v) | Partnership criteria | <ul style="list-style-type: none"> - the investment is supported by appropriate partners/stakeholders - partners have been involved in drawing up the proposed scheme |

Providing that bids for capital investment address one or more of the above criteria, consideration will be given in the following priority order:

1. Investment which is required to meet health and safety or other regulatory/statutory obligations e.g. DDA compliance;
2. Investment in Council owned assets which support the delivery of Council services or priorities;
3. Investment which protects existing income streams or generates additional income for the Council;
4. Investment which attracts external match funding for the scheme; and
5. Investment which enhances the Borough and brings wider community benefits

The table shown at Appendix 1 summarises the capital bids process.

5. MONITORING OF APPROVED CAPITAL SCHEMES

In accordance with the Council's constitution, all schemes which are approved for inclusion in the Capital Programme must be the subject of a detailed report to the appropriate Programme Committee prior to any expenditure being incurred on the scheme.

The monitoring of progress on individual schemes will be the responsibility of the Director for those schemes which fall within their areas of responsibility. The Director is responsible for preparing any reports required during the life of the scheme in accordance with the Council's constitution. This may include periodic reports to Programme Committees for schemes which fall within their areas of responsibility.

Programme committees will receive periodic in-year Capital Programme monitoring reports which will provide details of progress on the delivery of approved capital expenditure on a scheme by scheme basis.

The Capital Programme in its entirety will be updated to reflect any approved virements, additional scheme approvals or other approved changes as part of the regular review of the Council's Medium Term Financial Strategy.

6. REVIEW OF ASSET HOLDINGS AND ASSET MANAGEMENT PLAN

The Council's Asset Management Plan will be reviewed on an ongoing basis by the Council's Asset Management Group. This will identify any assets held by the Council that are no longer either required or fit for purpose and appropriate recommendations made regarding retention for alternative use or disposal.

CAPITAL BIDS PROCESS

The following table shows consideration of capital programme bids within the Council's Medium Term Financial Strategy framework:

Dates	Detail
To end August	Formulation of capital bids – Members / Officers
October	Budget Working Group to review capital bids prior to consideration by Programme Committees
October/November	Programme Committees consider and prioritise capital bids
November	Report to Finance & Democracy Committee - updated Medium Term Financial Strategy including updated financial forecast
December/January	Consideration by Budget Working Group of prioritised lists of capital bids from Programme Committees
February	Finance & Democracy Committee receive updated Medium Term Financial Strategy including recommendations from Budget Working Group on capital expenditure proposals
March	Council Budget setting meeting including approval of updated capital programme
March	Statutory date to set Council Tax

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