



Agenda

Environment, Health and Housing Committee

Date:	Tuesday, 5 September 2017 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Peter Anthony, Maxine Chew, Gail Goodman JP, Shirley Green, Peter Hardy, Angela Jacques, John Kirkham, Roger Lloyd, Graeme Neale, Louis Rigby.</p>

Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	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 20 June 2017 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	DECISION ITEMS:	
4	Refurbishment of 93 St Albans Road, St Annes - Update	3-10
5	Blackpool, Fylde and Wyre CVS Support	11-12
6	Outside Bodies	12-31
	INFORMATION ITEMS:	
7	Empty Residential Property Position Statement	32-33
8	Update on the Homelessness Strategy Action Plan 2013-2018	34-35

9	Age UK Lancashire – Annual Report	36-46
10	Citizens Advice Fylde – Annual Report	47-67
11	General Fund Revenue Budget Monitoring Report 2017/18 – Position as at 31 July 2017	68-72
12	Capital Programme Monitoring Report 2017/18 – Position as at 31 July 2017	73-81

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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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	4
REFURBISHMENT OF 93 ST ALBANS ROAD, ST ANNES - UPDATE			

PUBLIC ITEM

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

SUMMARY

This purpose of this report is to provide an update to the committee on the proposed refurbishment of 93 St Albans Road funded from S106 develop contributions. The works will transform the property from a single dwelling over three floors to a two self-contained affordable housing units.

The Environment, Health and Housing Committee on the 21st February 2017 requested an addition to the Capital Programme in the sum of £147,890 (subject to sufficient Section 106 funding being in place to deliver the scheme) and subject to such approval, authorised expenditure in this amount for the scheme to be delivered.

Officers were instructed to approach Registered Providers of Affordable Housing with a view to a possible jointly-funded venture, subject to sufficient Section 106 funding being available. Such an arrangement has been achieved and there is a revised structure to the scheme which is now to be delivered through a jointly-funded venture with ForViva Housing Association, resulting in a reduced requirement for S106 funding by Fylde Council, and a corresponding contribution from the Registered Provider, such that the overall scheme cost remains the same.

The Council acquired the property through a compulsory purchase order (CPO) on the 2nd June 2016. The Statement of Reasons that supported the CPO contemplated that the Council would transfer the property to New Progress Housing Association. New Progress have now withdrawn from the scheme.

A report was considered by the Environment, Health and Housing Committee on the 21st February 2017.

RECOMMENDATION

The Committee is requested:

1. To note the current position with regard to the proposed development at 93 St Albans Road as detailed within this report and the revised structure of the proposed scheme;
2. To recommend to the Finance and Democracy Committee approval to an addition to the Capital Programme in 2017/18 in the sum of £147,890 in respect of the St Albans Road scheme, to be met from S106 developer contributions held by the Council for affordable housing in the sum of £112,794 and a contribution from ForViva Housing Association of £35,096, as detailed within this report.

SUMMARY OF PREVIOUS DECISIONS

On **4th July 2012**, the Portfolio Holder for Finance and Resources in consultation with the Portfolio Holder for Planning and Development approved the following:

1. *The portfolio holder agrees to the request from New Fylde Housing for s106 affordable housing monies to support the purchase of 93 St Albans Rd St Annes as phase one of a comprehensive scheme of improvement to*

the property.

2. The portfolio holder approves a revenue budget increase for 2012-13 of £85,000 to fund the payment to New Fylde Housing fully funded from the s106 affordable housing monies held by the council.

Cabinet, **25 June 2014:**

1. Seek further to engage with the property owner with a view to acquiring the property voluntarily as mandated by previous decisions

2. If a voluntary sale is not achieved within a reasonable time, make a compulsory purchase order to acquire 93 St Albans Road, St Annes for the purposes of part II of the Housing Act 1985 for redevelopment to deliver 2/3 affordable housing units.

Environment, Health and Housing Committee, **5 January 2016:**

1) Recommend to the Finance & Democracy Committee a fully funded addition of £105,000 to the Councils 2015/16 Capital Programme for the compulsory purchase of 93 St Albans Road to be met from a Section 106 contribution (Agreement Ref: 03/0157 – Queen Mary School Development) held by the council paid under planning obligations for affordable housing of the same amount.

2) Approve, subject to the Finance and Democracy Committee having accepted recommendation 1), the making of a general vesting declaration in respect of the property and the onward transfer of 93 St Albans Road to New Fylde Housing Ltd (or another company in the Progress Housing group) for nil consideration.

Finance and Democracy Committee, **25th January 2016:**

1) The Committee RESOLVED to approve a fully funded addition of £105,000 to the Council's 2015/16 Capital Programme for the compulsory purchase of 93 St Albans Road to be met from a Section 106 contribution (agreement ref:03/0157 – Queen Mary Development) held by the Council paid under planning obligations for affordable housing of the same amount.

Environment Health and Housing **21st February 2017:**

Following detailed consideration of this matter it was RESOLVED:

1. To instruct officers to approach Registered Providers of Affordable Housing within Fylde, with a view to a possible jointly funded venture for the scheme being sought, with respect to the refurbishment of 93 St Alban's Road, St Annes;
2. To authorise an addition to the Capital Programme in the sum of £147,890 - "Affordable Housing Scheme at 93 St Albans Road" for 2017/18 to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (totalling £75,950 from Agreement Ref: 03/0157 Queen Mary School Development, and a further £71,940 when funds become available) to deliver 2 units for affordable rent at 93 St Albans Road, St Annes to a Registered Provider of Affordable Housing;
3. To authorise expenditure in a sum not exceeding £147,890 (includes a 5% contingency allowance of £7,040) to a Registered Provider of Affordable Housing in relation to the scheme as described within the report after due regard and in compliance with the financial regulations as covered within the body of the report; and
4. To agree to the scheme proceeding in line with the above subject to sufficient Section 106 funding being in place to deliver the scheme.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

COMPULSORY PURCHASE ORDER

1. Following a compulsory purchase order ("CPO"), the council owns 93 St Alban's Road, Lytham St Annes FROM 2ND June 2016.
2. The CPO was intended to bring the property back into use as affordable housing, as set out in the council's statement of reasons in support of the CPO:

"The Council's proposals are intended to secure that the Order Land provides one or two net additional units of affordable housing accommodation. The Order Land, which is unoccupied and in an extremely poor state of repair, does not presently contribute towards meeting the acknowledged shortfall in both market and affordable housing provision in the Council's district. The Council proposes to transfer the Order Land to an identified Registered Provider of Social Housing, which will repair and improve the house to provide two or three 1 and 2- bedroom affordable flats."

Further:

"The Council will work with Progress, a registered provider of social housing, to bring forward the Order Land for conversion into 2 or 3 self-contained flats, which Progress will operate. To that end, the council will purchase the Order Land and transfer it to Progress."

THE PROPERTY AND ITS POTENTIAL

3. The property, which has been secured and cleared is currently set out as a single dwelling over three floors. Council officers have worked with Progress Housing Association and recently ForViva Housing Association, to bring forward proposals for the provision of affordable housing.
4. The preferred option is to create two self-contained flats, a one bedroom two person flat to the ground floor and a two bedroom four person flat over the first and second floors. The two flats would be accessed via the main front door with communal hall and staircase. There would also be access to the rear yard from the ground floor hall. Floor plans of the two-unit scheme are available in Appendix 1.
5. An option to create three units of accommodation was not taken forward because the top floor flat could not achieve compliance with design guide standards.
6. Fylde Council are currently incurring costs for the dwelling for Council Tax, gas and electricity standing charges and Buildings Insurance. In addition Housing staff are visiting the property regularly to ensure the property is safe and there is no dumped rubbish.

COSTS TO REFURBISH 93 ST ALBANS

7. Progress Housing Association estimated the cost of the scheme to be £211,750 and Officers obtained a comparison costing from another registered provider, ForViva Housing Association of £147,890. Both costings are broken down in table 1, rounded to the nearest pound.

Table 1: Quotes for total scheme costs 93 St Albans Road

Quote Two Bedroom Unit	Cost breakdown of the scheme
Progress Housing Association	Measured works (MW) £161,884.40 Provisional Sums (PS) £13,480.00 (8.3%) Preliminaries @ 15% (MW + PS) £26,304.66 Total works costs (excluding fees and VAT) £201,670 Contingency @ 5% = £10,080 Total scheme costs = £211,750
For Viva Housing Association	Measured works (MW) £113,090.00 Provisional Sums (PS) £9,386.47 Preliminaries @ 15% (MW + PS) £18,371.47 Total works costs (excluding fees and VAT) £140,850 Contingency @ 5% = £7,040 Total scheme costs = £147,890

8. There is a cost difference of £63,860.00 between the two proposals. Based on the comparison quote, officers are confident that the scheme can be provided for the lower quotation of £147,890 and there would be interest from alternative registered providers.
9. The Environment, Health and Housing Committee were advised in February 2017 that Progress Housing Association has now indicated that they do not consider that the scheme fits with their financial model and have withdrawn their interest.
10. At this Committee Officers, were instructed to approach other Registered Providers of Affordable Housing within Fylde to bring the scheme forward, with a view to a possibly jointly funded venture. Officers have approached For Viva Housing Association.
11. For Viva Housing Association have confirmed that they would be willing to jointly fund the venture and deliver the scheme based on the lower cost estimate of £147,890. They would be willing to fund up to 25% of total scheme costs.

SECTION 106 FUNDS AVAILABLE

12. Appendix 2 provides details of the current position of Affordable Housing S106 funds. There is currently non-committed funds of £221,450 available.
13. It is recommended the remaining funds from 03/0157 Queen Mary School Development of £1,303 and 14/0327 Orchid Court 35-37 South Promenade, Lytham St Annes of £111,491 be used to fund the scheme. Totalling £112,794 with a contribution of £35,096 from For Viva Housing Association provides the full scheme costs of £147,890.

THE FUTURE REVENUE BUDGET IMPACT

14. There are no additional revenue implications to this proposal as the units on completion will be owned and managed by a Registered Provider.

RELEVANT VALUE FOR MONEY ISSUES

15. Fylde Council receive off site S106 contribution rates of £50,000 per unit of affordable housing required on a site. Therefore the capital contribution rate for affordable units delivered using S106 funds is usually up to £50,000 per unit or 50% of the total scheme cost, however, this is not set in policy and the council can approve a higher percentage subsidy.
16. Costs for conversion into flats are always higher than simply de converting into a house as there is a need to consider sound proofing to walls and floors and the provision of additional utilities. Insulation levels and associated costs are also high to comply with Building Regulations.
17. The capital contribution rate requested on this site is for £56,397 per unit. Therefore the scheme is within normal grant limits, enabled via the jointly funded venture with For Viva Housing Association,

RISK ASSESSMENT

18. It is proposed that the capital contributions will be paid in two stages; 50% when the scheme is on site and 50% on practical completion.
19. The risks associated with letting and managing the properties will be the responsibility of the Registered Provider.
20. An agreement for the payment of a capital contribution will be entered into to protect Fylde Council's investment and ensure the properties remain as Affordable Housing in perpetuity.

VIABLE ALTERNATIVES

21. Until the scheme works are commenced, the building continues to be empty and unsightly and a magnet to fly-tipping.

22. Fylde Council are currently incurring costs for the dwelling for Council Tax, gas and electricity standing charges and Buildings Insurance. In addition Housing staff are visiting the property regularly to ensure the property is safe and there is no dumped rubbish.

OBJECTIVES, OUTPUTS AND OUTCOMES

23. The conversion works will contribute towards the improvement of the local area and provide affordable homes for local people.

24. The conversion works will enable the Order Land, which is unoccupied and in an extremely poor state of repair, to be brought into use to meet the acknowledged shortfall in affordable housing within the borough.

IMPLICATIONS	
Finance	This report provides an update with regard to the proposed development at 93 St Albans Road; and recommends to Finance and Democracy Committee approval to an addition to the Capital Programme in 2017/18 in the sum of £147,890 in respect of the St Albans Road scheme to be met from S106 developer contributions held by the Council for affordable housing in the sum of £112,794 and a contribution from ForViva Housing Association of £35,096.
Legal	S106 planning obligation when planning is sought to convert the property from a single to a two unit property that ensures the property remains as affordable housing in perpetuity. Agreement for the capital contribution will be in place.
Community Safety	Refurbishment of a property which has been in a poor state of repair for a number of years
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	Refurbishment of a property which has been in a poor state of repair for a number of years
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine Riding kirstine.riding@fylde.go.uk 01253 658569	21/08/2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

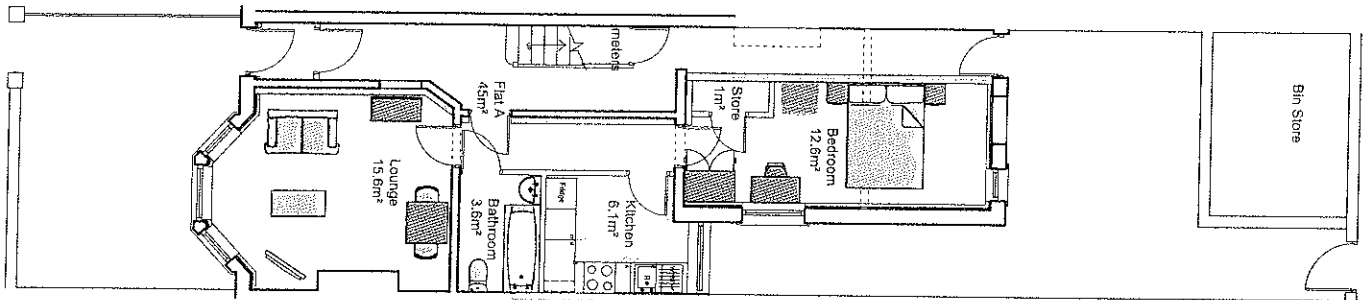
Attached documents

Appendix 1 – Conversion design for 93 St Albans Road two units of affordable housing.

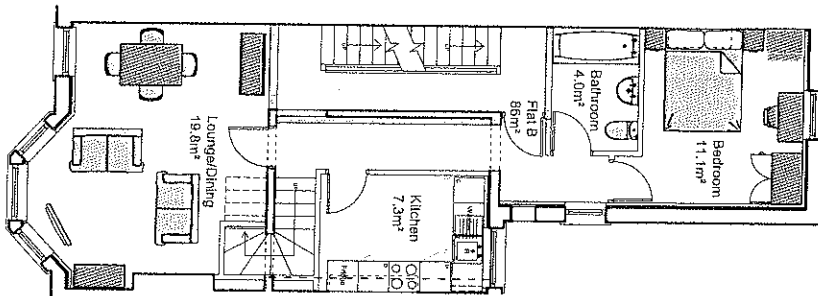
Appendix 2 – Affordable Housing S106 Funds Summary – 30/06/2017

93 ST. ALBANS
2 UNITS

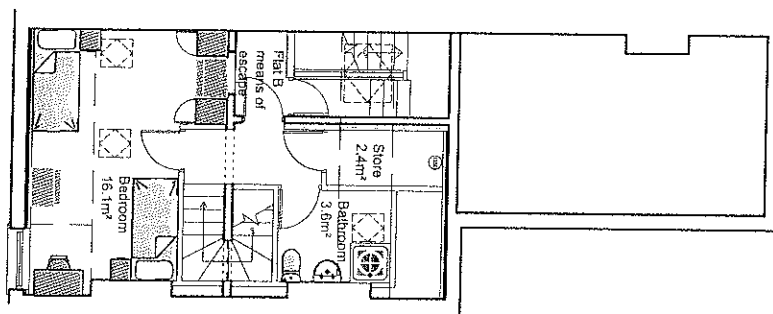
GROUND FLOOR



FIRST FLOOR



SECOND FLOOR



12 GREEK STREET STOCKPORT CHESHIRE SK3 8AB Rev: Description:
Tel: (0161) 476-8882 Fax: (0161) 477-8953 www.iglsurveying.co.uk info@iglsurveying.co.uk

PROGRESS HOUSING
93 ST ALBANS RD, ST ANNES
PROPOSED PLANS

3080/F/02 1:100
ID JUNE'16
ID A

		Total Affordable Housing		Queen Mary		Other Sites
S106 Income Received		- 5,608,409.44		- 3,000,000.00		- 2,608,409.44
Section 106 Expenditure:						
New Fylde Housing	182,250.00					182,250.00
Richard Dunbreck Trust Singleton	300,000.00					300,000.00
F2F YMCA	299,999.57			2,999.57		297,000.00
GPHG - re 451 Clifton Drive North	250,000.00			250,000.00		
NFH (Heyhouses) Pilling Ave development	416,000.00			416,000.00		
Explore first time buyers scheme	3,000.00					3,000.00
NFH - 50% payment towards purchase of 17 Hunter Road	21,500.00					21,500.00
NFH _ 2nd payment 50% towards purchase of 17 Hunter Road.	21,500.00					21,500.00
NFH - St Davids Roads Depot. First contribution of 50%	307,507.00					307,507.00
NFH - St Davids Road Depot, second contribution of 50%	307,506.00			297,000.00		10,506.00
Great Places- Former Kwik Save Site	300,000.00					300,000.00
106 project officer payment	12,680.72					12,680.72
	12,319.28					12,319.28
Great Places Housing Association	75,000.00			75,000.00		
Ypad YMCA - Council 12/10/15	450,157.60			450,157.60		
St.Albans Rd Capital Scheme - spend at 31/03/17	6,108.53			6,108.53		
		2,965,528.70		1,497,265.70		1,468,263.00
S106 Monies Remaining		- 2,642,880.74		- 1,502,734.30		- 1,140,146.44

Commitments:						
St.Albans Rd CPO - F&D Committee 25/01/16	98,891			98,891.00		
Ypad YMCA - Council 12/10/15	112,539			112,539.40		
Sunnybank Mill - Council 04/07/16	920,000					920,000.00
Church Rd Methodist Church, St.Annes - Council 17/10/16	550,000			550,000.00		
Church Rd Methodist Church, St.Annes - Community Housing Fund Report to Council 17/07/17 - £100k reduction in S106 funding of scheme to be met with CHF	-100,000			-100,000.00		
Keenans Mill - F&D 16/02/17	840,000			840,000.00		
St.Albans Rd Refurbishment - Report put back until Sept Cycle						
		2,421,430.87		1,501,430.40		920,000.00
Monies Available for Future Projects		-221,449.87		-1,303.90		-220,146.44

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	5
BLACKPOOL, FYLDE AND WYRE CVS SUPPORT			

PUBLIC ITEM

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

SUMMARY

The Blackpool, Fylde and Wyre Council of Voluntary Services (CVS) is funded through the Countywide Infrastructure Support Programme (CISP) as part of the LCC Central Gateway Grants. This funding has been confirmed for a further 18 months subject to an 'in kind' contribution from the Local Authority. This contribution is not a monetary request but is a commitment from the Council to host a 'hot desk' one day a week for the use of the CVS Co-ordinator to an estimated notional value of £1,500.

RECOMMENDATION

The Committee are recommended to approve:

An 'in kind' contribution to support the continued work of the CVS, estimated at a notional value of approximately £1,500.

SUMMARY OF PREVIOUS DECISIONS

None

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

- Central Government Grants offer an opportunity for organisations to apply for strategic funding to enable the people of Lancashire to live a healthy life, live in a decent home in a good environment and have employment that provides an income that allows full participation in society.
- During the last round of CCG funding, Lancashire County Council made provision for a Countywide Infrastructure Support Program (CISP) to be developed by the fund.

3. The objective of the CISP is to ensure that high quality support is available across the county in terms of third sector development and volunteering opportunities.
4. The Blackpool, Fylde and Wyre Council of Voluntary Services is a registered charity working with groups and organisations in the Voluntary, Community and Faith sector helping to ensure that the Fylde Coast has thriving, strong communities providing opportunities to build capacity and enhance effectiveness of the sector. It is an infrastructure body supporting organisations helping people in need.
5. The BFWCVS has been granted funding through the CISP for a period of 18 months.
6. This funding has been confirmed subject to a notional 'in kind' contribution from the Local Authority. This contribution is not a monetary request but is a commitment by the Council to host a 'hot desk' for one day each week for the use of the CVS Co-ordinator to the estimated value of £1,500.
7. Simon Lawton, the CVS Co-ordinator, will interact with representatives of Fylde charities and community-based non-profit organisations to offer free of charge advice on issues including governance, fundraising and bid-writing, planning, marketing and monitoring.
8. Simon will supply his own laptop and would need access to a desk and printing facilities for the equivalent of one day per week which could be broken down into several hours across a few days a week or a split morning/afternoon to accommodate Fylde's existing obligations.
9. The Customer Services Manager has confirmed there is capacity to allow use of one of the reception interview rooms on a Monday morning and Friday afternoon each week.
10. Fylde Council recognises and values the contribution to public services and wellbeing which is made by third sector organisations. We are also very much aware that in recent years, different economic circumstances have drastically altered the playing field in terms of how organisations are funded with the result that only well organised third sector groups can thrive and provide a valuable contribution to the local community.
11. Providing this 'in kind' support will allow the CVS to continue work in support of third sector organisations delivering help to those in need across Fylde.
12. Further information is available from Simon Lawton, CVS Co-Ordinator (Fylde Coast): simon.lawton@cvsbwf.org.uk; 07528726554.

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	CONTACT DETAILS	DATE
Holly Whittaker	Holly.whittaker@fylde.gov.uk & Tel 01253 658645	17 th August 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A	N/A	N/A

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	6
OUTSIDE BODIES			

PUBLIC ITEM

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

SUMMARY

A vacancy has arisen on the Fylde & Wyre Health & Wellbeing Partnership and the committee is requested to nominate one representative to this outside body.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates.

RECOMMENDATION

That the committee nominate one representative for Full Council to approve as the representative on Fylde & Wyre Health & Wellbeing Partnership outside body.

SUMMARY OF PREVIOUS DECISIONS

3 April 2017 Council confirmed the annual appointments to outside bodies.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

Vacancy

1. On 3 April 2017, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.
2. A vacancy has arisen on the Fylde & Wyre Health & Wellbeing Partnership due to Councillor Delma Collins no longer being a member of the Environment, Health and Housing Committee. The committee is therefore requested to nominate one representative to this outside body for approval at the next full council meeting.
3. The Fylde & Wyre Health & Wellbeing Partnership links the activities of the Clinical Commissioning Group, local authorities and health providers to ensure they are all working to address the priority health needs of the community preventing waste and duplication and meet monthly.
4. The appointment to the outside body will be put forward for confirmation at the full Council meeting scheduled to be held on 16th October 2017.

Reporting Forms

5. In accordance with Part 5f – Protocol for Members on Outside Bodies of the Constitution a reporting form must be completed by members serving on an outside body every six months, with all completed information being circulated to all members of the Council for information.
6. Included as an appendix to this report are the returned completed reporting forms and a list of outstanding reports/ details of those bodies which have not met.
7. The information is provided to maintain an understanding of the work of the outside bodies, and remain abreast of any issues that may have an impact on the residents of the borough or the council.

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Morrison	tracy.morrison@fylde.gov.uk	26 July 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix 1 – Outside Bodies Reports and Summary

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Gail Goodman FBC Rep.
Email	cllr.ggoodman@fylde.gov.uk
Period this report covers (date):	23 March 2017
Name of Outside Body:	Fylde, Lancaster and Wyre Children's Partnership B
How often does the organisation meet? And how often have you attended?	This organisation meets every three months, and I have attended three out of four meetings
Key issues arising for Fylde Borough Council	1. Fleetwood Town Community Trust - with Matt Hilton - a vibrant and active community project. 2. Safeguarding (inc. CSE update) with Sarah Hargreaves including Lancashire Safeguarding Children's Board priorities 2016 - 2018. A recent Development Day was planned on 20 March with the Adults Board. 3. Troubled Families Programme Update with Jude Thomas. 4. Practical Improvement Model with Amanda Davis.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	N/A
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	These issues are applicable for the whole of the Lancashire area - affecting all towns and borough councils alike.

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Gail Goodman
Email	cllr.ggoodman@fylde.gov.uk
Period this report covers (date):	5 July 2017
Name of Outside Body:	Fylde, Lancaster and Wyre Children's Partnership B
How often does the organisation meet? And how often have you attended?	This organisation meets every three months and I have attended three out of four meetings.
Key issues arising for Fylde Borough Council	1. Deputy Chair Nomination 2. Safeguarding - Updates 3. Wellbeing Prevention and Early Help Update Service. (Quarter 1 Reports available on 4 August 2017, delivered by Child Action Northwest). 4. Children and Young People Participation at Board Meeting. 5. CPB Action Plan and Priorities.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	N/A
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	The issue of young persons' attendance at the Board Meetings is a significant issue and well timed to gain further insight to requirements.

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Ben Aitken member
Email	
Period this report covers (date):	May-
Name of Outside Body:	Fylde Community Safety Partnership
How often does the organisation meet? And how often have you attended?	Three times a year Once, missed the last due to Leadership commitments.
Key issues arising for Fylde Borough Council	On Thursday 18th May the partnership looked at priorities. They identified vulnerabilities; anti social behaviour; domestic abuse; Road Safety; substance misuse and re-offending. The priorities are to be outlined in a Fylde Community Safety Plan with ongoing actions and updates, throughout the next two years, leading up to an assessment in 2019. The PCC has allocated 10k to the Partnership for projects and initiatives to address local priorities & PCC Policing Plan.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	Next meeting 28th September

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Gail Goodman Rep for FBC
Email	cllr.ggoodman@fylde.gov.uk
Period this report covers (date):	3 May 2017
Name of Outside Body:	Blackpool and Fylde Council for Voluntary Services
How often does the organisation meet? And how often have you attended?	This organisation meets usually four times a year but more recently regular meetings have been called to address the issue of Finance and the Grant Agreement.
Key issues arising for Fylde Borough Council	Meeting of the Board of Trustees- 1. Finance - Accounts 2016 - 2017 and Budget 2017 to 2018 2. Office and Storage Arrangements 3. Gateway Grant - Fylde and Wyre - forward plan.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	N/A
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	Much of the recent meetings contain confidential information regarding sources of finance and re-employment of former staffing personnel.

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Gail Goodman
Email	cllrggoodman@fylde.gov.uk
Period this report covers (date):	14 June 2017
Name of Outside Body:	Blackpool and Fylde Council for Voluntary Services
How often does the organisation meet? And how often have you attended?	This organisation meets four times per year, but often more meetings are called as required.
Key issues arising for Fylde Borough Council	1. Grant agreement for Lancashire Association of Councils for Voluntary Services and Blackpool Wyre and Fylde Council for Voluntary Services. (Garth Hodgkins -Community CVS, Blackburn). 2.Cashflow - getting started. 3. Capacity to deliver. 4. Starting to deliver the outputs. 5. CVS Bulleting Issue 34 Vol.5. available on 14.8.17.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	N/A
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	None.

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr. Vivienne M Willder (Member)
Email	Cllr.vwillder@fylde.gov.uk
Period this report covers (date):	April to July 2017
Name of Outside Body:	Face to Face (YMCA HOUSING)
How often does the organisation meet? And how often have you attended?	Usually about 4 times a year.
Key issues arising for Fylde Borough Council	None. As a Partner within the Fylde & Wyre Health and Wellbeingall details are sent to the appropriate Officers at FBC who deal with any responsibilities for E H H.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	As above!
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	<p>The YMCA Fylde Coast have and are Changing and Enhancing Lives since 1922. Face to Face is just one of areas that help young people.</p> <p>Some STATS from 2016 to present day!</p> <p>30,000 children, young people and adults benefitted from the support of the YMCA across Fylde, Wyre, Lancaster and Cumbria.</p> <p>Housing Programme Stats: 2,205 vulnerable young people and adults across the YMCA supported accommodation Unit,(SAU) advice, drop in and counselling schemes. 18,000 hours of support given to residents in these housing areas. There are 36 YMCA SAU....on-going Crisis Support...training in Living skills. This equates to 99% accessed education & training....88 individual support plans....92% develop confidence & felt in control of their lives.....84% managed physical health better...622 hours of support for 55 users....246 clients were supported into safe, affordable private sector accommodation....51 Bonds issued by YMCA Face to Face.....91% managed mental health better...92% achieved Economic Wellbeing...84% achieved Independent Living.</p> <p>As well as the Sporting Programmes...Leisure facilities...3,767children per week, learning to swim and 3,029 attendance at the disabled swimming lessons.</p> <p>Finance.....Income.....£9,216,440 Expenditure...£8,951,707</p>

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr. Vivienne M Willder (Member)
Email	cllr.vwillder@fylde.gov.uk
Period this report covers (date):	March to August 2017
Name of Outside Body:	Fylde & Wyre Health & Wellbeing Partnership
How often does the organisation meet? And how often have you attended?	About 4 to 5 times a year. As I've taken over from the previous Councillor quite recently....just 3.
Key issues arising for Fylde Borough Council	None. As the Head of Health and Environment for FBC also attends. As this Partnership dovetails into the Environmental Health & Housing Committee.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	Kathy Winstanley (to confer if needed)
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	An excellent Partnership as this is also referred at Lancashire Health & Wellbeing Board. The F& W H/W Partnership consists of Representatives from: F& W CCG, Whyndyke Garden Village, Housing Support etc from Progress Group, H&W Wyre Council, F& W YMCA, Public Health LCC, Regenda, FBC, Fleetwood Police, Head of H & Environment FBC and CEO's from Fylde & Wyre.

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Ben Aitken
Email	
Period this report covers (date):	May to July
Name of Outside Body:	Fylde Peninsula Water Management Group
How often does the organisation meet? And how often have you attended?	<p>Every two months.</p> <p>A very positive meeting with no problems emerging. Although very routine, it is very worthwhile attending. In two years the reports of water and beach cleanliness have shown a steady improvement.</p> <p>There is no doubt that the Agencies involved take the issues very seriously. The Anchorsholm sewerage pipeline, 4k is set to be completed shortly.</p>
Key issues arising for Fylde Borough Council	
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr.Vivienne M Willder Board Member
Email	cllr.vwillder@fylde.gov.uk
Period this report covers (date):	March to August 2017
Name of Outside Body:	Lancashire Health & Wellbeing Board
How often does the organisation meet? And how often have you attended?	4 times a year and occasionally extra ones if the Board has to recommend a new policy etc
Key issues arising for Fylde Borough Council	<p>None. As a new LCC Board Chair from May 2017, more input now from "our" closest neighbours.</p> <p>A new Lancashire Improved Better Care Fund Plan (BCF) has been recommended by the Board in August 2017.</p> <p>This will help towards many areas that are in the LCC. And therefore Fylde and Wyre.</p>
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	All Officers in FBC get the reports and minutes
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	<p>A new Lancashire Improved Better Care Fund Plan (IBCF) has been recommended by the Board in August 2017, to be implemented ASAP.</p> <p>New Spending Plans for 2017/2018 are: £M.....£28, 096</p> <p>New Spending Plans for 2018/2019 are: £M.....£38 391</p> <p>To include:</p> <ol style="list-style-type: none"> 1. Local Delivery Plan (LDP) 2. High Impact Fund Changes additional spend. 3. Additional spend on BCF schemes. 4. Spend on schemes previously outside BCF.

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Shirley Green- Co-Optee non voting member
Email	cllr.sgreen@fylde.gov.uk
Period this report covers (date):	
Name of Outside Body:	Health Scrutiny Committee
How often does the organisation meet? And how often have you attended?	Normally meet every six weeks. 28th Feb- sent apologies 11th April- meeting cancelled 6th June-meeting Cancelled 24th July- attended.
Key issues arising for Fylde Borough Council	The main issue at the meetings this year have been around the closure and re-opening of Chorley Hospital A & E and the retention of staff at Lancashire Teaching Hospitals. This has been looked at alongside sustainability and transformation, particularly with the workforce in mind. The main concern is for Lancashire Hospital so we should be keeping an eye on how residents who use Preston Hospital are being treated. Blackpool Victoria hospital appear to have a much better staff retention so are not of as much immediate concern.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Ben Aitken
Email	
Period this report covers (date):	April to present
Name of Outside Body:	Springfield Site Stakeholder Group
How often does the organisation meet? And how often have you attended?	Quarterly Attended my first meeting
Key issues arising for Fylde Borough Council	Reports were from the Chief Executive of the Group, Environmental Health and Safety, Decommissioning Authority, Site Inspector - Nuclear Regulation and Environment Agency. LCC Off site emergency planning also reported. In Chair Bernard Whittle. Full public reassurance was given by all. As the C.Ex said "Good Safety is good Business"
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Roger Lloyd Observer
Email	Cllr.rlloyd@fylde.gov.uk
Period this report covers (date):	June July 2017
Name of Outside Body:	Tasking and co-ordinating
How often does the organisation meet? And how often have you attended?	Should be every month but there have been a few cancelled lately
Key issues arising for Fylde Borough Council	<p>The police were not in attendance to busy FBC Brian Ward chaired the meeting</p> <p>Police stations including Kirkham and St Annes still have a walk in facility whilst the local consultations are under way.</p> <p>Crime does continue to climb not only in the Fylde but country wise</p> <p>The issues of drug abuse in Lytham was spoken about at length, and it is hoped that by the next meeting with the police present a way forward can be found. The use of dogs for detection was favoured</p> <p>There was some real concern about the two recent post office attacks and the recent robbery on St Albans road</p>
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Roger Lloyd Observer
Email	rlloyd@fylde.gov.uk
Period this report covers (date):	August 2017
Name of Outside Body:	Tasking & co-ordinating
How often does the organisation meet? And how often have you attended?	Usually once a month
Key issues arising for Fylde Borough Council	<p>There were a number of issues raised</p> <p>Firstly there were no police present at the meeting for the second month in a row because they were otherwise engaged which has caused some consternation. As these meetings are statutory to all local authorities we have asked the police to be compliant</p> <p>Brian Ward chaired the meeting</p> <p>Burglary residential is a new crime category that now encompasses not only the Home but also outbuildings and sheds etc</p> <p>Domestic abuse is still on the increase in the Fylde it is up 32% on last year</p> <p>We didn't have the full crime figures so I am unable to say whether crime in other areas is still on the increase</p> <p>Smile ...which is a mediation organisation for ASB has received limited funding from FBC. Money which was available last year for hate crime has been stopped</p> <p>Outreach which helps young people has had its funding cut in the last couple of years by nearly two thirds ..</p> <p>On the positive side</p> <p>Next Friday will be the start of the illuminations, and coincidentally the 3 day Kite festival at St Annes some 40,000 people are expected. Don't miss Friday night as there will be "night kites"</p>
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	Have a good day...

Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Councillor Angela Jacques - Trustee
Email:	cllr.ajacques@fylde.gov.uk
Period this report covers (date):	February – August 2017
Name of Outside Body:	Ormerod Trust
How often does the organisation meet? And how often have you attended?	Meetings were held in April, May, July. Attended all.
Key issues arising for Fylde Borough Council (continue on a separate sheet if necessary).	<p>No issues that concern Fylde Borough Council.</p> <p>The main issues relate to funding and Lancashire County Council.</p> <p>Some service users are housed in housing serviced by Progress Housing but no problems at the time of reporting.</p> <p>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</p> <p>New CEO in place and organisation is working well under his guidance.</p>
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments? (continue on a separate sheet if necessary)	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Ben Aitken
Email	
Period this report covers (date):	AGM
Name of Outside Body:	Police and Crime Commisisoner's Panel
How often does the organisation meet? And how often have you attended?	Every two months Regular attender
Key issues arising for Fylde Borough Council	Usual AGM Election of Chair and V.C The Panel is still Labour majority. The new Chief Constable Andrew Rhodes set out his future plans. Questions about communication, 101, etc were asked. Also the implication of Mental Health.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Ben Aitken
Email	
Period this report covers (date):	May to August
Name of Outside Body:	Registered Providers Partnership
How often does the organisation meet? And how often have you attended?	Every two months Regularly
Key issues arising for Fylde Borough Council	Section 106 contribution and allocation of affordable housing. Delivery of said housing, either for rent or sale. Very positive feedback from all RP's. Very active waiting list. RP's report that clients move in the next day to allocation Waiting list is currently 1316, the majority being in the 26-59 age group. The largest group reside with private landlords. Greatest need 1, and 2 bedrooms. Significant large number of working households in need.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	Watch out for the My Home Choice potential changes

Outside Body		Councillor	Report rec'd?
Environment, Health & Housing, 05/09/17 meeting.			
Closing Date for reports Tuesday 22 August			
	Children's Partnership Board (formally the Children's Trust)	Gail Goodman	Received
	Community Safety Partnership	Ben Aitken	Received
	Council for Voluntary Services, BWF	Gail Goodman	Received
	East Lytham Working Group	Roger Lloyd	Nil report advised
	YMCA Housing (Face to Face)	Viv Willder	Received
	Fylde & Wyre Health & Wellbeing Partnership	Delma Collins	V Willder reported
	Citizens Advice Fylde	Louis Rigby	Ni report advised
	Citizens Advice Fylde	John Singleton	Nil report advised
	Citizens Advice Fylde	Linda Nulty	Away on holiday
	Just Good Friends	Viv Willder*	Not required
	Just Good Friends	Gail Goodman*	Not required
	Fylde Coast LGBT Strategic Partnership	Shirley Green	Nil report advised
	Fylde Coast Women's Aid	Viv Willder	Nil report advised
	Fylde Peninsular Water Management Group	Ben Aitken	Received
	Lancashire Health & Wellbeing Board	Viv Willder	Received
	LCC Health & Scrutiny Committee	Shirley Green	Received
	Local Liaison Committee Springfield Works	Roger Lloyd	Nil report advsied
	Local Liaison Committee Springfield Works	Ben Aitken	Received
	MATAC	Roger Lloyd	Received
	Ormerod Trust	Angela Jacques	Received
	Police Crime Commissioners Forum	Ben Aitken	Nil report advised
	Police and Crime Commissioners Panel	Ben Aitken	Received
	Police and Crime Commissioners Panel	Liz Oades	Nil report advised
	Registered Social Landlord (RSL) Partnership	Ben Aitken	Received

*** Formal appointment at Council in July – no need to report until March 2018**

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	7
EMPTY RESIDENTIAL PROPERTY POSITION STATEMENT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Previous reports have been presented to Members detailing the numbers of long-term empty residential properties. The most recent report was in September 2016 to the Environment, Health and Housing Committee. In recent years a number of changes have been made to the council tax discount regime in relation to empty residential property and members have asked for regular updates to monitor the effect of those changes. This is an update report to advise members of the latest position.

SOURCE OF INFORMATION

Revenues and Benefits Shared Service – Council Tax and property occupancy data.

LINK TO INFORMATION

[Empty Residential Property Position Statement - 5th September 2017](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

An annual update is provided to the Environment, Health and Housing Committee in September of each year.

FURTHER INFORMATION

Contact Kirstine Riding, Housing Services Manager – Kirstine.riding@fylde.gov.uk

EMPTY RESIDENTIAL PROPERTY POSITION STATEMENT - 5TH SEPTEMBER 2017

This is the background information to accompany the information item presented to members of the Environment, Health and Housing Committee at its meeting on the 5th September 2017.

Members have received previous reports to the former Policy Development Scrutiny Committees and Environment, Health and Housing Committee in September 2015 and 2016 to update the position on the numbers of long-term (i.e. greater than 6 months) empty residential properties in the borough. The term 'long-term empty' has referred to properties that have been empty for 6 months or more. This includes, for Council Tax purposes, a second type of empty property to include those that have been empty for 2 year or more. This information has taken account of policy changes that have been introduced for long-term empty properties.

The most recent change to Council Tax for long-term empty properties was introduced in April 2014. This change introduced a Council Tax Premium to be levied on properties that had remained empty for 2 years or more. The premium is an additional 50% of the Council Tax charge such that 150% of the Council Tax for the property becomes payable. The additional premium complements other council tax measures that require 100% of the Council Tax to be paid for months 6-24 of being empty. The effects of the various council tax changes on the number of long term empty properties can be seen in the table below:

Date	Long term empty	2 years+ empty
April 13	701	n/a
April 14	563	181
April 15	531	137
July 15	544	132
Oct 15	612	75
Dec 15	583	90
May 16	576	68
July 16	538	63
Sept 16	550	80
Dec 16	534	75
Apr 17	583	74
Jul 17	538	77

The table shows a significant and continuing reduction in the numbers of 2 years+ empty from April 2014 when the policy was introduced totalling a total reduction of 104.

Since October 2015 the reduction in the number of long-term empty properties has been more modest with an increase in December 2015 and September 2016. Numbers have now fallen to levels similar to those in October 2015.

At the meeting of the former Policy Development Scrutiny Committee of November 2013 members resolved that additional actions to deal with empty properties could only be taken within existing resources and actions the housing service can take are limited to complaints received from members of the public. In the financial year 2016-17 there were no such complaints.

In 2017/18, (31st May) one complaint has been received with regards to a property in St Anne's. Housing Services team visited the property and have written to the owner in June to request an update on the property. To date the owner has not replied to this letter. The complaint has been forwarded to Environmental Protection, Planning Enforcement and Building Control to ascertain if any action is possible by the Council. To date both Planning Enforcement and Environmental Protection have visited and no enforcement action is possible. Planning Enforcement also intend to contact the owner to advise that a complaint has been received.

Kirstine Riding, Housing Services Manager

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	8
UPDATE ON THE HOMELESSNESS STRATEGY ACTION PLAN 2013-2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Homelessness Act 2002 requires Housing Authorities to publish a new Homelessness Strategy within a period of five years from the day on which the last Homelessness Strategy was published. The current Fylde BC Homelessness Strategy runs from the 31st July 2013-18. The previous Strategy ran from the 31st July 2008-2013.

The current Homelessness Strategy has three priority areas that have been taken forward in the action plan, monitored by the Fylde Homelessness Forum.

1. Maximise existing partnerships to effectively use current resources
2. Prevent homelessness
3. Increase the supply of settled accommodation including access into the private rented sector and implement a pilot policy to discharge the homeless duty into the private rented sector.

In September 2015 and June 2016 workshops were held with the Homelessness Forum to refresh the action plan and pull out areas where there was least progress.

In 2016/17 Fylde BC completed 80 Homeless Applications and all of these households were found to be homeless or threatened with homelessness within 28 days. Prior to taking a homeless application Housing Services would have worked with clients to prevent homelessness. In 2016/17 Housing Services dealt with 280 housing advice enquiries. Of households threatened with homelessness 24 were able to remain in their own home and 28 were assisted to obtain alternative accommodation.

Limited progress has been made during the year, the main issues being the slow implementation of financial cuts to Supporting People at Lancashire County Council and awaiting information and guidance for the new Homelessness Reduction Bill.

Progress made includes

- Continuation of tenancy training
- Implementation of Trailblazer projects
- Homelessness Partnership Agreement reviewed
- Continuation of NSNO (No second night out)
- Continuation of Invest to Save
- Lancashire Probation protocol implemented
- 16/17 year old protocol with Children's Social Care reviewed and implemented
- Continuation of the bond guarantee scheme

From 01/04/2017 Fylde, Wyre and Blackpool have been successful in DCLG Homeless Trailblazer Funding for a period of two years. The objectives of the funding are:

1. Tackle individuals not engaging with support available and continuing to lead chaotic lifestyles;
2. Target support for vulnerable groups whom it is often difficult to engage with, for example rough sleepers;
3. Tackle reducing crime and anti-social behaviour with a view to preventing homelessness.

As part of the project a Fylde Homeless Forum is to be established in September 2017 who will progress future actions under the Homeless Strategy 2015-18.

Work will begin this Autumn to produce a new Homeless Strategy ready to meet the statutory deadline of 31st July 2018 and to ensure the authority meets the requirements of new legislation laid down in the Homelessness Reduction Bill.

SOURCE OF INFORMATION

<http://www.fylde.gov.uk/resident/housing/homelessness-housing-advice/fylde-homelessness-forum/>

LINK TO INFORMATION

[Fylde Coast Homeless Prevention Trailblazer](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

An annual strategy action plan update is presented to Members each September during the life of the strategy

FURTHER INFORMATION

Contact: Kirstine Riding – Kirstine.riding@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	9
AGE UK LANCASHIRE– ANNUAL REPORT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council has a Service Level Agreement in place with Age UK Lancashire to provide an information and advice service in Fylde. As part of this agreement, Age UK provides a report to committee each year, summarising its performance over the previous year.

SOURCE OF INFORMATION

AGE UK LANCASHIRE ANNUAL REPORT

LINK TO INFORMATION

<http://www.ageuk.org.uk/lancashire>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Age UK Lancashire is identified as one of the Council's key formal partnerships. There is a service level agreement in place where the Council pays a grant of £12,000 per annum for the information and advice service. The annual report produced by Age UK Lancashire provides an opportunity for councillors to ensure that the council is receiving value for money.

FURTHER INFORMATION

Contact Tracy Morrison (658521) or Alison Read, Age UK Lancashire (01257 479017)

AGE UK LANCASHIRE

FYLDE INFORMATION AND ADVICE SERVICE

ANNUAL REPORT APRIL 2016– MARCH 2017

INTRODUCTION

Established in 1941, Age UK Lancashire has a vision, where those in later life can make positive contributions to the communities they live in, make informed choices and retain their independence and wellbeing.

We will achieve this by:

- positively engaging with people in later life, their families and carers;
- providing high quality responsive services to meet their needs;
- campaigning and awareness raising around the issues and challenges faced in later life and by:
- loving later life and encouraging others to love and value those in later life too.

Our 3 year aims (2015-18) are to

- 1) Engage more people in later life in our services, with relevant, sustainable, integrated and inclusive provision available across the diversity of Lancashire communities.
- 2) Offer high quality, innovative and responsive services, an organisation with a culture of continuous improvement.
- 3) Develop and retain highly skilled and resilient leadership and management, ensuring that we develop and sustain the capability and capacity to enable us to operate effectively and efficiently across the County

Age UK Lancashire (AUKL) is the leading organisation in the county providing support & services to enable vulnerable people and their carers to live independently in the way they choose. We promote & facilitate social inclusion and improve health and wellbeing through a variety of delivery models. These include group and peer activities befriending and mentoring and one-to-one tailored and person-centred support. Services vary across areas according to local need.

During 2016-2017 in Fylde Borough we had the following services:

- Information & Advice including case work
- Personal Advisor Service – providing holistic assessments to older people
- Discharge Aftercare – practical support for people discharged from hospital
- Community Links – befriending scheme
- Rural Outreach social groups and lunch clubs
- Exercise groups – including walking football, gentle exercise and walking groups
- Home Help service
- Foot and Nail Care
- Age of Opportunity – supporting people aged 50+ back into employment

Age UK Lancashire
61-63 St Thomas's Rd
Chorley
Lancashire PR7 1JE

t 0300 303 1234
f 01257 479017
e admin@ageuklancs.org.uk
www.ageuklancs.org.uk



Information & Advice Service

Information and Advice is Age UK's flagship service and we are proud to be delivering this service to older people across Fylde borough.

Age UK Lancashire provides a comprehensive Information & Advice service to older people and their carers throughout the Fylde area. This is a free, one-to-one service supporting, informing and advising older people and their carers, often at the most vulnerable times in their life. Our services include: signposting and referral to other agencies, providing information and advice, form filling and casework. There is high need for the home visiting element of our service, particularly to support older people who are housebound to claim their welfare benefit entitlements and we endeavour to assist with this wherever possible using both staff and trained volunteers.

We support all enquiries that are within our area of expertise and actively refer to other specialist advice services where appropriate such as Citizen's Advice Bureau for debt advice and Welfare Rights for benefit appeals. We work in close partnership with other advice agencies to ensure that we are providing cohesive, seamless, high quality services for older people across the borough. We are active members of the Advice Network steering group that co-ordinates I&A activity across Fylde, Wyre and Blackpool.

This year we have launched an Advice Line service where local older people and their carers can ring in directly and receive a call back for telephone advice if they cannot get to the office or the enquiry is more complex.

We are planning to achieve the nationally recognised Age UK Information and Advice Quality Programme (IAQP) to ensure we are recognised as delivering a service that meets all the Quality Standards.

Our most common enquiries are focused on:

- Welfare Benefits
- Travel and leisure
- Non Residential Care
- Housing options
- Money Matters
- Consumer
- Health, health services and managing long term conditions
- Legal issues
- Age UK services
- Loneliness and Isolation
- Local Services
- Residential care

The service can be accessed by calling in to the Age UK Lancashire office in St George's Rd, St Anne's, telephone, email, letter, referral from other community services or via one of Age UK Lancashire's other services. Home visits are provided for people unable to access the office,

Age UK Lancashire
61-63 St Thomas's Rd
Chorley
Lancashire PR7 1JE

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f 01257 479017
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complex cases and lengthy form-filling. The office is open Monday to Friday 9.30am – 3.30pm with a telephone and email service operating Monday to Friday 9am – 5pm (via our 0300 303 1234 number) with an out of hours answerphone facility which gives the customer the option of ringing the Age UK national Advice Line for support out of hours (open 8am-7pm, 365 days per year).

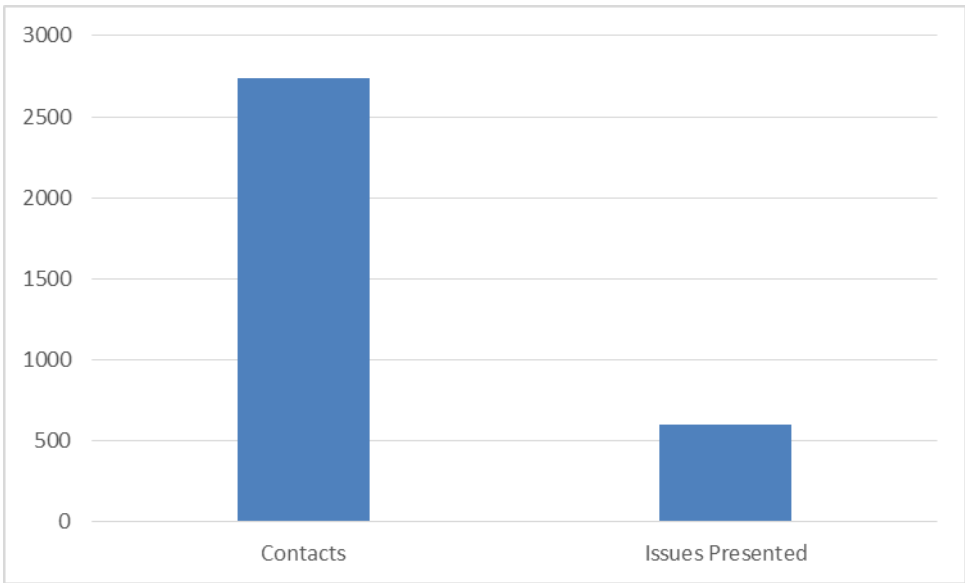
The service works in partnership with a number of local key partners, including the Department for Work and Pensions, Police, Welfare Rights, Citizens Advice Bureau, Pension Wise, Disability Information, Advice Link, Community Mental Health Team, CCG, New Fylde Housing, Fylde CAB, Care & Repair, Lancashire Fire and Rescue Service, Hospital Discharge Team, Trinity Hospice, Rose mere Cancer Unit, Social Services, Stroke Association, Alzheimer’s Association, Parkinson’s Society and Lytham Hospital Dementia services.

Eligibility criteria

People aged 65+ and their carers living in the Fylde Borough area, but we do endeavour to help younger people if we are able.

PROFILE OF SERVICE USERS

Total number of contacts and issues presented:

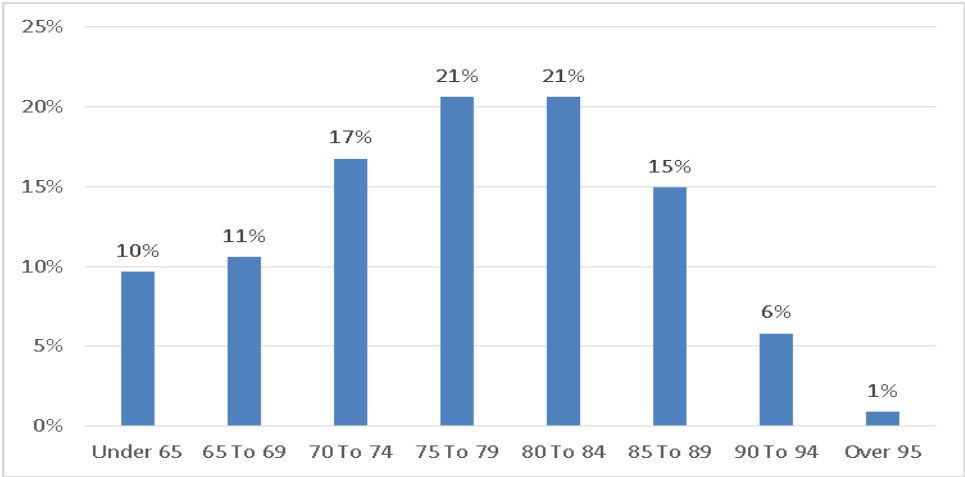


Total number of contacts	2,736
Total number of issues presented	598

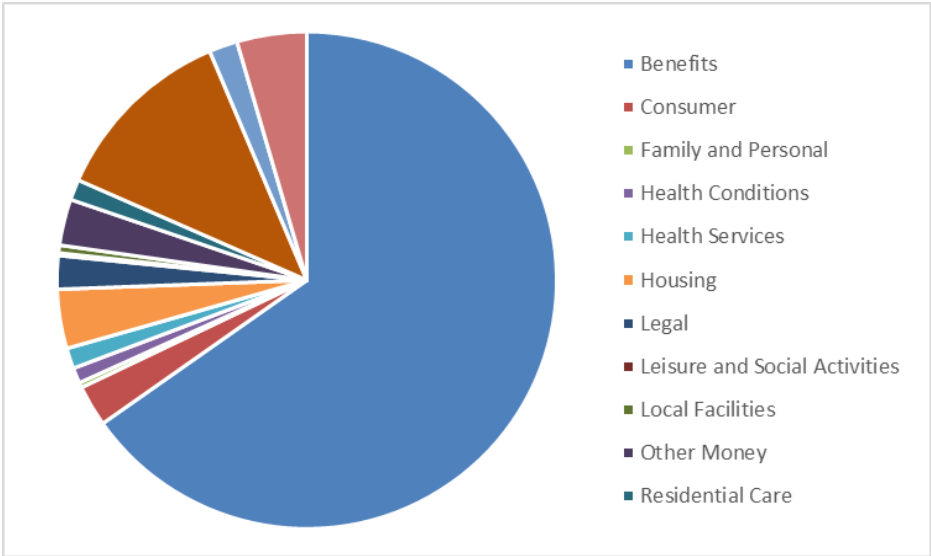
418 people attended Information and advice surgeries
120 home visits were provided throughout the Fylde area

The service provided by Age UK Lancashire has led to an increase in older peoples’ incomes of over £488,000 per annum in successful benefit applications.

Age Group:

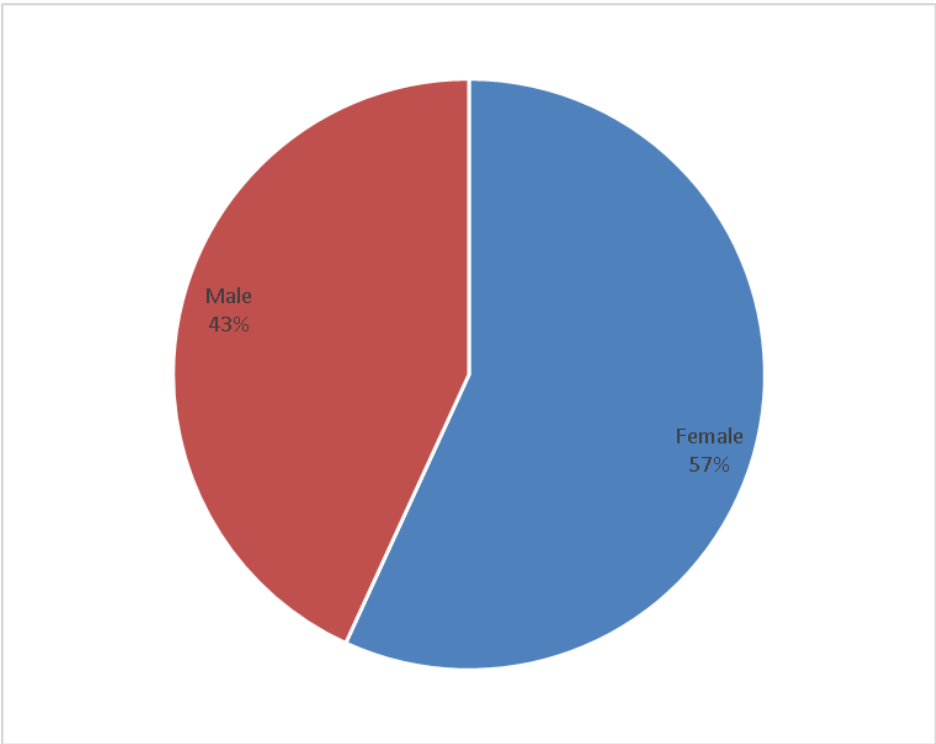


Topic of enquiry:

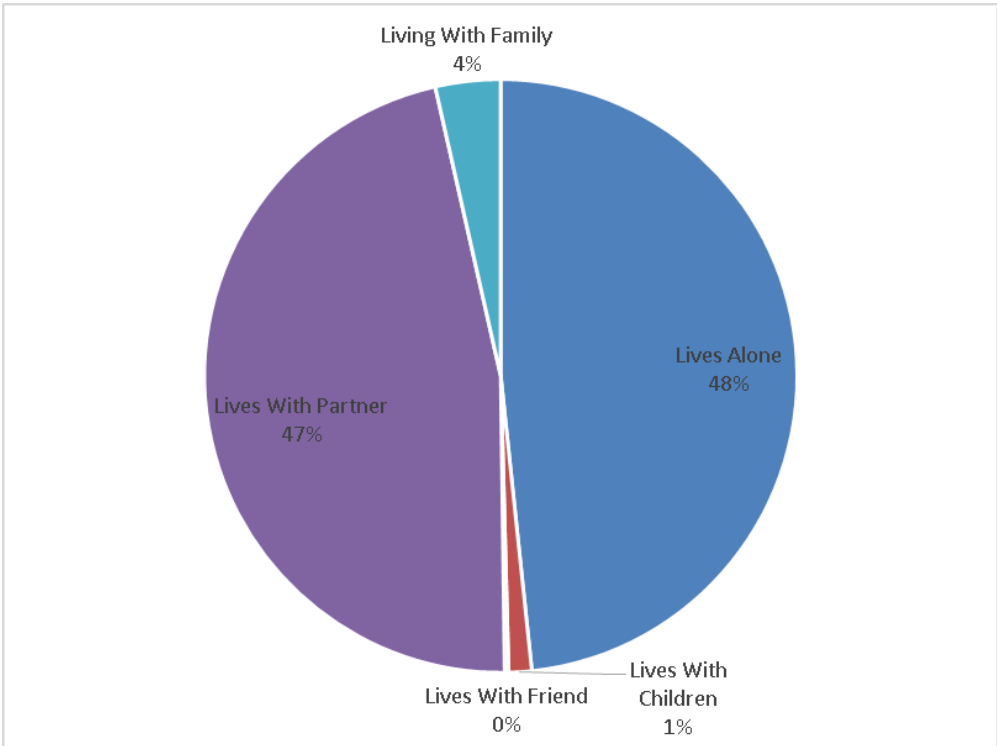


Topic	No.
Age UK Services	11
Benefits	390
Consumer	16
Family and Personal	2
Health Conditions	6
Health Services	8
Legal	13
Leisure and Social Activities	1
Local Facilities	3
Non Residential care	27
Other Money	18
Residential care	8
Housing	23
Travel	72

Gender:



Living situation:



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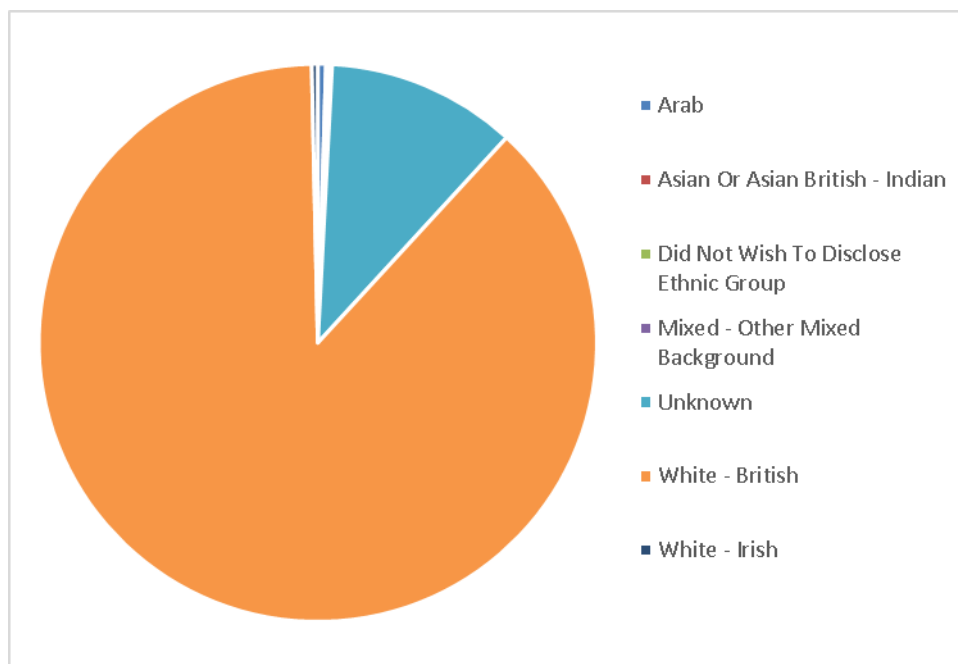


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Ethnicity:



STAFFING/VOLUNTEERS

The team consists of:

- 1 Part Time Information & Advice Officer - providing office appointments and home visits for those clients who are unable to come to us [information and advice is available outside the core hours by ringing Age UK Lancashire's 0300 303 1234 number]
- 2 I&A Volunteers - supporting the information and advice officer to undertake home visits and complete welfare benefit claim forms, particularly Attendance Allowance.
- 3 Meet and Greet volunteers - these volunteers cover most of the office opening hours and deal with callers coming in to the office by signposting, providing information or active referral appropriate to the client's enquiry.

STAFF/VOLUNTEER TRAINING

Age UK Lancashire has a comprehensive mandatory training plan for both staff and volunteers. This last 2 years we have invested in a high quality online training resource via E Learning which enables many more staff and volunteers access up-to-date training and undertake courses at their convenience.

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The Information and Advice officer has undertaken training on:

- Case Recording
- Safeguarding Adults and children
- Mental Capacity Act
- Information Governance
- Conflict of Interest
- IAQP training meetings

Regular meetings are held with all the volunteers to update them and provide general support.

QUALITY

Quality is a high priority for the organisation and we strive to continually improve our service provision. We have the bronze Investors in People Award, ISO quality standards and the Age UK organisational standard. We are currently working towards achieving the Age UK Information and Advice standard (IAQP) and are implementing the procedures and systems necessary to achieve this in December 2017

PROMOTION AND ENGAGEMENT

Our promotions and engagement work continues to be busy. We began work this year to establish a Charter for Later Life, developed between Age UK Lancashire, older people and partners designed to express our commitment to those in later life living and working in Lancashire and North Sefton. The Charter cuts through politics and funding issues and makes the following commitments to those who are in later life.

- We will be inclusive
- We will listen
- We will recognise our limitations
- We will develop and improve
- We will be accessible
- We will campaign
- We will be relevant
- We will maintain high standards
- We will work in partnership
- We will provide information and advice

Some of the Fylde groups that we have supported over the last year include:

- Social Groups at Kirkham and Warton
- Fylde walking football
- Fylde older peoples forum
- FAB group

- Just good friends
- St Anne's Soroptimists
- Andsell WI
- Drive Methodist Church

Staff have attended local Dementia Awareness events, including the Dementia Hub at Clifton hospital. They have also taken part in Community events at The Pavilion

We also secured some funding to continue our befriending service from Fylde office.

CAMPAIGNS

Age UK Lancashire has supported the following national campaigns:

- Care In Crisis
- Winter Warmth and Winter Health
- Attendance Allowance
- End and Loneliness and Isolation

DEVELOPMENT PLANS for 2017-18

- Successfully applied for funding from Eon, through Age UK nationally, to deliver welfare benefit checks for older people and to ensure they are getting any energy discounts they may be entitled to through 2017/18.
- Develop the Telephone Advice service for older people across Lancashire, funded by Prudential which commenced in February 2017
- Recruit, train, maintain and manage more I&A and Meet and Greet volunteers to support the service and manage the high demand for home visits to complete welfare benefits claim forms.
- To continue to be actively involved in the Advice Network steering group for Fylde, Wyre and Blackpool
- To continue to seek funding for new services and projects
- To extend the E learning to all volunteers

Case Study

J is a retired lady, aged 70, who lives in a 2nd & 3rd floor apartment in Lytham St Anne's. Her health has become worse over the past 2-3 years with osteoarthritis, heart problems and Macular Degeneration. She has been finding life difficult with being on the 2nd and 3rd floor of the apartment. She was told she would be losing her guaranteed pension credit and she began having sleepless nights and anxiety as she thought she would not be able to manage things financially. A friend told her she may be entitled to Attendance Allowance because of her disabilities and that Age UK Lancashire could help her. Her independence was becoming curtailed and she felt she could not afford to have adaptations in her flat made because she could not afford them and losing her pension credit closed other avenues to her as well.

J had already been in touch with Pension Service over the pension credit issue but we told her that she would almost certainly be entitled to Attendance Allowance. If she received it this would help with the pension credit calculation as a disability premium would be used.

We completed the form together. 8 Weeks later J was awarded the Higher Rate of Attendance Allowance. J was able to inform the local authority and pension department when the award was made and they are re-calculating her housing benefit & council tax benefit and her pension credit.

We also informed J of the Warm Home Discount and helped her apply to her fuel supplier for a discount, which resulted in savings of £140.00 per annum.

We signposted her to Care & Repair for rails, bannisters and Social Services for an OT assessment for a stair lift, should that become necessary

J tells us that she is much better off financially and the difference to her wellbeing is immense. She can now afford to get out more, especially along the sea front if she feels able to. She is sleeping better and has less anxiety and worries. Everything now seems affordable and she says the bonus is she feels able to buy better presents for her grandchildren's birthdays.

The benefits to her were:

- Signposting to Care & Repair who have much to offer disabled people in the local area with Handyman jobs.
- The reduction in her fuel bills.
- The recalculation of her pension credit and local authority benefits
- Increased income
- General improvement in her wellbeing

Outcomes/Values Achieved for Client

Identify which of the following outcomes have been achieved for/by this client.

Identified Outcome/Value	Please ✓	Identified Outcome/Value	Please ✓
1. Improved health and emotional well-being	✓	2. Improved quality of life	✓
3. Making a positive contribution		4. Choice and control	✓
5. Freedom from discrimination		6. Economic well-being	✓
7. Personal dignity	✓		

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	10
CITIZENS ADVICE FYLDE – ANNUAL REPORT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council has a Service Level Agreement (SLA) with Citizens Advice Fylde to provide an advisory service. As part of the agreement an annual update is provided to summarise the performance, challenges and services provided throughout the year. The update also includes statistical information on the types of enquiries received and the demographic usage of the service.

SOURCE OF INFORMATION

Mrs Kim Cook, Chief Executive Officer, Citizens Advice Fylde.

LINK TO INFORMATION

[Citizens Advice Fylde – Annual Report](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Under the terms of reference, this committee is to receive reports from partners who receive community grants from the council and to interface with partners involved in the work of the Committee.

FURTHER INFORMATION

Contact Tracy Morrison, tracy.morrison@fylde.gov.uk or 01253 658521.



Report to Environment, Health and Housing Committee 2017

This report concentrates, for statistical purposes, on our work during the year April 2016/March 2017. However, it also includes some information on developments since April 2017 along with our plans for the future.

Citizens Advice Fylde has been serving the Fylde community since 1968 at present we operate from our main office in Kirkham between 9am and 4pm Mon-Fri. We take a mixture of appointments, drop-ins and telephone enquiries through our new Adviceline system. Our St Annes Outreach has now moved to the Town Hall and is open on a Tuesday for appointments and on a Wednesday for drop-ins.

We are the only Hate Crime Reporting Centre in Fylde and our new Moneyplan project began in August 2016.



Fylde

On the 10th of March 2017 Citizens Advice Fylde held Strategic Planning day where we reviewed our previous plans for the year and set new objectives. We concentrated on Volunteering – how to attract volunteers and to ensure they stay with us for as long as possible. Finding volunteers is becoming an increasing difficult exercise for all charities as people work longer and/or take on caring responsibilities.

Our Vision Statement reads:

**To be recognized as the prime source of help and advice
serving the Fylde community.**

Our Mission Statement reads:

**To empower people in the Fylde to work through their
problems and to challenge injustice.**

Staffing

Our core staff are: Mrs K Cook, Chief Executive Officer - 27 hrs pw and Mrs L Pope, Operations Manager - 37 hrs pw, along with Ms N Reeves, Session Supervisor/ Advisor (Outreach)/Volunteer Development/IDVA - 28 hrs pw

We have 30 Advice volunteers, including 10 trained Adviceline Assessors, 14 trained Full Advisors and 6 advice volunteers in training. We also have volunteers performing admin duties, computer maintenance and IT upgrades.

We are continuing to prioritise the recruitment of staff to fully cover Adviceline and to allow staff development to the Full Advisor role if desired. Subsequently we would have sufficient Full Advisors to increase our outreach work. We are continuing to use a portion of our reserves to fund a temporary one day a week post (Volunteer Development) in order to boost staffing numbers as quickly as possible. We will also continue to arrange a number of training courses for our paid staff and volunteers using Citizens Advice Training modules and training courses provided through external sources such as Shelter and Lancashire County Council. We will also continue to develop in-house courses and work with other CABs to provide training specific to our needs. Our Advisors are kept up to date on all subject areas through our Advisernet website constantly maintained and updated by Citizens Advice nationally. We also receive information bulletins provided by Citizens Advice nationally, the Department for Work and Pensions, the Council for Voluntary Services and many other sources.

Citizens Advice Fylde is now using Continuous Audit process to ensure quality of Advice. A sample of cases are audited each month. We feel this is much better in order to monitor our performance as we develop our telephone Adviceline and generally expand our services. We will continue to be visited 3 yearly for Management/Finance compliance in order to maintain our AQS (Advice Quality Standard) Mark of 'General Help with Casework'. Each Citizens Advice Office is separately registered with the Financial Conduct Authority. Our Financial Registration Number is **617610**.

Our Advice Service at Citizens Advice Fylde

Adviceline 0300 330 1166

www.fyldecab.org.uk

twitter @FyldeCAB

facebook Citizens Advice Fylde

Since September 2007 we have been open five days a week, 35 hours per week. Our core opening times are Mon- Fri 9am – 4pm.

We have up to eight appointment slots available each day. When capacity allows our drop-in clients can be seen immediately or, if not, a suitable appointment made for them. We can also provide telephone or email advice when requested.

Our Telephone Adviceline Service has been up and running since the beginning of November 2015 and operates between 10am and 4pm each day. We run this service in a 'hub' with other local CAB Offices (Wyre, South Ribble, Leyland and Chorley) and our clients will reach an Adviceline Assessor when they call Adviceline. If they are a Fylde Client and a Fylde Assessor is free they will be directed to us but if no-one is free in Fylde then one of our partners will answer. They will be initially be assisted using the Citizens Advice Public Website; If the client requires more in-depth help then an appointment will be made for them at their local Office.

We have been working with Mr William Fisher at Fylde Borough Council to move our St Annes outreach to the Town Hall's new customer service area. In April 2017 our Tuesday full appointment outreach moved into the Town Hall where staff have been most helpful. This was followed in May 2017 by a new drop-in outreach also in the Town Hall. Initial indications show that this will be well used however we will monitor the outreaches to ensure that we have the correct delivery model in place. Appointments for the Outreach are made through the Kirkham main office.

In August 2016 we began our new MoneyPlan project. Our team has been joined by a trained Financial Adviser from a local firm that has contacted Citizens Advice volunteering their services free of charge. He will be able to offer a free first interview, giving generic financial advice to our clients according to their specific situation. Appointments will be booked through us and the Adviser will use a room in our premises. Should the client require further help we will provide a list of financial advisers in the area and at that point they are advised that they are likely to be charged by whomever they choose to contact.

Although the 2014/15 Debt Management Pilot Projects have now finished, those CAB Offices that took part in the pilot can still refer clients to Stepchange Debt Charity (formerly CCCS) for a Debt Management Plan that is free to the client.

Earlier this year we began to roll out ASK training to our staff. This is a Citizens Advice Initiative training volunteers to ask specific questions to clients presenting with certain issues in order to ascertain whether domestic abuse may be a factor in their problem. If a problem is detected we have a specified path to follow in order to get the correct help for the client.

Partnership working

We continue to explore ways of increasing our levels of service to the whole of the Fylde. We continually update our website www.fyldecab.org.uk enabling the public to find us easily and to access general Citizens Advice information through a link to www.Citizensadvice.org.uk. Links are also provided from here to other useful websites. As well as the services we offer and projects that are running we also give details of any local or national campaigns are running and that we are supporting. Citizens Advice Fylde has a Facebook page and is on Twitter. Our new Adviceline service is a collaboration between us and West Lancashire, Wyre, Chorley and Leyland Offices

We are a referral agent for Fylde Foodbank who share the lower floor of our building and operate from the Kirkham premises on a Monday and a Friday.

We attend the Fylde Homelessness Action group and provide statistics on Debt, Housing and Welfare Benefits to Fylde Borough Council as requested. We work closely with Fylde Housing department, particularly with the housing and homelessness officers.

We also continue to develop a good community network throughout Fylde which will benefit clients through increased service awareness and referral procedures.

We are a member and take an active role in Blackpool, Wyre and Fylde Community Network (previously Fylde Together).

We are a partner in the Advice Network which is bringing together the former Advicelink partners and those that were working under the Transition Fund projects in Fylde and Wyre. A website has been developed for where to go for Advice throughout the Fylde with links to all our individual organisations.

Citizens Advice Fylde remains a Hate Crime Reporting Centre for the Fylde; working closely with Lancashire Police.

We remain involved with the Public and Patient Engagement Group for Fylde which is attended by representatives from the NHS, local CCG and other healthcare professionals.

The profile of Research and work within Citizens Advice is kept high by the publication of press reports and by the appearance on TV and radio of our chief executive Gillian Guy. We have a new Research and Campaigns co-ordinator Anne Gray, she continues to be involved on with reporting trends and issues to Citizens Advice nationally identified through our advice work and statistics. Our Trustees often also assist with this work. We take part in initiatives both locally and nationally. We continue to receive updates from Lancashire Police and Trading standards on a regular basis; keeping us updated on consumer issues, scams and frauds which may affect our clients.

We produce a regular newsletter that goes to all members of our Management Committee, all Fylde Borough Councilors and to our partner agencies.

New Projects

Rosemary – Funded by The Allen Lane Foundation for one year.

This project began in January and is for the specialist training and provision of a Domestic Violence worker for Fylde for one day a week and fits in well with the ASK training previously mentioned. Natalie Reeves is the project worker; she has recently qualified as an Independent Domestic Violence Advisor (IDVA). Some details are:

She is working with 14 Domestic violence cases covering a variety of genders and situations. Because three of her cases have been assessed as high risk of serious harm/homicide these cases have been referred to MARAC (Multi Agency Risk Assessment Conference) and she has presented to the conference.

Working for Citizens Advice has meant that our worker has access to up to date legal information and guidance on how to apply that knowledge. She has used this knowledge to assist clients to apply for necessary court orders including non-molestation and occupation orders.

She has a good relationship with Victim Support and the DEN (childrens IDVA) who have been in contact to ask for advice on legal issues such as occupation orders which they rarely use. We now have a Criminal Justice System secure email for communication with MASH (Multi Agency Safeguarding Hub).

We would very much like to expand our project to work more closely with other agencies to share knowledge and expertise (particularly how to apply for relevant court orders) for the benefit of Fylde residents.

At Home – Funded by United Utilities for three years

This project is for the provision of a Home visiting service for one day a week and also began in January. Robert Egford is the new project worker. Thirty Nine clients have so far been visited with many clients have required more than one visit due to on-going issues. The health and well-being of clients is greatly enhanced by the work done and it is a service we really hope to be able to continue. Part of the project is also for volunteers to be trained up to continue the work.

Advice Lancashire consortium bids

European Social Fund (Led by Selnet) Building Better Opportunities funding .

The current successful bid is for two streams of the: **Age of opportunity** and **Invest in youth**. We have received only a small amount of funding under these project streams as indices of deprivation were used to calculate the funding. However it will demonstrate that Advice Lancashire can work as a consortium which will be useful for future bids.

European Social Fund (Led by WEA) Building Better Opportunities funding .

The **Reach IT** bid is being co-ordinated by WEA rather than Selnet and we have just learnt that this bid has been successful. We will become a digital centre in Fylde and funding will be available for a few hours paid post to oversee the hub and possibly for training but not for equipment. The aim is to assist Fylde residents to become more digitally confident and there will be some short 'courses' for them to run through. We are about to start meetings to decide how the centre will work and what 'training' and digital assistance is to be given under the project which will begin in October 2017.

Customer Satisfaction

During Spring 2016 we decided to join a National Citizens Advice Initiative called the Customer Experience Survey. We are asking our clients if they are happy to be contacted by Citizens Advice directly to give feedback on the service they have received. The number of clients willing to take part in the short survey when contacted has, apparently, been variable but this was expected. However

the first Feedback for Fylde has come through from the Customer Experience Team. The figures are for the period April 2017 to June 2017:

For the overall client experience of using our service 83% of clients felt it was positive or very positive.

For whether the clients problem was solved by using our service 67% of clients said that it was. We would obviously like this to be higher but many problems are on- going and clients may still be using our service.

For whether they would recommend our service to family/friends 72% of clients said that they would.

Our figures were perhaps lower than they might have been due to some comments regarding ease of access. Some clients would like a 24/7 service to fit around work etc. but this is not practicable at present.

Recruitment and Training

Recruitment remains a priority for us in order to fully staff Adviceline and to support those wishing to transfer from Adviceline to full Advice. To support this a portion of our reserves continues to be used to fund a one day a week Volunteer Development post. The numbers on Adviceline continue to gradually grow and some Adviceline volunteers are going on to train as full advisers. All Citizens Advice offices are finding it difficult to attract volunteers. We do have a number of volunteers who come to us through the DWP and work with us to help us but also to improve their skills. These volunteers have been very successful in subsequently gaining employment. We recently held a Strategic Planning day (April) concentrating on more targeted recruitment of volunteers and volunteer support there is a task and Finish group working on this at present.

The Citizens Advice redeveloped Training Scheme is now fully up and running and being used by all of our new Trainees.

Funding Bids

At present our office is preparing bids to continue the Rosemary DV project beyond the current one year. The Office is using a portion of its reserves to fund a one day a week supervision post in order to allow more management time to be focused on funding applications. We have received a donation of £2000 from the ESSA foundation to assist with Publicity. We are constantly exploring avenues of funding; particularly concentrating on opportunities where deprivation does not need to be high and that would benefit our Fylde demographic. We continue to explore these opportunities both as an individual office and through Advice Lancashire.

Statistics for the last full year 2016/17

Stats 2016/17

Enquiries	701	
Adviceline Gateways	1223	(done by Fylde)
Adviceline Gateways	472	(done by West Lancashire Hub)
Daysheets	463 *	

Total **2859** pieces of work done

Unique clients **1627** – obviously many of these clients require multiple appointments.

* NOTE

For clients that call in to the reception at our main office or at our Outreach in St Annes Town Hall and require a leaflet, telephone number, signposting to another organization or the brief use of our public computer a Day Sheet record (a simple count) is kept on our Client recording system. We began using this tool along with the introduction of Adviceline in November. We recorded **463** Clients on Day Sheets.

St Annes Outreach Wednesday Drop-in service (began End of April)

29 Clients have use the new drop in service and had a gateway interview. Some have used it more than once but will only be counted once. Some clients may have used the drop in to obtain a small amount of assistance – see * above and will be in the daysheet figure.

Client Full Enquiries and Gateways 2016/17

Each **Full Enquiry or Gateway Enquiry** is likely to generate several Advice Information Issues. Fylde **Advice Issue Codes (AIC)s** are:

Fylde AICs by Calendar

		Year	2016-17				
		Quarter	Q1	Q2	Q3	Q4	
		Month					
AIC Part 1	AIC Part 2	AIC Part 3					
Benefits & tax credits	01 Discrimination		1	0	0	0	1
	02 Income Support		5	5	3	7	20
	03 Pension Credit		4	6	3	8	21
	05 Social Fund Loans-Budgeting		2	1	0	1	4
	07 Housing Benefit		22	19	18	27	86
	08 Child Benefit		2	7	2	8	19
	10 Working & Child Tax Credits		23	27	22	21	93
	11 Jobseekers Allowance		9	7	8	13	37
	12 National Insurance		0	1	1	1	3
	13 State Retirement Pension		3	4	2	2	11
	15 Disability Living Allowance		7	3	1	6	17
	17 Attendance Allowance		10	8	10	17	45
	18 Carers Allowance		7	4	3	11	25
	19 Employment Support Allowance		29	32	33	65	159
	20 Universal credit		2	2	4	8	16
	21 Personal independence payment		37	68	64	66	235

Benefits	22 Localised social welfare		1	1	2	0	4
	23 Council tax reduction		11	6	7	17	41
	27 Passported benefits		0	1	0	0	1
	99 Other benefits issues		42	47	30	28	147
	Not recorded/not applicable		9	23	38	41	111
			226	272	251	347	1096
Universal Credit			1	0	0	0	1
Consumer goods & services			51	40	46	44	181
Debt			103	88	99	137	427
Discrimination			16	7	6	19	48
Education			3	5	3	1	12
Employment			49	69	59	99	276
Financial services & capability			6	15	9	23	53
Health & community care			18	13	19	18	68
Housing			46	49	57	80	232
Immigration & asylum			5	7	6	10	28
Legal			37	34	30	53	154
Other			14	17	17	32	80
Relationships & family			73	77	73	80	303
Tax			16	4	11	7	38
Travel & transport			9	13	15	14	51
Utilities & communications			16	11	12	12	51
Column Total			689	721	713	976	3099

Advice Issues %'s 2016/17 Enquiries requiring some debt advice make up 14% of all enquiries raised and for Benefits it is 35% of enquiries. Employment is 9% , Housing 7% and Relationships and Family 10%. All of will usually require the client to visit more than once and will be time consuming issues.

For further Advice Trend information please see Appendix I
Information is currently only available for 2017/18 but from local experience trends remain the same this year so far.

Ward information for ALL enquiries in 2016/17

Fylde	Ansdell	20	*
	Ashton	31	*
	Central	50	*
	Clifton	16	*
	Elswick and Little Eccleston	12	
	Fairhaven	32	*
	Freckleton East	51	
	Freckleton West	35	
	Heyhouses	41	*
	Kilnhouse	29	*
	Kirkham North	77	
	Kirkham South	78	
	Medlar-with-Wesham	86	
	Newton and Treales	39	
	Park	31	*
	Ribby-with-Wrea	20	
	Singleton and Greenhalgh	10	
	St Johns	29	*
	St Leonards	28	*
	Staining and Weeton	8	
	Warton and Westby	77	
		799	

From April 2016 to March 2017 39% of clients contacting us came from wards in Lytham and St Annes.

From April – July 2017 the number of clients was slightly more at 40%.

Our Research and Campaigns work

Research and campaigns work is a dual aim of Citizens Advice. We believe that raising awareness of both national and local issues and identifying trends is key to a 'prevention rather than cure' approach benefitting clients and society as a whole

Citizens Advice Fylde reports any research and campaigns identified to Citizens Advice Nationally for use. The Chief Officer of Citizens Advice Nationally is Gillian

Guy as you will often see comments from her on behalf of Citizens Advice on social issues in national papers, on the news and in Parliament. Some of our current work includes:

Welfare

- [Fixing Universal Credit - Campaign](#)
- [Universal Credit](#)
- [Confusing HMRC letters](#)
- [Welfare reform and working people](#)
- [Our relationships with local Jobcentres](#)
- [View all](#)

Work

- [Income Security - Campaign](#)
- [Secure self-employment](#)

Housing

- [Settled and safe: a renter's right - Campaign](#)

Energy

- [Working with your energy network operator](#)
- [Prepayment meters and self-disconnection](#)

Debt and financial services

- [Understanding gambling-related harm](#)
- [Council Tax Protocol refresh - Campaign](#)
- [Access to basic bank accounts](#)
- [Improving the flow of information and intelligence](#)
- [The impact of debt: the experience of problem debt in the UK](#)
- [Debt and financial service issues in Wales](#)

Consumer

- [Scams Awareness Month 2017](#)

Telecoms

- [Dialling down debt - Campaign](#)


Post

- [Royal Mail price changes 2017 - Campaign](#)

Citizens Advice in Parliament

- Latest Parliamentary briefings :

Our briefings provide information for debates and give Parliamentarians regular updates on our policy work.

- [Briefing for the Westminster Hall debate on post office closures 25 April 2017](#) [ 150 kb]

Emergency Debate on PIP Regulations March 2017

- [Briefing for MPs on PIP regulations - March 2017](#) [ 240 kb]

Digital Economy Bill 2016/17

- [Briefing for the House of Lords Report Stage 22 February 2017](#) [ 120 kb]
- [Briefing for the House of Lords Second Reading 13 December 2016](#) [ 130 kb]

Renters Rights Bill 2016

- [Briefing for the Committee stage of the Renters Rights Bill](#) 

Our impact

Our impact on society can in part be measured by the following figures, however a price cannot be put on peace of mind and a feeling of well being that comes from knowing that your issues have been listened to and an action plan put in place for dealing with them.

Debts and Gains March 2017

Every year we do a 'debts and gains' snapshot for one month - March to give us an indication of the level of debt and benefit gain we are assisting with. In March this year the figures were as follows:

Total debts seen	£264,666.92
Total benefit gains	£139,731.92
Total grants received	£6,499.51
Total wages/pay	£1,511.00
Total Lump sum payments	£27,167.00
Total value of other services	£0.00
Total gains	£174,909.43

If we extrapolate these figures for the whole year then:

£3,716,003 of debt was dealt with.

£2,098,913 of benefits were 'gained' for our clients.

The rescheduling of debt and assisting people to claim the benefits they are entitled to will largely result in money going into the local economy which will obviously continue to bring benefit to Fylde.

Citizens Advice Fylde
Some Local Case Studies from the past year
(names changed)

Margaret

Margaret came to us when she was struggling and needed help in order to cope. She was suffering from breast cancer and her husband had recently been diagnosed with dementia. When she first contacted us we checked all of Margaret's benefits to ensure she was receiving all she was entitled to and she was put in contact with the Alzheimers Society and so was also then receiving support from them. Subsequently Margaret's husband went into a nursing home which had implications for her benefits and she became very distressed when being pursued for a Disability Living Allowance overpayment. Dates and amounts were checked, Margaret's benefits were adjusted and the overpayment was dropped. Sadly Margaret's husband then passed away and our advisor assisted with advice the pensions implications, what to do after a death and ensuring that Margaret's financial position was clear so that she had peace of mind going forward. Our advisor has been working with the client for 18 months and is continuing to do so.

Susan

Susan was being 'stalked' and harassed by a man in her immediate neighbourhood who had an interest in her which was not returned. His behavior was very intimidating and threatening. Our Advisor took her through a safety planning interview, assisted her to make a statement to the police (gentleman was known to them) and also to make an application for housing so that she can be removed from the area. Once Susan is safe she would like us to assist her to make a complaint to the gentleman's employer.

Jennifer

Jennifer has been unable to work since 1991 due to severe migraines, epilepsy and endometriosis. She was assessed and put into the Work Related Activity group for Employment Support Allowance. Jennifer was distressed by this as she would be unable to take part in the activities required of her in this group and so came to us for assistance. Our Advisor contacted the DWP with Jennifer to request a mandatory reconsideration; a medical report was obtained and forwarded. Jennifer's original benefits were reinstated 4 weeks later.

The Future

Citizens Advice Fylde aims to continue to develop our Office and to adjust our ways of working, where appropriate, in order to meet the needs of all of Fylde's residents. We are committed to working closely with Fylde Borough Council and other voluntary agencies in Fylde to provide a holistic approach to our clients' issues. As you know Fylde has a very particular demographic and we must bear that in mind when deciding whether to adopt new Citizens Advice initiatives and when we develop new projects. We will strive to source new funding and partnership working in order to meet the demands of Fylde.

Our website is www.fyldecab.org.uk and we are also on facebook and twitter.

If anyone would like to contact me for a chat about what we do and/or about volunteering opportunities they would be very welcome to do so. I can be contacted on 01772 673014.

Kim Cook
Chief Executive Officer 2017

Supported by:

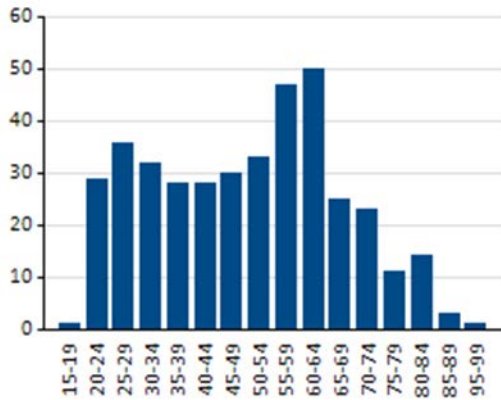


Advice Quality Standard

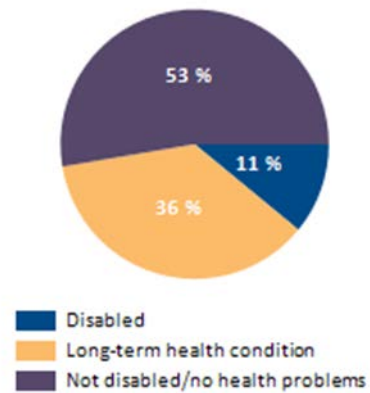
Appendix I

Q1 2016/17

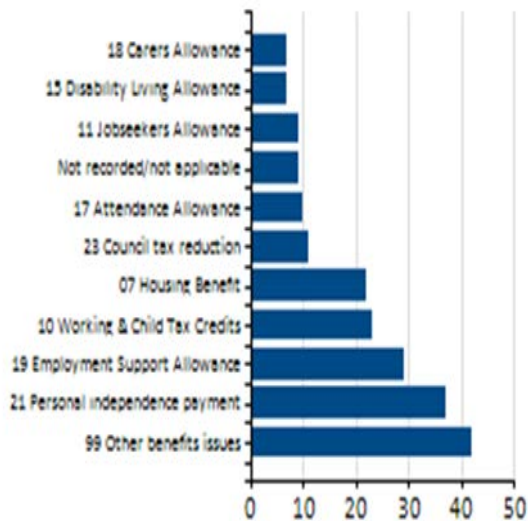
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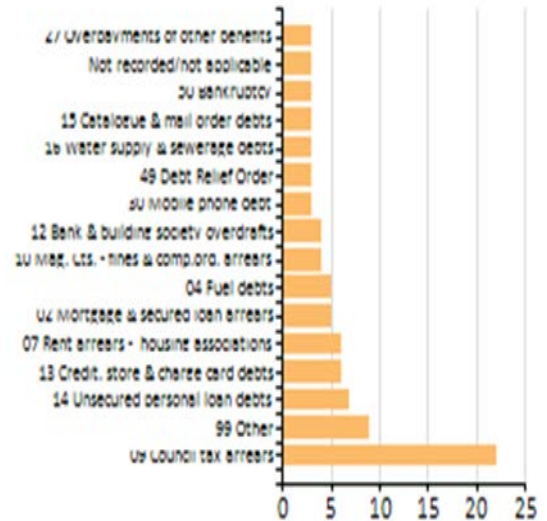
Disability/LTH



Top 10 Benefit Issues

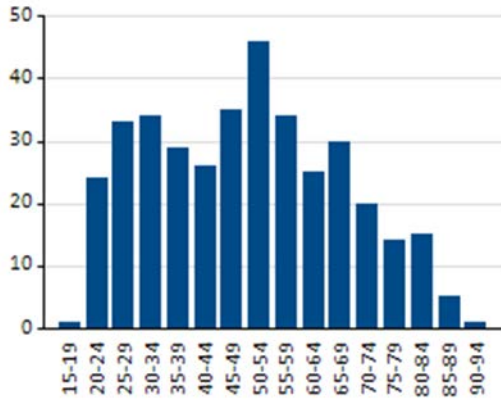


Top 10 Debt Issues

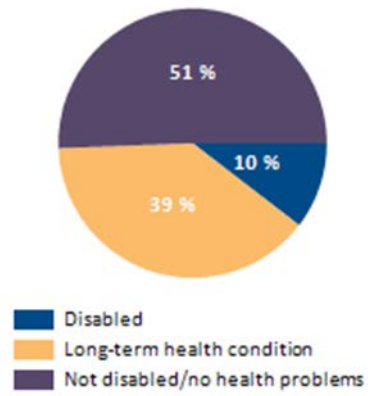


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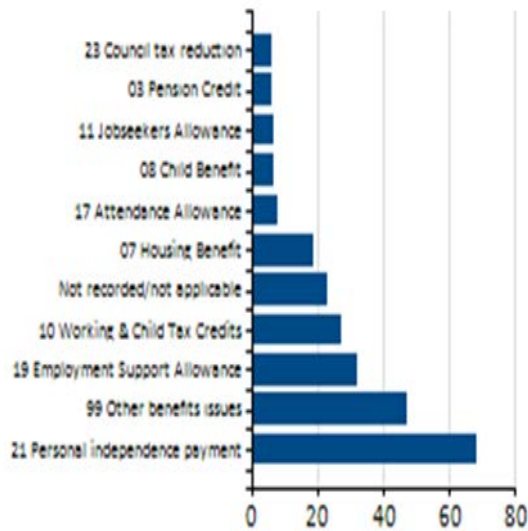
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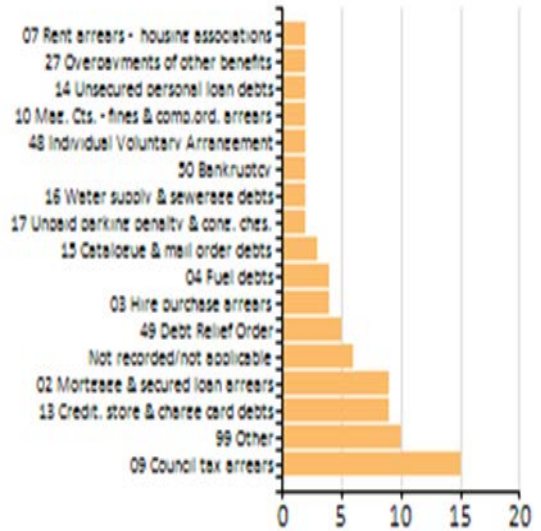
Disability/LTH



Top 10 Benefit Issues

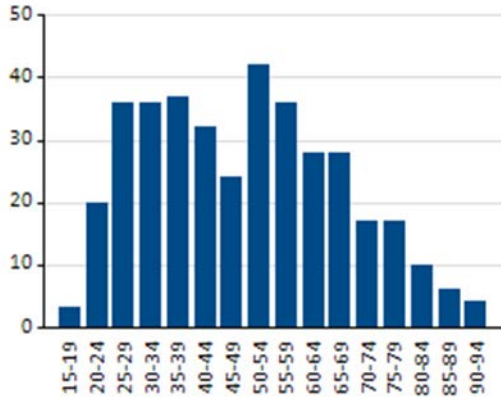


Top 10 Debt Issues

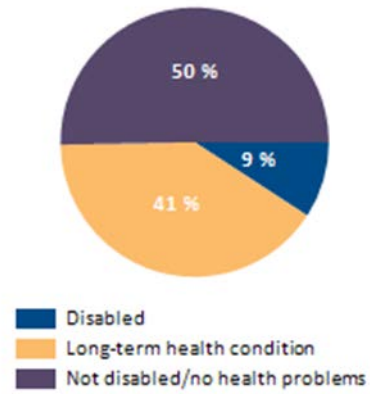


Q3 2016/17

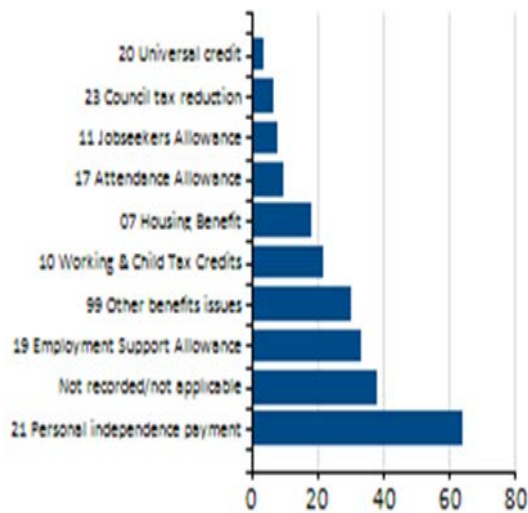
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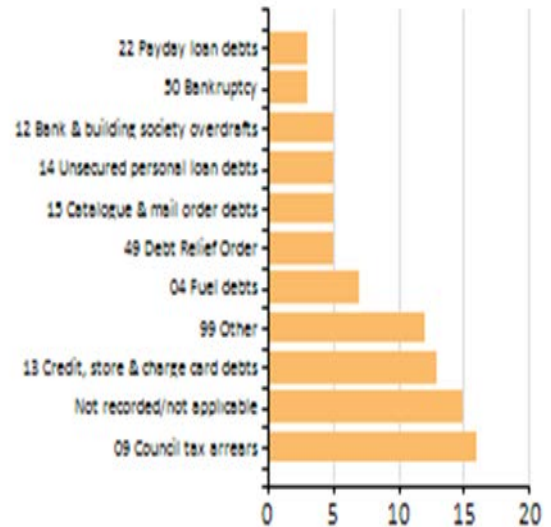
Disability/LTH



Top 10 Benefit Issues

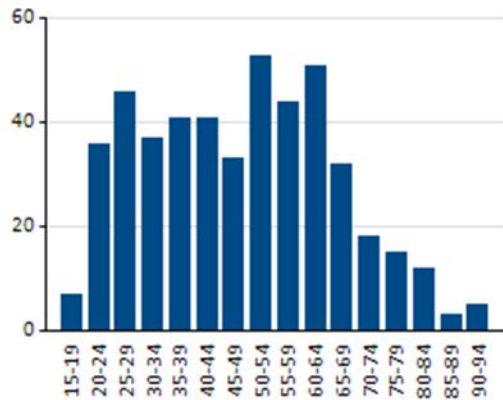


Top 10 Debt Issues

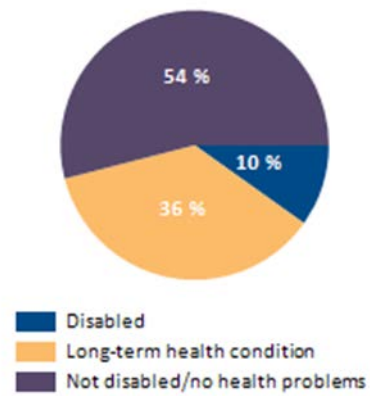


Q4 2016/17

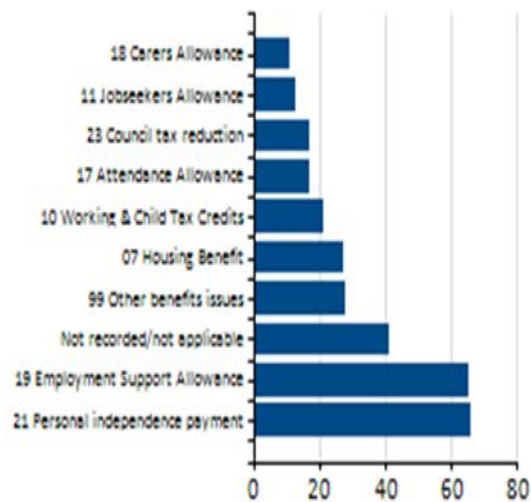
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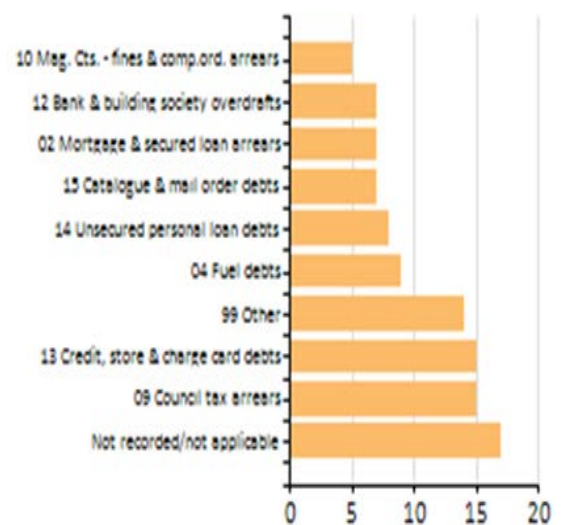
Disability/LTH



Top 10 Benefit Issues



Top 10 Debt Issues



INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	11
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2017/18 - POSITION AS AT 31ST JULY 2017			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund (GF) Revenue Budget of the Council as at 31st July 2017 and specifically for those areas under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2017.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2017:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2017-18/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2017/18 –

POSITION AS AT 31ST JULY 2017

Summary

The purpose of this report is to provide an update on the General Fund (GF) Revenue Budget of the Council as at 31st July 2017. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31st July 2017.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2017/18 budget at its meeting on 2nd March 2017. Subsequently on 19th June 2017 the Finance and Democracy Committee approved the financial outturn position for 2016/17. The impact of those approvals, including savings and growth options approved at Council and slippage from 2016/17 approved by the Finance and Democracy Committee, are now reflected in the financial ledger of the Council and therefore this report monitors expenditure and income against the updated approved budgets.

2. Budget Rightsizing Exercise

- 2.1 In 2011/12 The Councils Management Team committed to carrying out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process has continued to be undertaken annually and will be repeated during the second quarter of 2017/18. Any resulting changes to budgets will be reflected in later updates to the Councils Financial Forecast.

3. Budget Areas to Note

There are a number of budget areas to note on this General Fund Budget Monitoring report:

i. Employee Costs

The budget forecast which was approved by Budget Council in March 2017 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2017/18 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a marginally increased level of turnover savings to date. This budget will be kept under review during the remainder of the financial year.

ii. Green Waste Subscription Charges

There has been a higher uptake for the new chargeable green waste collection scheme than was originally forecast and consequently income exceeds the budget for the year. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

iii. Replacement Waste Containers

There has been a need to replenish bin stocks due to increased requests from new build properties, such that the annual budget has almost all been expended. The budget will be kept under review but it is anticipated that an increase will be required later in the year. This expenditure is offset by additional income from the charges levied for new bins as and when they are provided.

iv. Sale of Sand (Sand-winning)

Income from the sale of sand has been higher than the forecast amount and consequently this income budget will be reviewed as part of the budget right-sizing exercise with the intention of increasing the income budget to reflect an increased level of income. The increase may be a consequence of greater levels of activity in the construction industry following a period of relative inactivity.

v. Planning Appeal Costs

A number of planning appeals are expected to be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year.

vi. Council Tax and Housing Benefits

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, particularly Rent Allowance expenditure. However, as the majority of these are directly reimbursed from central government grant a large variance at year end is not currently anticipated and the variances have therefore been excluded from the variance analysis report. The position will be kept under review throughout the remainder of the year and a MTFS adjustment may follow.

4. Conclusions

External pressures outside the Council's control are impacting on all local authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies. This approach has a downward impact on costs incurred by the Council and may result in an under-spend against budget this year.

Regular budget monitoring reports are an integral part of the Council's financial monitoring framework. These will be available on the Council's website.

Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.

We are still at the early part of 2017/18 and it is therefore not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out in the MTFS to Council in March 2017 still remain. Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

REVENUE MONITORING 2017/18 - Period 4 to July 31st 2017 (Variances in excess of £5k)
Appendix A

Key	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Possible Favourable Outturn Variance
	AMBER	Possible Adverse Outturn Variance
	RED	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS										
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,459,696	2,909,075	2,899,162	-9,913	FAVOURABLE	-0.3%	GREEN	Corporate	The budget forecast which was approved by Budget Council in March 2017 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2017/18 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a marginally increased level of turnover savings to date. This budget will be kept under review during the remainder of the financial year.
Legal Services Team	Legal Fees	-7,500	-2,500	-9,301	-6,801	FAVOURABLE	-272.0%	GREEN	Ian Curtis	This favourable variance arises from an increase in the level of legal fees, which are largely fees that are charged for the preparation of Section 106 Developer agreements. It therefore varies significantly depending on the number of such agreements completed in any given period. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
TOURISM & LEISURE COMMITTEE										
Coast and Countryside	Sale of Sand (sandwinning)	-230,000	-76,728	-96,952	-20,224	FAVOURABLE	-26.4%	GREEN	Estates Asset Manager	The sale of sand has continued on an improving trend which is likely to be related to the increase in activity amongst construction companies following a period of relative inactivity. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
OPERATIONAL MANAGEMENT COMMITTEE										
Fylde Waste Schemes	Replacement Waste Containers	40,000	13,344	39,253	25,909	ADVERSE	194.2%	AMBER	Sarah Wilson	There has been a need to replenish bin stocks due to increased requests from new build properties, such that the annual budget has almost all been expended. The budget will be kept under review but it is anticipated that an increase will be required later in the year. This expenditure is offset by additional income from the charges levied for new bins as and when they are provided.
	Green Waste Subscription Charge	-300,000	-300,000	-408,550	-108,550	FAVOURABLE	-36.2%	GREEN		There has been a higher uptake for the new chargeable green waste collection scheme than was originally forecast and consequently income exceeds the budget for the year. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

REVENUE MONITORING 2017/18 - Period 4 to July 31st 2017 (Variances in excess of £5k)
Appendix A (cont'd)

Key	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Possible Favourable Outturn Variance
	AMBER	Possible Adverse Outturn Variance
	RED	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
ENVIRONMENT, HEALTH AND HOUSING COMMITTEE										
Housing Standards	Disabled Facilities Grant Fees	-35,000	-11,672	-21,668	-9,996	FAVOURABLE	-85.6%	GREEN	Kirstine Riding	The significant increase in the level of Disabled Facilities Grant funding from central government has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are awarded. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
Pollution Control	Permits - Waste Oil Burners	-3,800	-1,268	-6,893	-5,625	FAVOURABLE	-443.6%	GREEN	Chris Hambly/Phil Dent	Income is higher than anticipated as a result of the receipt of two new permit applications which are each subject to an application fee. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
Cemetery and Crematorium	Cremations	-1,060,000	-299,701	-294,242	5,460	ADVERSE	1.8%	AMBER	Alan Royston	The number of cremations carried out is marginally below the anticipated level. The income budget will be kept under review but may recover this relatively minor shortfall, given the scale of the annual income budget, during the remainder of the financial year.
DEVELOPMENT MANAGEMENT COMMITTEE										
Planning Appeals	Planning Application Fees	-775,000	-340,000	-333,835	6,165	ADVERSE	1.8%	AMBER	Mark Evans	Planning application fee income for the period is marginally below the budget. The timing of when applications are made is often difficult to forecast and this shortfall may be recovered during the remainder of the year. The budget will be kept under review.
	Planning Appeal Hearing Costs	80,000	26,688	1,013	-25,676	FAVOURABLE	-96.2%	BLUE		A number of planning appeals are expected to be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	5 SEPTEMBER 2017	12
CAPITAL PROGRAMME MONITORING REPORT 2017/18 – POSITION AS AT 31st JULY 2017			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 31st July 2017 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2017.

LINK TO INFORMATION

Capital Programme monitoring Report to 31st July 2017:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2017-18/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the Capital Programme monitoring reports for those schemes under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

CAPITAL PROGRAMME MONITORING REPORT 2017/18 –

POSITION AS AT 31ST JULY 2017

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2017/18, together with an update on the overall Five Year Capital Programme of the Council. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2017/18. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 2nd March 2017. That update showed a balanced capital programme position from 2017/18 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2017. The Programme has also been rolled forward to include the year 2021/22.

2. Notes on Specific Schemes

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

(i) Accommodation Project

This has been a key scheme for the Council and sees the accomplishment of an ambition to refurbish the town hall premises that has existed for a number of years. The works to the first and second floor of the Town Hall are now complete and staff have now located back to all floors within the building. The remaining element of these phases of the works i.e. those relating to the Council chamber, will commence shortly with completion anticipated during 2017/18.

ii) Coast Protection Scheme

The total scheme cost within the approved Capital Programme is £19.825m, being funded by an Environment Agency grant of £19.425m and a contribution from Fylde Council of £0.4m. The tender return date was 18th August 2017 and tenders are currently being evaluated. A report will be presented to the Operational Management Committee in September 2017 to provide an update following the tender appraisal process.

(iii) Disabled Facilities Grants (DFGs)

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

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the updated budget for 2017/18 (including slippage from 2016/17) of £1.159m provides for the delivery of more disabled adaptations than has previously been possible. A report to the Environment, Health and Housing Committee in June 2017 provided an update with regard to this scheme and included a number of variations to the operation of the programme to reflect the significant increase in available funding. It is anticipated that for 2017/18 all identified need for disabled adaptations can be met from the existing resource.

(iv) Project Slippage

Areas of slippage are addressed each year to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(v) Other Capital Receipts

The approved programme for 2017/18 onwards assumes “Right to Buy” receipts of £25k per annum and “General Asset Sales” of £45k per annum. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future monitoring reports, along with the impact this may have on the financing of the programme.

(vi) Capital Investment in St. Annes Pool

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k in 2017/18. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

3 Conclusions

- 3.1 Actual expenditure to 31st July 2017 is £655k against a full year budget of £21.743m. This equates to 3.0% of the latest budget. A number of the schemes will be re-phased into 2018/19 as part of the next Financial Forecast update to members. The expenditure on a number of schemes is phased later during the financial year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2017/18 onward. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2018/19.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The forecast balance of this reserve at 31st March 2017 was £1.323m, including further planned transfers into the reserve in 2017/18 and 2018/19. Of this £596k is already committed to deliver approved schemes in the years 2017/18 to 2020/21. Additional future projects will be subject to further consideration as part of the budget setting process for 2018/19. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2017/18 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/17
Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 31/07/17 £000	Variance £000	Comments
FINANCE & DEMOCRACY COMMITTEE								
Accommodation Project - Phase 6 & 7 - Council Chamber & Internal Refurb / Services	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	0	365	135	500	175	325	The works to the first and second floor of the Town Hall are now complete. The remaining element of these phases of the works i.e. those relating to the Council chamber, will commence shortly with completion anticipated during 2017/18.
Sub total		0	365	135	500	175	325	
TOURISM & LEISURE COMMITTEE								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63			63		63	This scheme is currently on hold pending the disposal of the Public offices site (the works will need to be completed prior to that disposal). It is anticipated that this scheme will be re-phased to 2018/19 as part of the next Financial Forecast update.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93			93		93	This represents the balance of the maintenance scheme resource which will be retained and drawn upon when required. The plant and equipment at St Annes Swimming Pool is in need of replacement. A 5 year replacement programme is currently being developed which will then be presented to the Tourism and Leisure Committee for consideration.
St Annes Pool - External Works	Capital Investment Reserve/ Arts Council Grant	120			120		120	The status of this scheme is currently being reviewed and a report will be presented to Committee following that review by way of an update. It is anticipated that this scheme may be re-phased to 2018/19 as part of the next Financial Forecast update.
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	20		200	220	2	218	A report was presented to the Tourism & Leisure Committee in June 2017 detailing the latest position in respect of this scheme. Subsequently the Council approved a fully-funded increase to the scheme of £200,336, to be met by a Heritage Lottery Fund grant and by other contributions. Recruitment of the key officers to deliver the scheme has commenced. Delivery of this phase of the scheme is expected to fall into 2017/18 and 2018/19 and consequently an element of the scheme will be re-phased into 2018/19 as part of the next Financial Forecast update.
Promenade Gardens Water Play Facility	Capital Investment Reserve	100			100		100	Comprehensive consultation on the project is now complete. A funding bid of £45K to Veolia failed due to a change in the geographical criteria. A decision from Lancashire Environmental Fund in respect of a grant application in the sum of £30K is expected in October 2017. If this grant application is successful, the overall project shortfall will be in the region of £50K on a total estimated budget of £250K. Officers will continue to seek further funding to deliver the desired project before the end of March 2018. However, this will depend upon the success of further funding applications.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40			40		40	A report will be presented to Committee in September 2017 to seek authorisation for the expenditure works in 2017/18 as is currently planned.

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 31/07/17 £000	Variance £000	Comments
Bryning-with-Warton Parish Council Play Area	Capital Investment Reserve	50			50		50	A report will be presented to the Tourism and Leisure Committee and then the Finance & Democracy Committee in September 2017 to provide an update on this project. The Parish Council have found it difficult to follow the 10 stage Community Parks Development Process in terms of sustained community involvement and have decided to progress with stage one of the scheme only using available S106 monies, to give the opportunity to work with the community on future phases.
Mussel Tank Project	Specific Grant (LSA Civic Society)	0		130	130	7	123	Delivery of this scheme is planned to start in early September and will take approximately 12 weeks. Completion of the scheme is expected during 2017/18.
Sub total		486	0	330	816	9	807	
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,267	38	11	1,316	45	1,271	All vehicle acquisitions are expected to be completed in line with the budget during 2017/18.
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	30			30		30	It is anticipated that this scheme will be been completed to budget in 2017/18.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	0	8		8	7	1	It is anticipated that this scheme will be been completed to budget in 2017/18.
Public Transport Improvements	S106 Developer Contributions	0		90	90		90	This is funding that is held by Fylde Council but will be transferred to Lancashire County Council on local bus route improvements and a dial-a-ride scheme. The funding will be spent over several years.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	14,400			14,400	18	14,382	This scheme is currently at the tendering and tender evaluation phase. A report will be presented to the Operational Management Committee in September 2017 to request approval to proceed. It is anticipated that a significant proportion of the 2017/18 budget for the scheme will be re-phased into 2018/19 as part of the next Financial Forecast update.
Sub total		15,697	46	101	15,844	70	15,774	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 31/07/17 £000	Variance £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	468	230	461	1,159	310	849	A report to the Environment, Health and Housing Committee in June 2017 provided an update with regard to this scheme and included a number of variations to the operation of the programme to reflect the significant increase in central government grant for this purpose. It is anticipated that all identified need for disabled adaptations can be met from the existing resource for 2017/18. Actual expenditure will be determined by the level of identified need.
Housing Needs Grant	DFG Grant Repayments	0		6	6		6	In July the Council approved the creation of a new scheme within the 2017/18 approved Capital Programme to be termed 'Housing Needs Grant' that will be funded from DFG grant repayments. This scheme budget will be updated accordingly as and when repayments to the Council are forthcoming.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	0	99		99	84	15	The Compulsory Purchase Order has been actioned and compensation to the former owner of the property and the legal costs have now been made. In February 2017 the Environment, Health and Housing Committee approved refurbishment of the property in the sum of £147,890 (subject to sufficient S106 funds being forthcoming) and a jointly funded venture for the property in conjunction with a Registered Provider. A further update report will be presented to the Environment, Health and Housing Committee in September 2017.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	460		920	0	920	Planning permission has now been granted for the delivery of 23 units of affordable rented housing. Housing and Legal Services officers are currently in discussion with the ForViva Housing Association regarding the delivery of the project.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840			840	0	840	Planning permission has now been granted for the delivery of 26 units of affordable rented housing. Housing and Legal Services officers are currently in discussion with the Progress Housing Association regarding the delivery of the project.
Church Road Methodist Church, St Annes	S106 Developer Contributions	550			550	0	550	A consultation document with regard to the scheme has recently been distributed to interested parties and it is anticipated that planning permission will be sought for the delivery of 10 units of affordable rented housing later in 2017/18.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	28	18		46	7	39	The Affordable Warmth Scheme is a two-year project covering 2016/17 and 2017/18 and is linked to levels of fuel poverty within the district. The scheme is funded by Lancashire County Council and is contained within the Housing Services Private Sector Assistance Policy for which approval was confirmed by Members in January 2017. Delivery commenced late in 2016/17.
Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	38			38		38	A Working Group has been established to consider Rapid Deployment Cameras and their replacement and will report back to the Environment, Health and Housing Committee in due course.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294		294	This scheme is now not expected to be delivered during 2017/18 and it is anticipated that the scheme will be re-phased into 2018/19 as part of the next Financial Forecast update.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60			60		60	Following discussion and consultation with the working group and relevant stakeholders a scheme has been proposed which is currently being developed. The scheme is now not deliverable during 2017/18 and it is anticipated that the scheme will be re-phased into 2018/19 as part of the next Financial Forecast update.
Sub total		2,738	807	467	4,012	401	3,611	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 31/07/17 £000	Variance £000	Comments
PLANNING COMMITTEE								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	0	6		6		6	The scheme was largely completed during 2016/17 with only a small amount of residual funding remaining. It is anticipated that the remaining elements will be completed to budget during 2017/18.
St Annes Regeneration Schemes	S106 Developer Contributions	237			237		237	This funding is earmarked for the next phase of St Annes Town Centre including St Andrews Road North/South and The Crescent. A draft plan has been prepared and discussions with property owners in the locality have taken place. The scheme will commence in 2017/18 with a proportion of the works now expected to fall into 2018/19. Consequently an element of the scheme will be re-phased to 2018/19 as part of the next Financial Forecast update.
Lytham Regeneration Schemes	S106 Developer Contributions	130			130		130	Originally this scheme was planned to be delivered in 2016/17. However, local community groups have indicated that this funding could also be used to match-fund further funding opportunities from other bodies. As a result, the scheme content is to be widened to incorporate a public art component and a project group was established to work towards a fully integrated scheme. A revised scheme is in the process of development and it is anticipated that works will commence later in 2017/18.
Staining Regeneration Schemes	S106 Developer Contributions	40			40		40	Following discussions with the Parish Council a scheme has now been developed and agreed. The scheme will be presented for consideration at the Planning Committee in September 2017.
Kirkham Public Realm Improvements	S106 Developer Contributions	0	21		21		21	The majority of this scheme was completed in 2016/17, the remaining element being slippage from 2016/17. The remaining works and the final account is expected to be finalised during 2017/18 within budget.
M55 Link Road	S106 Developer Contributions	0	137		137		137	In 2016/17 the Council approved a £425k fully-funded addition to the capital programme to be met from a S106 developer contribution to fund the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed. This element of the scheme is expected to be completed during 2017/18.
Sub total		407	164	0	571	0	571	
Total Expenditure		19,328	1,382	1,033	21,743	655	21,088	

UPDATED 5 YEAR CAPITAL PROGRAMME 2017/18 TO 2021/22 - BY SCHEME

	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 6 & 7 - Council Chamber / Internal Refurb	500				
Accommodation Project - Phase 8 - Car Park & External Works	0				
Sub total	500	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot	63				
St Annes Pool	93				
St Annes Pool - External Works	120				
Fairhaven Lake & Promenade Gardens - First Round	220				
Promenade Gardens Water Play Facility	100				
Promenade Footways	40	40	40	40	40
Bryning-with-Warton Parish Council Play Area	50				
Mussel Tank Project	130				
Sub total	816	40	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	1,316	1,262	471	547	77
Car Park Improvements	30	30	30	30	30
Fylde Headlands Preliminary Work	8				
Public Transport Improvements	90				
Fairhaven and Church Scar Coast Protection Scheme	14,400	5,425			
Sub total	15,844	6,717	501	577	107
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,159	929	929	929	929
Housing Needs Grant	6				
93 St Albans Road - Compulsory Purchase Order	99				
Affordable Housing Scheme - Sunnybank Mill, Kirkham	920				
Affordable Housing Scheme - Keenan Mill	840				
Church Road Methodist Church, St Annes	550				
Affordable Warmth Scheme	46				
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	294				
Lytham Park Cemetery - Windbreak Canopy	60				
Sub total	4,012	929	929	929	929
PLANNING COMMITTEE					
Woodlands Road Regeneration Scheme - Town Centre Phase 3	6				
St Annes Regeneration Schemes	237				
Lytham Regeneration Schemes	130				
Staining Regeneration Schemes	40				
Kirkham Public Realm Improvements	21				
M55 Link Road - S106 monies for design work	137				
Sub total	571	0	0	0	0
Total Expenditure	21,743	7,686	1,470	1,546	1,076

UPDATED 5 YEAR CAPITAL PROGRAMME 2017/18 TO 2021/22 - FINANCING

	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	63				
Better Care Fund / Disabled Facilities Grant	1,159	929	929	929	929
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	0				
Section 106 Monies - St Annes	237				
Section 106 Monies - Lytham	130				
Section 106 Monies - Staining	40				
Section 106 Monies - Kirkham	21				
Section 106 Monies - 93 St Albans Road CPO	99				
Section 106 Monies - Affordable Housing, Sunnybank Mill	920				
Section 106 Monies - Church Road Methodist Church, St Annes	450				
Section 106 Monies - M55 Link-Road	137				
Section 106 Monies - Affordable Housing, Keenans Mill	840				
Section 106 Monies - Public Transport Improvements	90				
Section 106 Monies - Vehicle acquisition - 'Area Conservation'	11				
Capital Grant - Repayments	6				
Capital Investment Reserve	1,060	78	182		
Accommodation Project Reserve	500				
Other External Finance (see analysis below)	14,583	5,425	0		
Direct Revenue Finance	24				
Prudential Borrowing	1,303	1,184	289	547	77
Total Financing	21,743	7,686	1,470	1,546	1,076

Total surplus (-) / shortfall in year	0	0	0	0	0
Cumulative surplus (-) / shortfall	0	0	0	0	0

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

Other External Finance: Analysis

LSP Performance Reward Grant	38				
Environment Agency - Coast Protection Scheme	14,008	5,425			
Arts Council - St Annes Pool	90				
Lancashire County Council - Affordable Warmth Scheme	35				
Lytham St Annes Civic Society	130				
Community Housing Grant Fund - Church Road Methodist Church	100				
Heritage Lottery Fund - Fairhaven	165				
Coastal Defence Project - Fairhaven	7				
United Utilities - Fairhaven	7				
RSPB Contribution - Fairhaven	3				
New Fylde Housing - DFG Contribution	0				
	14,583	5,425	0	0	0