



FYLDE BOROUGH COUNCIL

## Meeting Agenda

**Policy & Service Review Community  
Forum  
Council Offices, Derby Road,  
Wesham  
1 December 2005, 7:00pm**

# **POLICY & SERVICE REVIEW COMMUNITY FORUM MEMBERSHIP**

CHAIRMAN – Councillor Simon Renwick  
VICE-CHAIRMAN – Councillor John Prestwich

## **Councillors**

Stephen Carpenter	Martin Taylor
Peter Collins	Keith Wright
Raymond Norsworthy	

Contact: Lyndsey Lacey, St. Annes (01253) 658504  
Email: [lyndseyl@fylde.gov.uk](mailto:lyndseyl@fylde.gov.uk)



## **CORPORATE OBJECTIVES**

The Council's investment and activities are focused on achieving our five key objectives which aim to :

- Conserve, protect and enhance the quality of the Fylde natural and built environment
- Work with partners to help maintain safe communities in which individuals and businesses can thrive
- Stimulate strong economic prosperity and regeneration within a diverse and vibrant economic environment
- Improve access to good quality local housing and promote the health and wellbeing and equality of opportunity of all people in the Borough
- Ensure we are an efficient and effective council.

## **CORE VALUES**

In striving to achieve these objectives we have adopted a number of key values which underpin everything we do :

- Provide equal access to services whether you live in town, village or countryside,
- Provide effective leadership for the community,
- Value our staff and create a 'can do' culture,
- Work effectively through partnerships,
- Strive to achieve 'more with less'.



## A G E N D A

ITEM	PAGE
<b>1. DECLARATIONS OF INTEREST:</b> <i>In accordance with the Council's Code of Conduct, members are reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.</i>	4
<b>2. CONFIRMATION OF MINUTES:</b> <i>To confirm as a correct record the Minutes of the Policy &amp; Service Review Community Forum held on 3 November 2005.</i>	4
<b>3. SUBSTITUTE MEMBERS:</b> <i>Details of any substitute members notified in accordance with council procedure rule 26.3</i>	4
<b>4. YOUTH SERVICES BEST VALUE REVIEW – PROGRESS UPDATE</b>	5
<b>5. CORPORATE OBJECTIVES</b>	16
<b>6. CONSTITUTION OPTIONS</b>	22
<b>7. TRESS 4 FYLDE – BOROUGH TREE PLANTING SCHEME</b>	41
<b>8. VERBAL UPDATE ON THE PUBLIC CONVENIENCE TASK AND FINISH GROUP</b>	47

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
CULTURAL SERVICES	POLICY AND SERVICE REVIEW FORUM	1 <sup>ST</sup> DEC 2005	4

## YOUTH SERVICES BEST VALUE REVIEW – PROGRESS UPDATE

### Public/Exempt item

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

### Summary

In March 2005 the council ratified the findings and Improvement Plan of a cross-cutting Best Value Review of Youth Provision in the borough of Fylde. The council, although leading the review, is not the main delivering partner of youth services and acted as an enabler and co-ordinator for this work. The review's remit was to *'examine the existing range and level of services for young people and to improve satisfaction levels with services particularly for non participating young people'*

Throughout its various stages the review was reported initially to the Overview and Scrutiny Committee and the Policy and Service Review Community Forum. At each stage the recommendations of these committees were incorporated into the review.

The actions contained in the Improvement Plan are directly attributable to key findings within the final report. The Cultural Services Unit Business Manager, who lead the review, is now able to report progress on the next stages of the process, namely the proposed terms of reference, how the action plan could link into the Local Strategic Partnership and the proposed reporting mechanism for future progress monitoring.

Members of the Policy and Service Review Forum are asked to consider these issues and make recommendations to both the LSP Executive and the Executive Committee.

## **Recommendation/s**

1. Members are asked to consider progress on the Youth Services Best Value Improvement Plan and to make additional recommendations to the LSP Executive and the Council's Executive Committee.
2. Members are also asked to consider the draft Terms of Reference and to make additional comments or suggestions for improvement.

## **Executive brief**

The item falls within the following Executive brief[s]: Councillor John Longstaff, Executive Briefholder – Youth Issues

## **Report**

1. The Council's CPA report identified that Fylde was weak in its approach to cross-cutting issues and that we did not have a borough wide youth strategy. Therefore, Members agreed, at their meeting held on 25<sup>th</sup> May 2004, to undertake a cross-cutting review of the services available to young people within Fylde. The review would investigate the existing level and types of service and activities provided by the council and a wide range of organisations across the borough.
2. The Review was undertaken between May 2004 and February 2005 and identified a number of key messages including:
  - ◆ young people would like a place to meet that is warm and safe
  - ◆ young people would like to be involved in a planning group to develop better facilities
  - ◆ they do not always wish to be supervised and structured
  - ◆ most would use a youth shelter if it was provided
  - ◆ more bus services are required
  - ◆ 57% of people surveyed in the council's quality of life survey thought that 'teenagers hanging around on the streets' was a problem
  - ◆ better communication is needed to inform young people of the existing range of activities
  - ◆ there was a recognised need for communication and education on the part of both young and older people to reinforce the message that:
    - a) – young people who gather in groups are not necessarily a threat
    - b) – young people don't realise that they can unintentionally appear intimidating
    - c) – that young people sometimes gather in groups for their own safety
  - ◆ youth shelters are not the sole answer to addressing the needs of young people but should be one of a range of measures, coupled with engagement. The agencies should be seen to recognise that young people can meet in public places without fear of being moved on
  - ◆ success is determined by measurable outcomes and relevant performance indicators. However the youth service is more concerned with personal development rather than 'bodies through the door'.

3. The Improvement Plan (attached as an appendix) was developed following the SMART principle (Specific, Measurable, Achievable, Realistic and Timely) rather than aspirational. The actions are directly linked to the main findings of the review.
4. Since the Review was carried out the youth agenda at a national level has progressed significantly. The Government has been pursuing a new agenda for Children's Services which is having a major impact for all agencies. Spearheaded by Lancashire County Council, this initiative entitled 'Every Child Matters' has five key outcomes
  - ◆ Be Healthy
  - ◆ Stay Safe
  - ◆ Enjoy and Achieve
  - ◆ Make a Positive Contribution
  - ◆ Achieve Economic Wellbeing

The achievement of these outcomes relies on the agreeing a shared vision amongst all partners. This is a timely opportunity for Fylde to influence Every Child Matters through the appropriate channels. It is considered that the LSP is the most effective mechanism for co-ordinating a multi-agency response to the wider 'Every Child Matters' agenda.

- 5 The Cultural Services Unit Business Manager, who lead the review, is now able to report progress on the next stages of the process, namely the proposed terms of reference, how the action plan could link into the Local Strategic Partnership and the proposed reporting mechanism for future progress monitoring. The Terms of Reference are attached as an appendix. Members are asked to consider this approach and make appropriate recommendations.

IMPLICATIONS	
Finance	The actions identified in the Improvement Plan are to be implemented from within existing resources.
Legal	No further implications
Community Safety	This initiative addresses the priorities for Community Safety
Human Rights and Equalities	This initiative addresses the priorities for Human Rights and Equalities
Sustainability	No further implications
Health & Safety and Risk Management	No further implications

REPORT AUTHOR	TEL	DATE	DOC ID
Paul Norris	(01253) 658440	18 <sup>th</sup> Nov 2005	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Best Value Review of Youth Services	March 2005	Town Hall, St Annes

### **Attached documents**

Improvement Plan – Best Value Review of Youth Services

Draft Terms of Reference



### The Improvement Plan

Improvement	Action(s)	Benefit to the Customer	Responsibility	Performance Measure	Target	Progress to date
Co-ordinate all youth based activity in Fylde to avoid duplication and identify gaps in service provision	Set up a cross agency multi agency group with membership from all active youth service providers. The resources available to all partners should be allocated via the panel to achieve the right balance between provision of facilities and direct engagement. The Youth Panel would also be responsible for identifying and accessing grant aid opportunities and would develop and maintain performance management data. Clear Terms of Reference to be established	Dedicated resource for young people. A co-ordinated approach to provision. Recognition of the priority Fylde puts on Young Peoples issues. Providing young people with a direct link to all service providers	All partners identified in the review	The establishment of a multi agency group	Establishment of multi agency group within six months of review conclusion  The Group to have clear Terms of Reference	Quarterly meetings fed into LSP – to be discussed at LSP visioning meeting on 13 <sup>th</sup> Dec  Terms of Reference in draft form

<b>Resource / Costing</b> (Officer time)						
<b>Improvement</b>	<b>Action(s)</b>	<b>Benefit to the Customer</b>	<b>Responsibility</b>	<b>Performance Measure</b>	<b>Target</b>	<b>Progress to date</b>
Engage in further, detailed primary research with young people and partner agencies in Fylde	<ul style="list-style-type: none"> <li>♦ Carry out regular, targeted consultation through the detached workers and partners</li> <li>♦ Feedback the results of consultation to the young people and partners</li> </ul>	Resources are better targeted. The needs of young people are clear and well defined. Young people feel valued in the community. Feed back from the partners is taken into account when actions are planned	Multi agency group	To develop a robust, detailed and achievable action plan, endorsed by all partners.	Action plan produced within six months establishment of multi agency group	120 specific interviews undertaken by Youth & Community (LCC) and 60 young peoples responses to Community Listening Day  Action Plan subject to setting up of multi agency group
<b>Resource / Costing</b> Officer time						
<b>Improvement</b>	<b>Action(s)</b>	<b>Benefit to the Customer</b>	<b>Responsibility</b>	<b>Performance Measure</b>	<b>Target</b>	<b>Progress to date</b>
Measurable service improvement and outcomes achieved	To agree a suite of SMART performance indicators to which all partners sign up.	The available resources are targeted into actions that have a demonstrable and direct benefit to	Multi agency group	Suite of PI's produced	PI's in place as part of action plan	PIs to be co-ordinated with Every Child Matters agenda

	The measured data to include qualitative assessments rather than merely ‘head counting’. These PIs to supplement the existing national performance data.	address the issues of young people and partner agencies				
<b>Resource / Costing Officer time</b>						

<b>Improvement</b>	<b>Action(s)</b>	<b>Benefit to the Customer</b>	<b>Responsibility</b>	<b>Performance Measure</b>	<b>Target</b>	<b>Progress to date</b>
Provide safe, warm places for young people where they can meet with their friends without the need to engage in organised activity	The recommendation of the review team is that provision of such 'drop-in' facilities is explored. These do not necessarily need to be high cost facilities but could make use of existing halls and meeting rooms throughout the borough. A facility such as Test Valley's sports based venue at Andover should be investigated as should provision of a mobile drop in centre. Grant assistance to be sourced	Young people would be given the opportunity to meet without fears for their personal safety, without the need to gather on street corners and in order to minimise anxiety and nuisance to older people.	Multi agency group	This is seen as a longer term aim in view of the resources required to implement.	It is envisaged that three meeting facilities should be in place by 2007	Link made to Every Child Matters agenda
<b>Resource / Costing</b> <b>Capital/Revenue/ grant funding for meeting facilities</b>						

<b>Improvement</b>	<b>Action(s)</b>	<b>Benefit to the Customer</b>	<b>Responsibility</b>	<b>Performance Measure</b>	<b>Target</b>	<b>Progress to date</b>
<p>Available events and activities are communicated to young people and their parents and that public transport is co-ordinated in order to ensure that all opportunities are readily accessible to young people.</p> <p>Older residents and young people are more aware of each others needs and issues</p>	<p>That resources and expertise, possibly through the medium of performing arts, are directed towards communicating these key messages. That a directory of borough wide activities is produced and distributed on a regular basis through partners such as Connexions. That the partners liaise with public transport providers to provide better access to facilities and events.</p>	<p>The wide range of organised activities and clubs available in the borough of Fylde are communicated effectively to young people in order to address an identified communication deficit.</p> <p>That activities are made more accessible to young people through improved transportation arrangements.</p> <p>That young and older people's fear of crime issues are reduced through</p>	Multi agency Group	<p>Increased number of attendees at organised activities and events.</p> <p>Reduced fear of crime and nuisance measured through surveys</p>	To be determined through SMART PIs	Link made to Every Child Matters agenda

		a better mutual understanding of each others needs				
--	--	--	--	--	--	--

**Resource / Costing**  
**Officer time**

## **Draft Terms of Reference**

### **Fylde Multi Agency Group for Young people**

In March 2005 Fylde Borough Council ratified the findings and Action Plan of a cross cutting Best Value Review of Youth Provision in the Borough of Fylde.

One of the early actions arising from this work was the formulation of a multi agency group of officers and elected Members to deliver the programme of actions. This group required clear Terms of Reference. Subsequently, the Best Value Review team has met on a number of occasions to draft the proposed terms of reference which will be presented to the Council for consideration. This draft document sets out the proposed terms of reference, reporting mechanisms and constituent members of the multi agency development group.

#### **Membership**

Councillor John Longstaff, Executive Member for Youth Issues	Fylde Borough Council
Councillor Linda Nulty	Fylde Borough Council
Councillor Andrea Whittaker	Fylde Borough Council
Stuart Glover Sports Development Manager	Fylde Borough Council
Mandy Stott, Youth and Community Services Manager	LCC
Young people ( to be nominated)	St Annes Youth Council ?
John Cronin, Executive Director	Fylde Coast YMCA
To be nominated	Primary Care Trust
To be Nominated	Education providers
To be nominated	Housing provider

#### **Terms of Reference**

- ◆ To foster effective partnerships to develop inclusion and address the needs of vulnerable and/or 'at risk' young people.
- ◆ To act on good primary research and assess need through local, regional and national strategies.
- ◆ To maximise opportunity to participate in chosen formal or informal activity
- ◆ To work collectively towards the performance and delivery targets of partner agencies
- ◆ To investigate opportunities for provision of safe, warm meeting places for young people
- ◆ To widen access to information and opportunities to enable young people to make informed choices.
- ◆ To promote a positive image of young people

#### **Suggested Reporting Mechanism**

Adopted within the LSP structure as a theme group and reporting to the LSP Executive as appropriate. It is proposed that the Youth Development Group, due to its cross cutting nature, is adopted by the LSP as a direct reporting theme group rather than reporting through the existing theme groups as a sub groups. Progress on the Youth Action Plan would be reported via the LSP Manager through the Councils Community Outlook Forum, as part of a general report on the LSP, on a six monthly basis.

# REPORT

REPORT OF	MEETING	DATE	ITEM NO
OVERVIEW AND SCRUTINY BUSINESS UNIT	POLICY AND SERVICE REVIEW COMMUNITY FORUM	1 <sup>ST</sup> DECEMBER 2005	5

## CORPORATE OBJECTIVES

### Public/Exempt item

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

### Summary

The report seeks the views of members of the Policy and Service Review Community Forum on the appropriateness of the current Corporate Objectives and make any suggestions to strengthen them for the year ahead.

### Recommendation/s

1. For members to advise officers of any alterations to the current Corporate Objectives.

### Executive brief

The item falls within the following executive brief: Quality Services (Councillor John Coombes)

### Report

1. It has been roughly a year ago since the Policy and Service Review Community Forum undertook a similar exercise to scrutinise the Corporate Objectives and put forward any recommendations for change.



2. This year all members have been sent a brief questionnaire as attached at Appendix 'A' in order to help inform the Forum about the overall views of all members.
3. Using the feedback from members alongside debate it is hoped that members of the Forum can agree suitable Corporate Objectives for the forthcoming year.

IMPLICATIONS	
Finance	No further implications arising from the report
Legal	No further implications arising from the report
Community Safety	No further implications arising from the report
Human Rights and Equalities	No further implications arising from the report
Sustainability	No further implications arising from the report
Health & Safety and Risk Management	No further implications arising from the report

REPORT AUTHOR	TEL	DATE	DOC ID

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION

### **Attached documents**

Appendix 'A' – Questionnaire Submissions from Councillors



The Council's current Corporate Plan contains five key objectives. These are listed below:

1. Conserve, protect and enhance the quality of the Fylde natural and built **environment**.
2. Work with partners to help maintain **safe communities** in which individuals and businesses can thrive.
3. Stimulate strong **economic prosperity** and regeneration within a diverse and vibrant economic environment
4. Improve **access to good quality housing** and promote the **health, wellbeing and equality of opportunity** of all people in the Borough
5. Ensure we are **an efficient and effective council**.

1	Do you think the council's five corporate objectives are still relevant policy priorities for the Council to pursue in setting its budget for 2006/07 ?
	<ul style="list-style-type: none"> <li>• They are a broad spectrum and seem to follow in line with interests of Fylde – Issues were brought up during State of the Borough which fit these objectives as well.</li> <li>• Yes</li> <li>• May need fine tune?</li> <li>• Yes but we have only a dominating influence over one and five.</li> <li>• Yes</li> <li>• All except housing one which is unimportant</li> <li>• Yes</li> <li>• They are still relevant</li> </ul>
2	Would you wish to change any of the wording or the emphasis of any of the objectives ? If so, what would you suggest ?
	<ul style="list-style-type: none"> <li>• Quality of life issues are important and that includes the environment in which they live, the heritage, culture, etc, as well as the economic well being, and freedom from crime. We are trying to become a Classic Resort, so our objectives should include whatever promotes this.</li> <li>• No</li> <li>• May need to use words like responsible and caring along with effective and efficient <ul style="list-style-type: none"> <li>- ability to inspire whilst being sufficiently sensitive to individuals different motives.</li> <li>- maintain healthy and safe communities</li> <li>- maintain the traditional qualities unique to the Fylde coast</li> <li>- make people feel responsible by creating conditions were all feel a strong commitment toward achieving the overall objective.</li> </ul> </li> <li>FBC – a group of individuals offering varying skills - working collectively and effectively toward achieving the objective.</li> <li>• Effective Council – To work with Lancashire Locals to ensure a good link with our County Council Partner. Work closely with our adjoining councils</li> <li>• The quality of Fylde's Built and Natural environment – we currently ignore the built environment, delete 'within a diverse and</li> </ul>

	<p>vibrant economic environment (unless someone can explain what it really means)</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Instead of 'improve access...', should read, 'work with partner...'</li> <li>• No</li> <li>• No</li> </ul>
3	<p>Do you think any one or more of the objectives should take priority over the others ? If so, which one(s) ?</p>
	<ul style="list-style-type: none"> <li>• No, because environment, economy and conditions of day to day living and freedom from crime are all equally important to various people.</li> <li>• Equal importance</li> <li>• Environment is big issue - but need the right balance between: people - productivity and the natural environment</li> <li>• Environment and Improve access to good quality housing and promote the health, wellbeing and equality of opportunity of all people in the Borough</li> <li>• Economic should be 1<sup>st</sup>, Efficient and effective should be 2<sup>nd</sup></li> <li>• The third and fifth objective should take priority over the others</li> <li>• We as a Borough Council can probably do less to influence 'safe communities' and 'economic prosperity', therefore we should concentrate our efforts on 'environment', 'housing' and 'efficient and effective' where we can have the most effect.</li> </ul>

4	<p>How would you rate the importance of the five corporate objectives on the following scale (1 = low importance &amp; 10 = high importance. Please circle your chosen number).</p>
	<p>1. Conserve, protect and enhance the quality of the Fylde natural and built <b>environment</b>.</p> <p>1= 0 2= 0 3= 1 4= 0 5= 0 6= 0 7= 1 8= 3 9= 2 10= 2</p> <p>2. Work with partners to help maintain <b>safe communities</b> in which individuals and businesses can thrive.</p> <p>1=0 2=0 3=1 4=1 5=2 6=0 7=0 8=1 9=3 10=1</p> <p>3. Stimulate strong <b>economic prosperity</b> and regeneration within a diverse and vibrant economic environment</p> <p>1=0 2=0 3=0 4=0 5=2 6=0 7=0 8=3 9=2 10=2</p> <p>4. Improve <b>access to good quality housing</b> and promote the <b>health, wellbeing and equality of opportunity</b> of all people in the Borough</p> <p>1=0 2=0 3=1 4=1 5=0 6=0 7=3 8=2 9=0 10=2</p> <p>5. Ensure we are <b>an efficient and effective council</b>.</p> <p>1=0 2=0 3=0 4=0 5=1 6=0 7=0 8=4 9=0 10=4</p>

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
VICE-CHAIRMAN OF POLICY AND SERVICE REVIEW COMMUNITY FORUM	POLICY AND SERVICE REVIEW COMMUNITY FORUM	1 <sup>ST</sup> DECEMBER 2005	6

## CONSTITUTION OPTIONS

### Public/Exempt item

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

### Summary

To provide members with an update on the work undertaken in developing the Constitution.

### Recommendation/s

1. Members note the report and pass on any comments as they see fit.
2. Members to consider undertaking a piece of work into the detailed considerations of setting up Area Committees and how they will interact with other functions of the Council.

### Executive brief

The item falls within the following executive brief: Quality Services (Councillor John Coombes)

## **Report**

1. At the meeting of the Policy and Service Review Community Forum held on the 3<sup>rd</sup> of November 2005, it was agreed to undertake a piece of work looking at options contained within the Constitution for the possible move to a Leader and Cabinet model of governance.
2. The Terms of Reference for work to be undertaken on the Constitution was agreed as being, 'To consider the draft constitution and provide guidance on the underpinning principles of the constitution and detailed input on specific points as required and make recommendations for presentation to the Council at its special meeting scheduled for 19<sup>th</sup> December, together with an interim report on progress to the next meeting of the Forum'.
3. This report represents the interim report on progress made that the Forum requested. Attached at Appendix 'A' are the relevant parts of the Constitution where there were various options which required steer from elected members.

<b>IMPLICATIONS</b>	
Finance	There are no financial implications arising directly from the report.
Legal	Any alterations to the Constitution will require agreement by the Full Council.
Community Safety	There are no Community Safety implications arising directly from the report.
Human Rights and Equalities	There are no Human Rights and Equalities implications arising directly from the report.
Sustainability	There are no Sustainability implications arising directly from the report.
Health & Safety and Risk Management	There are no Health and Safety or Risk Management implications arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Oliver Shimell	01253 658423	18 <sup>th</sup> November 2005	Constitution Options Report

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
None	N/A	N/A

## **Attached documents**

**Constitution****Making Decisions (Page 8)****Section 1****Options**

It is possible for the constitution to set the number of executive members, subject to the statutory maximum and minimum. Not setting the number leaves numbers in the discretion of the leader or the council, depending on who is given the power to appoint members of the executive

**Option Chosen**

It was felt that the Leader should choose the numbers

**Reasoning**

The Leader would hold the ultimate responsibility for the performance of the Cabinet so should be allowed to decide on how many members are required to be in the Cabinet.

**Section 3.01      Citizens' rights (Page 13)****Section 2****Options**

The law only requires meetings of the executive to be held in public where key decisions are being made. The council can, in its constitution, stipulate that meetings will be held in public in the same way as committee meetings. The same applies to non-executive members of the council. They will only have the right to attend executive meetings if the constitution gives them that right.

**Option Chosen**

All meetings except of a confidential nature should be open to the public.

**Reasoning**

This supports the transparent nature that decision making should exhibit.



**Article 4.02 Functions of the full Council (Page 16)****Section 3**

The following functions can only be carried out by the Council:

- (a) adopting and changing the Constitution;
- (b) approving or adopting the [policy framework](#), the [budget](#) and any application to the Secretary of State in respect of any housing land transfer;
- (c) approving, for the purposes of public consultation in accordance with regulation 10 of the Town and Country Planning (Development Plans) (England) Regulations 1999, of draft proposals associated with the preparation of or alterations to, or the replacement of, a Development Plan;
- (d) approving development plan documents for submission to the secretary of state for independent examination under section 20 of the Planning and Compulsory Purchase Act 2004
- (e) subject to the urgency procedure contained in the [Budget and Policy Framework Procedure Rules](#) in Appendix 5 to this Constitution and to any delegation arrangements which the Council may have made under Section 101 of the Local Government Act 1972, making decisions about any matter in the discharge of an [executive function](#) which is covered by the policy framework or the budget in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget;
- (f) **appointing and removing the [Executive Leader](#)**;
- (g) establishing Committees of the Council, agreeing and/or amending their terms of reference and their composition and making appointments to or removing members from them;
- (h) adopting, amending or revoking a [Members' Allowances Scheme](#);
- (i) changing the name of the Borough or conferring the title of Honorary Alderman or the freedom of the Borough;
- (j) confirming the appointment of the [head of the Council's paid service](#);
- (k) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills (except where assigned to a Committee in [Appendix 2](#) to this Constitution);
- (l) All of the Council's functions relating to elections, as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000;
- (m) pursuant to an order under Section 70 of the Deregulation and Contracting Out Act 1994, granting or revoking an authorisation to any person to exercise a function to which that Section applies and which is the responsibility of the Council rather than of the [Executive](#);
- (n) receiving and considering and external audit reports including the annual management letter,
- (o) all other matters which, by law, must be reserved to the [full Council](#)

**Options**

It would be possible here to give the council power to appoint executive members. This is the essence of the difference between "strong leader" and "weak leader" constitutional models.

**Option Chosen**

The Leader should have the power to appoint executive members.

**Reasoning**

This would follow the strong leader model.

## Article 7.02 Form and Composition

### Section 4

The Executive is a Leader and Cabinet Executive as authorised by the [Local Government Act 2000](#). It consists of the Executive Leader together with a number of other Councillors appointed as members of the Executive **by the Executive Leader(1)**. The number of other Executive Members is decided by **the leader (2)** from time to time, but must be not less than two and not more than nine. The [Mayor](#) and the Deputy Mayor may not be Executive Members. A person may not be a member of the executive if he is also a member of a community forum.

#### Options

(1) It would be possible here to give the council power to appoint executive members. This is the essence of the difference between “strong leader” and “weak leader” constitutional models.

(2) Again, deciding on the number of executive functions could be done by the council rather than the leader

#### Option Chosen

Leader to choose who to appoint and how many

#### Reasoning

This follows the strong leader model.

## 7.03 Executive Leader (Page 21)

### Section 5

The Executive Leader is a Councillor who is elected to the position by an ordinary or extraordinary meeting of the council. The Executive Leader holds office until he or she:

- (a) resigns from office;
  - (b) is suspended from being a [Councillor](#) under Part III of the Local Government Act 2000; or
  - (c) ceases to be a Councillor;
  - (d) is removed from office by resolution of the Council,**
- whichever first occurs.

#### Option

This is a matter that needs consideration. In this model, the leader remains in post effectively for as long as his group have a majority and as long as his party support him. An alternative would be to appoint for a fixed term, possibly with the proviso that the term will end if the leader's group ceases to have a majority. The latter may prove unworkable if the council became hung.

**Option Chosen**

The Leader should be in office until removed by the full council

**Reasoning**

Common sense

**Article 7.04 Other Executive Members (Page 22)****Section 6**

**The leader** (1) appoints the other Executive Members. Every Executive Member holds office until:

- (a) he resigns from office;
- (b) he is suspended from being a Councillor under Part III of the Local Government Act 2000;
- (c) he ceases to be a Councillor;
- (d) **he is removed from office by the leader, who must give two days' written notice of any removal to the head of paid service; or(2)**
- (e) **the leader is removed from office by a resolution of the council (3)**

**Options**

(1) This could provide for other executive members to be appointed by the council. My personal view is that this would not be sensible.

(2) This could provide for other executive members to be appointed by the council. My personal view is that this would not be sensible.

3) This would be sensible if the other cabinet members are appointed by the Leader. Less so if the cabinet members are appointed by the council. In that case, a provision would be needed to allow the council to remove individual cabinet members. Other approaches are possible. For example, the cabinet members could be appointed by the Leader, but subject to removal by the council on a two-thirds majority. Come to think of it, you could give the leader a fixed term but allow him to be removed by a two-thirds majority. The permutations are endless!!

(4) Or the council, as applicable

**Option Chosen**

The Leader to appoint and the leader to remove Executive Members

**Reasoning**

Follows the strong Leader model

## Article 7.06 Responsibility for Functions

### Section 7

(1) The functions of the Executive do not all have to be discharged by the full Executive, meeting as a body. The [Executive Leader](#) may:

- (a) **exercise them himself (1)**; or
- (b) arrange for them to be discharged by:
  - i) the Executive;
  - ii) one or more other [Executive Members](#);
  - iii) Committees of the Executive;
  - iv) An [officer](#).

#### Options

(1) A “weak leader” model would presumably not give this power.

(2) This could be taken out. The result would be that only the executive or the Leader, not individual executive members could delegate to an officer.

#### Option Chosen

The Leader should choose which powers to delegate.

#### Reasoning

Follows the strong Leader model.

## Article 10.02 Form, Composition and Functions (Page 24)

### Section 8

(a) **Membership:** Area committees consist of all councillors from **the wards** in each area identified in 10.02 (b) below. Area committees may co-opt other people in the manner outlined **in Part 4B** of this constitution. However, only the borough councillors from the wards in that area may vote at area committee meetings.

(b) **Boundaries/Names.** The current boundaries and names of the area committees are as follows:

- **Lytham:** Areas comprised
- **St Annes:** Areas comprised
- **Northern parishes:** Areas comprised
- **Southern parishes:** Areas comprised
- **Kirkham & Wesham:** Areas comprised
- **Freckleton & Warton:** Areas comprised

(c) **Functions:** Area committees have the functions shown in Part 2B of this constitution, which includes those functions delegated to area committees by the Executive.

## Options

Do we want the area committees to be coterminous with ward or parish boundaries? This makes a difference at least in St Annes.

### Option Chosen

Six would appear to be the correct number but more research is required in the area.

### Reasoning

As above

## Part B: Council Functions which the Council has delegated to a Committee of the Council under Section 101 of the Local Government Act 1972 (Page 42)

**Area Committees - Powers to exercise the following functions within the area covered by the area Committee:**

### Section 9

#### Option

This is as per South Ribble, with the exception of highway matters, which I have taken out as we don't have an agency agreement. The detail of how the planning powers in particular would mesh with existing DC delegations would need to be worked out.

### Option Chosen

To give responsibilities as per the South Ribble system.

### Reasoning

The South Ribble system appears to work well

## Part D: Executive Functions which may be discharged by the Executive, individual Executive Members, or Committees of the Executive

### Section 9

The [executive arrangements](#) made by the Council also allocate the functions listed above in [Part D](#) above which are executive functions to the [Executive](#), in parallel to the [officers](#) designated. The purpose of this is to enable the Executive to exercise any of the functions if with regard to any particular matter:

- (a) the officer refers the matter to the Executive for it to discharge the function; or
- (b) the Executive thinks fit and so directs.

Normally, however, the officers concerned will discharge the functions allocated to them in Part C.

The persons or bodies who will discharge the other functions which are the responsibility of the Executive are determined by the Executive Leader and the Executive itself in accordance with their powers under Section 15 of the [Local Government Act 2000](#). The following determinations have been made:

**The Executive Leader has allocated to the Executive Cabinet power to make decisions in respect of all executive functions.**

### Options

This would be where any other delegation by the executive, for example to individual portfolio holders, would be made

#### Option Chosen

It should be upto the Leader to decide how to distribute Executive powers.

#### Reasoning

Follows the strong Leader model.

## 1 QUESTIONS FROM MEMBERS OF THE PUBLIC (PAGE 66)

### SECTION 10

The question must be answered at the meeting by a member of the [executive](#) nominated by the leader to answer it, **except that a member of the executive who is not a member of the same political group as the leader of the council may decline to answer.**

### Option

This was originally included to protect the position of opposition councillors who were on the executive committee as a result of the political balance rules. However, under an executive cabinet, opposition members will only be on the executive if they want to be. I would suggest that would be no justification for the protection given by this exception to continue

#### Option Chosen

Discontinue the exception

#### Reasoning

This would no longer be required under a Cabinet system as the Leader would be choosing members.

## 2 CONSIDERATION OF DRAFT PLANS AND STRATEGIES (PAGE 72)

### SECTION 11

2.1 In this Rule:

2.1.1 “plan or strategy” refers to a plan or strategy intended to form part of the budget or policy framework.

#### Options

This would be a new provision, and is based on the government’s model constitution. Effectively, it requires the Executive to reconsider draft plans and budgets in the light of the council’s views, and then requires the council to reconsider in the light of the Executive’s reconsidered views. The council has, of course, the final say on adopting such plans and budgets.

#### Option Chosen

This provision should be introduced.

#### Reasoning

The provision sets out clear procedural guidelines.

## 2. Consideration of Draft Plans and Strategies (Page 73)

### Section 12

2.2 Where the [Council](#) gives instructions in accordance with 16.3 above, it must specify a **period of at least five [working days](#)** beginning on the day after the date on which the Executive Leader receives the instructions on behalf of the Executive, within which the Executive Leader may –

2.2.1 submit a revision of the draft plan or strategy as amended by the Executive (the “revised draft plan strategy”), with the Executive’s reasons for any amendments made to the draft plan or strategy, to the Council for its consideration; or

2.2.2 inform the Council of any disagreement that the Executive has with any of the Council’s objections and the Executive’s reasons for any such disagreement.

#### Options

Wouldn’t it be simpler to specify a time of, say, fourteen days here?

#### Option Chosen

Keep the period of five working days

**Reasoning**

This ensures diligent work practices

**3 ELECTION OF CHAIRMAN OF COMMITTEE (PAGE 77)****Section 13**

3.1 The Council shall appoint a Chairman and Vice-Chairman for the year in respect of each Committee. **The Council may remove a chairman or vice-chairman at any time.**

3.2 In the absence from a meeting of the Chairman and Vice-Chairman the Committee must appoint a Chairman for that meeting.

A Sub-committee shall appoint a chairman and vice-chairman at its first meeting.

**Options**

This clarifies something that I think was implied before.

**Option Chosen**

Build in a set safeguard such as a Notice of Motion.

**Reasoning**

This allows a small window of time to properly consider the issue.

**4 - APPOINTMENT OF CHIEF EXECUTIVE AND EXECUTIVE DIRECTORS – FURTHER PROVISIONS (PAGE 80)****Section 14**

1.1 If at the time when an appointment of an officer is made under [Rule 3 or 4](#) there is no [Chief Executive](#) or the Chief Executive is absent or unable to act, the functions of the Chief Executive under this Rule shall be discharged by the officer who is for the time being appointed to act as the [Head of Paid Service](#) of the Council.

**Options**

This is a provision designed to make sure that the executive has a say in the appointment of the most senior officers by the council. So far as I know, it is not compulsory, so it could be removed if not thought helpful (except the final part).

**Option Chosen**

It is not necessary to keep this provision.



**Reasoning**

It is not helpful.

## **2 DISCIPLINARY ACTION – FURTHER PROVISIONS IN RESPECT OF THE CHIEF EXECUTIVE (HEAD OF PAID SERVICE) AND CHIEF OFFICERS(PAGE 82**

### **Section 15**

2.1 This Rule applies to the dismissal of the Chief Executive (or other officer designated as the [Head of the Paid Service](#)), Executive Directors, unit business managers or any other [Chief Officer](#) by a Committee, a Sub-committee or another officer on the Council's behalf.

2.2 Notice of the dismissal of the officer must not be given by the dismissing body or officer until: –

2.2.1 the body or officer has notified the [Chief Executive](#) of the name of the person whom the body or officer wishes to dismiss and any other particulars which the dismissing body or officer considers are relevant to the dismissal;

2.2.2 the Chief Executive has notified every member of the Executive of:

2.2.2.1 the name of the person whom the dismissing body or officer wishes to dismiss;

2.2.2.2 any other particulars relevant to the dismissal which the dismissing body or officer has notified to the Chief Executive; and

2.2.2.3 the period within which any objection to the dismissal is to be made by the [Executive Leader](#) on behalf of the Executive to the Chief Executive; and either

2.2.2.3.1 the Executive Leader has, within the period specified in the notice under 10.2.2.3, notified the dismissing body or officer that neither he or she nor any other [member of the Executive](#) has any objection to the dismissal;

2.2.2.3.2 the [Chief Executive](#) has notified the dismissing body or officer that no objection was received by him within that period from the [Executive Leader](#); or

2.2.2.3.3 the dismissing body or officer is satisfied that any objection received from the Executive Leader within that period is not material or is not well founded.

If at the time when a dismissal of an officer to which this Rule applies takes place there is no Chief Executive, the Chief Executive is absent or unable to act or the dismissal is of the Chief Executive, the functions of the Chief Executive under this Rule shall be discharged by the Deputy Chief Executive or any other officer who is for the time being appointed to act as the [Head of Paid Service](#) of the Council.

### **Options**

Again, this is a provision intended to ensure that senior officers cannot be dismissed by the council without taking into account the views of the executive. It could be taken out if not thought necessary

**Option Chosen**

Retain

**Reasoning**

It was felt this provision was necessary.

**1. THE BUDGET AND POLICY FRAMEWORK PROCESS****Section 16**

The process by which the Budgets and Policy Frameworks of the Council are to be developed and approved or adopted shall be as follows:

2.1 Any [member](#) of the Council may at any time put forward proposals to the Executive with regard to existing or future Budgets or Policy Frameworks or the development of policy for inclusion in a Policy Framework.

2.2 The Executive shall, as and when appropriate, draw up initial proposals in relation to any plan, strategy or budget that is intended to form part of the Council's Budget or Policy Framework. In drawing up such proposals, the Executive shall take into consideration any relevant proposals put forward by members of the Council under Rule 2.1 above.

2.3 When initial proposals have been drawn up by the Executive under Rule 2.2, the [Chief Executive](#) shall:

2.3.1 submit details of those initial proposals to the next meeting of each relevant [community forum](#); or

2.3.2 if there is no ordinary meeting of each relevant community forum due to be held within the following 2 weeks, send the details to the Chairman of that community forum.

The Chief Executive shall at the same time notify each relevant community forum or the Chairman of the date when the [Executive](#) will consider the initial proposals further. That date must be at least 2 weeks after the date on which the details are sent to a Community forum Chairman.

2.4 Where details of initial proposals of the Executive in relation to any plan, strategy or budget that is intended to form part of the Council's Budget or Policy Framework have been submitted to a Community forum under Rule 2.3, the community forum may, not later than the day before the Executive will consider those initial proposals further, formulate views or comments on them for consideration by the Executive.

2.5 A Chairman of a Community forum who has received details of initial proposals of the Executive under Rule 2.3 may require the Chief Executive to convene a meeting of the community forum and submit details of the proposals to the community forum in sufficient time for the community forum to be able to formulate views and comments for consideration by the Executive under Rule 2.4.

2.6 After taking into consideration any views or comments formulated by a relevant [Community forum](#) under Rule 2.4, the Executive will finalise its proposals and report them to the [Council](#) for its consideration. The report of the Executive to the Council shall contain a summary of any views or comments received from Community forums and any response the [Executive](#) may wish to make to them.

2.7 The Council will then consider the proposals of the Executive and may approve or adopt them, amend them, refer them back to the Executive for further consideration, or substitute its own proposals in their place.

But if the Council has any objection to the proposals of the Executive, it must, before amending, approving or adopting the proposals (with or without modification), take the [action](#) required by the Council Procedure Rules in that regard.

## Options

The budget and policy development process is crucial to the working of the authority. This is just one permutation. A wide variety of other approaches is possible. For example, a community forum can lead the process. Just about the only given is that the council must make the final decision. It may be most useful for the Forum considering the constitution to ask itself how it would like to see the budget and policy framework to be developed, and then to design the rules round that.

### Option Chosen

The Executive to lead the process but try and introduce a bottom up approach such as starting the process with the Area Committees.

### Reasoning

More useful information will be provided from a community level.

## 2. REVIEW OF WHETHER DECISIONS ARE OUTSIDE BUDGETS OR POLICY FRAMEWORKS (PAGE 159)

### Section 17

2.1. If the relevant [Community forum](#) believes that an [executive](#) decision or proposed executive decision is or would be not in accordance with the [Policy Framework](#) or contrary to or not wholly in accordance with the [Budget](#), it may call for a report from the [Monitoring Officer](#) or [Chief Finance Officer](#).

2.2. The officer shall then prepare the report, which shall in all cases be copied immediately to all members of the council.

**2.3. The Council shall meet to consider the matter within 21 days.**

2.4. At the meeting, the Council shall consider the report of the officer and may then either:

2.4.1. endorse a decision or proposal of the Executive or any other body or person on its behalf as falling within the existing [Budget](#) or [Policy Framework](#);

2.4.2. amend the Budget or Policy Framework so as to encompass the decision or proposal of the body or person and agree to the decision with immediate effect; or

if the Council accepts that the decision or proposal is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, and does not amend the existing Policy Framework or Budget to accommodate it, require the [Executive](#) to reconsider the matter in accordance with the advice of the officer.

## Options

In the model format the community forum and the executive have to consider the matter again before it gets to this stage. I think that Fylde's culture would prefer a reference to the council straight away, as in the current rules.

### Option Chosen

The Forums should refer the matter straight through to Full Council.

**Reasoning**

It misses out on a stage that is not needed.

Part C - Executive Procedure Rules( Page 160)

**1. HOW DOES THE EXECUTIVE OPERATE?****1.1. Who may make executive decisions?****Section 18**

The arrangements for the discharge of [executive functions](#) may be set out in the [executive arrangements](#) adopted by the Council. If they are not set out there, then the [leader](#) may decide how they are to be exercised. In either case, the arrangements or the leader may provide for executive functions to be discharged by:

- 1.1.1 the executive as a whole;
- 1.1.2 a committee of the executive;
- 1.1.3 an [individual member](#) of the executive;
- 1.1.4 an [officer](#);
- 1.1.5 an area committee;
- 1.1.6 [joint arrangements](#); or
- 1.1.7 [another](#) local authority.

**Options**

The Executive itself is responsible for adopting Executive Procedure Rules. So they cannot be adopted with the rest of the constitution and must wait for the executive.

**Option Chosen**

Remove Area Committees temporarily

**Reasoning**

Unsure as to how the Area Committees will operate

**1.2. Delegation by the leader (Page 161)****Section 19**

At the annual meeting of the Council, the [leader](#) will present to the Council a written record of delegations made by him/her for inclusion in the Councils scheme of delegation at [part D or E of appendix 2](#) to this Constitution, as appropriate. The document presented by the leader will contain the following information about [executive functions](#) in relation to the coming year:

- 1.2.1. the names of the people appointed to the [executive by the leader](#);
- 1.2.2. the extent of any authority delegated to executive members [individually](#), including details of any limitation on their authority;

- 1.2.3. the terms of reference and constitution of such executive committees as the leader appoints and the names of executive members appointed to them;
- 1.2.4. the nature and extent of any delegation of executive functions to area committees, any [other](#) authority or any [joint arrangements](#) and the names of those executive members appointed to any joint committee for the coming year; and
- 1.2.5. the nature and extent of any delegation to [officers](#) with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

### Options

If the Leader is given the responsibility to appoint executive members.

#### Option Chosen

No response

#### Reasoning

### 1.3. Sub-delegation of executive functions

#### Section 20

1.3.1. Where the [executive](#), a committee of the executive or an [individual member](#) of the executive is responsible for an [executive function](#), they may delegate further to an area committee, joint arrangements or an officer.

1.3.2. Unless the leader directs otherwise, if the [leader](#) delegates functions to the executive, then the executive may delegate further to a committee of the executive or to an officer.

1.3.3. Unless the leader directs otherwise, a committee of the executive to whom functions have been delegated by the leader may delegate further to an officer.

Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

### Options

It would be quite possible for the provisions to say the opposite, that is that there should be no sub-delegation

#### Option Chosen

The Leader should choose any level of sub-delegation.

#### Reasoning

Follows the strong Leader model.

## 2. HOW ARE THE EXECUTIVE MEETINGS CONDUCTED?

### 2.1. Who presides?

#### Section 21

The [leader](#) will **preside** at any meeting of the [executive](#) or its committees at which he/she is present, or may appoint another person to do so.

#### Options

This need not be the case. The constitution could require the executive to appoint someone to preside, for example

#### Option Chosen

Leader to preside over meetings.

#### Reasoning

Follows common route of meeting formats.

### 2.2. Who can put items on the executive agenda?

#### Section 22

2.2.1. The [leader](#) may put on the agenda of any executive meeting any matter which he wishes, whether or not authority has been delegated to the [executive](#), a committee of it or any [member](#) or [officer](#) in respect of that matter.

2.2.2. Any member of the executive may require an item to be placed on the agenda of the next available meeting of the executive for consideration.

2.2.3. There will be a standing item on the agenda of each meeting of the executive for matters referred by community forums. However there may only be up to three such items per executive meeting.

2.2.4. The [monitoring officer](#) and/or the [chief financial officer](#) may include an item for consideration on the agenda of an executive meeting and may require that a meeting be called in pursuance of their statutory duties. In other circumstances, where any two of the [head of paid service](#), chief financial officer and monitoring officer are of the opinion that a meeting of the executive needs to be called to make a decision about a matter, they may jointly include an item on the agenda of an executive meeting. If there is no meeting of the executive soon enough to deal with the issue in question, then the officers entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.

#### Options

This is a matter for local choice, and is crucial to the relationship between the executive and the council. Other variations could include the right for any council member to place items on the executive agenda, or could limit the placing of items on the agenda to the leader only.

**Option Chosen**

The Leader should decide on items to be on the agenda

**Reasoning**

Ensures items of wide public concern are concentrated on.

**1. RECOVERY AND CALL-IN (PAGE 178)****Section 23**

1.1. Call-in should only be used **where members of the appropriate community forum consider that a decision taken by the Executive does not represent the wishes of the majority of members of the council and ought to be reconsidered (1).**

8.2 Each executive decision will be publicised. This will include making it available at the main offices of the Council within four working days of being made, and should include publication on the council's web site. All [members](#) of the council will be sent notice of all such decisions within the same time scale.

8.3 **The notice may be sent by email unless the member concerned has specifically requested not to receive such notices by email.(2)** The notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of six working days after the publication of the decision, unless a community forum objects to it and calls it in.

8.4 During that period, the unit business manager (overview & scrutiny) shall recover a decision for scrutiny by the relevant community forum if so requested by any **ten (3)** members of the council, and shall then notify the decision-taker of the recovery of the decision. She shall arrange for a meeting of the relevant community forum to be called on such date as she may determine, where possible after consultation with the chairman of the forum, and in any case within ten days of her receipt of the request to recover the decision.

8.5 If a relevant community forum considers that the decision does not represent the wishes of the majority of members of the council and ought to be reconsidered, then it may refer it back to the **decision making person or body (4)**for reconsideration, setting out in writing the nature of its concerns, or refer the matter to full Council ("call-in" the decision).

8.6 If, following a request to recover a decision, the community forum does not meet in the period set out above, or does meet but does not call-in the decision, the decision shall take effect on the date of the community forum meeting, or the expiry of that further ten working day period, whichever is the earlier.

If the matter was referred to [full Council](#) and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective from the date of the council meeting. However, if the Council does object, it has no locus to make decisions in respect of an executive decision unless it is contrary to the [policy framework](#), or contrary to or not wholly consistent with the [budget](#). Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it.

Page:

17

(1) This would replace the previous requirement for the forum to be satisfied that the decision of the executive committee infringed one of the principles of decision-making in article 12.

Page: 17

(2) This is new. The previous version did not specify how the notice should be sent.

IncreasedPage: 17

from **five** in association with the change to 8.1

(3) An alternative would be for them to be allowed to send it back to the Executive, even where the decision was made by an individual Executive member, a committee of the Executive or an officer.

Page:

17

(4) Again, this could allow reference back to the full Executive, regardless of who made the decision.

### **Option Chosen**

It should require a higher number of Councillors to agree to call-in a decision but on a simpler reasoning basis.

### **Reasoning**

This will become a more user friendly system but with a higher number of Councillors ensuring that it is not used unwisely.



# REPORT



REPORT OF	MEETING	DATE	ITEM NO
CULTURAL SERVICES BUSINESS UNIT	POLICY AND SERVICE REVIEW COMMUNITY FORUM	1 <sup>ST</sup> DEC 2005	7

## TREES 4 FYLDE – BOROUGH TREE PLANTING SCHEME

### Public/Exempt item

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

### Summary

A programme of tree planting throughout the borough has been identified in the Council's Corporate Plan as a key objective for 2005/06 with a performance measure of an additional 0.2 hectares of woodland area planted within two years.

Following a request by the Policy and Service Review Community Forum the Cultural Services Manager, in consultation with Councillor Martin Taylor have investigated the implications and opportunities to engage in a tree planting programme both on council owned and private land. Furthermore, work has been done to investigate the feasibility of coppicing trees at a future date in order to supply council buildings with a renewable and environmentally friendly energy source. It is also anticipated that coppicing trees could be included as a key activity when developing a council's countryside recreation programme for the borough.

The principle of tree planting is largely divided into two distinct programmes, woodland planting and a front garden scheme. This report has looked at both issues and makes a number of proposals for the Performance Improvement Community Forum to consider.

### Recommendation/s

1. That the Policy and Service Review Community Forum recommends the proposed programme of tree planting to the Executive Committee in line with key action ENV2 in the council's Corporate Plan

2. That the Policy and Service Review Community Forum recommends further investigation into the feasibility of coppicing woodland in order to a) provide a renewable energy source for council buildings and b) to develop as a key activity in countryside recreation activities
3. That the Policy and Service Review Community Forum recommends the programme of a front garden tree planting scheme throughout the borough to the Executive Committee
4. That the Policy and Service Review Community Forum requests that appropriate funding for recommendations 1 and 3 is included in the council's draft budget for 2006/07 or alternative sources of funding are identified through the LSP.

### **Executive brief**

The item falls within the following executive brief[s]: Environment (Councillor Alfred Jealous).

### **Report**

1. The council has identified the need to increase the number of areas of woodland within the borough and to create a more natural environment within urban areas through promotion of a Front Garden Tree Planting Scheme

For every ton of new wood that grows, about 1.5 tons of CO<sup>2</sup> are removed from the air and 1.07 tons of oxygen are produced. Trees help to prevent soil erosion, act as effective screening softening harsh outlines of buildings and add to the value of the landscape. They also provide a living space for diverse wildlife species.

The Cultural Services Manager, in consultation with Councillor Martin Taylor, has investigated the options available and identified areas of council owned land that may be suitable to develop as new woodland areas. They have also investigated the viability of a Front Gardens Tree scheme. The details of their findings are outlined in this report.

The council has in its ownership a number of areas of open space throughout the borough. Although much of this open space has a specific role by either accommodating playgrounds, playing pitches or simply recreational space there are some areas which have a less defined role, if any at all. It is this land that has been considered for its suitability as potential new woodland. The full schedule of land, with acreage, is shown below:

SITE	SQUARE M	ACRES	HECTARES
HOPE STREET	2125.3	0.53	0.21
SOUTH PARK	4100.2	1.01	0.41
KING GEORGE V	5531.4	1.37	0.55
MORNINGTON ROAD	6547.6	1.62	0.65
RODNEY AVENUE	42 7863	1.94	0.79

LIMA ROAD	9087.2	2.25	0.91
FROBISHER DRIVE	9870.2	2.44	0.99
WILLIAM SEGAR	10047.8	2.48	1.00
CALDER CLOSE	12495	3.09	1.25
RAMSGATE ROAD	25420	6.28	2.54
WADDINGTON FIELD	29009.6	7.17	2.90
STREETSCENE LAND	37896.9	9.36	3.79
<b>TOTAL</b>	<b>159994.20</b>	<b>39.53</b>	<b>16.00</b>

Members may wish to indicate which land they would prefer to use for the creation of a renewable resource woodland. The availability of the land depends on any other identified uses for the land. To date, the Cultural Services Manager is not aware of any other proposed use for the land listed above.

The principle of woodland planting has several advantages. It provides a wide range of habitats for a diverse range of flora and fauna, encouraging breeding of rare species.

The possibility of harnessing the potential of woodland, through coppicing, has been raised. Coppicing can help to stimulate the development of these habitats by assisting the survival of plants requiring a good amount of light as well as those that can survive in the shade. Often these plants lie dormant in the shade until the coppicing takes place. The plants then grow, flower and seed creating diverse areas of woodland that are ideal to support many insects, butterflies and larvae. These in turn provide food for birds and mammals which thrive in the coppice.

As part of the council's joint working with Wyre Borough Council, officers are investigating the potential of increasing leisure in the Fylde countryside. Wyre BC is particularly experienced in countryside management. Under joint working Fylde is able to learn from Wyre in a range of countryside skills and practices including coppicing and woodland management. Wyre has already recognised the advantages of coppicing, primarily in developing coppice crafts and production of :

Hurdles/rustic fencing, wood turning and carving, walking sticks, rakes and besoms, charcoal and firewood, basket making, hedge stakes and tool handles.

These skills contribute to the countryside tourism product and consequently positively affect the rural economy.

In order to create 0.2 hectares, in line with the Corporate Plan performance indicator the council would have to plant 500 whips at 2m spacing. The whips would cost £1 each. With the additional costs for rabbit guards, labour and pesticide the 0.2 hectares could be planted for around £1800. There would be additional costs for ongoing maintenance.

Members may wish to note that there could potentially be alternative sources of funding for this initiative, through the LSP or the Community Projects Fund. This would require a community group, such as the Lytham St Annes Civic Society or one of the 'Friends' or 'In-Bloom' groups to make a bid for the required funding. This opportunity, if considered to be feasible, would require the council to contribute its preferred land as a contribution to the project.

**Coppicing** ( taken from the Wyre Borough Council website)

*A tree is coppiced by completely cutting through the stem of the tree at the base. This does not kill the tree but promotes vigorous regrowth of the stump or 'coppice stool' during the next growing season. The regrowth usually consists of several new stems which grow fast and straight. These are usually harvested when large enough by coppicing resulting in an ongoing supply of small timber.*

*Most broadleaved trees will coppice, although some are more successful than others. Popular coppicing species include hazel and willow.*

A further part of this work is to investigate the use of coppiced wood as an alternative source of energy. Wood crops have been used throughout the world as a sustainable and renewable energy source for the heating of buildings and facilities. The development of the council's new back office facility gives the council a rare opportunity to consider alternative energy sources at the outset.

The consultants working on the specification for the back office have been asked to assess the new back-office building against the BRE Environmental Assessment Method (BREEAM). This system is the recommended tool for measuring a building's performance against criteria including energy usage, thermal insulation and its sustainability.

The benefits of this approach are:

1. Valuable and recognised benchmark by which the building (and the Council) can be judged
2. Reflect existing and future legislation
3. Buildings future marketability

The Accommodation project group will be making decisions in due course on the specification of the new back-office building.

Wood fuel has several environmental advantages over fossil fuel. It is a renewable resource and the amount of carbon dioxide (CO<sup>2</sup>) emitted during the burning process is typically 90% less than fossil fuel. Wood fuel contains minimal amounts of sulphur and heavy metals. It is not threat to acid rain pollution, and particulate emissions are controllable.

Wood is usually significantly less expensive than fossil fuels although the additional cost of transportation, coppicing and storage must be taken into consideration. It is also true that the initial cost of installing a suitable boiler would be 1.5 to 4 times more expensive than for fossil fuel. It is likely that provision would need to be made for a dual fuel system to ensure continuity of fuel provision.

The use of this wood in order to provide a supply of fuel for the council back office presents its own challenges. Initial comparisons with school sites has shown that the back office site might require as much as 40 tonnes of wood every fortnight.

There are many questions that still require research before the answers are known. For instance: Can we generate this amount of wood? Who would harvest the wood?, How would it be transported? How do we feed the boiler? What are the cost implications?

### **Fylde Front Garden Trees Scheme**

The basic principle of this scheme is to provide young trees to suitable households in the borough for planting in their front gardens. The object is to improve the urban streetscene by introducing more trees. A similar scheme was undertaken a number of years ago. This was partly successful although valuable lessons were learned to allow us to improve the scheme. For instance, feedback from applicants tells us that they would prefer a more established tree rather than the saplings that were available.

The Front Garden scheme would rely on funding being made available in the 2006/07 budget although officers are currently investigating the possibility of sponsorship or grant assistance.

The cost of providing trees is variable, depending on how large the trees are and the number provided. It would be reasonable to budget around £10 - £15 per tree which would allow an established tree of 2 – 2.5 metres to be provided for the householder to plant. It is suggested that either an initial sum of £1000 is budgeted in 2006/2007 and the programme monitored throughout the year to determine future take up. Alternatively there is an opportunity to submit a bid to the LSP Environmental Enhancement Group to financially support this initiative.

<b>IMPLICATIONS</b>	
Finance	This initiative requires funding to be included in the 2006/07 revenue budget
Legal	No further implications identified
Community Safety	Nor further implications identified
Human Rights and Equalities	No further implications identified
Sustainability	No further implications identified
Health & Safety and Risk	Planting of trees on Council land may require us to undertake an underground survey of the land to ensure that

Management	<p>the trees will not adversely interfere with underground services i.e. sewage pipes, utility pipes etc.</p> <p>Any householder scheme would have to take into account the suitability of the trees being offered to residents as far as interference with sewage pipes, foundations etc.. Consideration should also be given to the impact on adjacent public pavement areas at times of leaf shedding.</p>
------------	---

REPORT AUTHOR	TEL	DATE	DOC ID
Paul Norris	(01253) 658440	18 <sup>th</sup> Nov 2005	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
None		Council office or website address

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
CHAIRMAN OF THE POLICY AND SERVICE REVIEW COMMUNITY FORUM	POLICY AND SERVICE REVIEW COMMUNITY FORUM	1 <sup>ST</sup> DECEMBER 2005	8

## VERBAL UPDATE ON THE PUBLIC CONVENIENCE TASK AND FINISH GROUP

### Public/Exempt item

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

### Summary

The verbal report will inform members of the committee on the progress made of the Public Convenience Task and Finish Group.

### Recommendation/s

1. Members note the report and put forward any comments as they see necessary.

### Executive brief

The item falls within the following executive brief: Quality Services (Councillor John Coombes)

### Report

1. Verbal Report will be given at the meeting.

IMPLICATIONS	
Finance	There is likely to be financial implications arising from the work of the Public Convenience Task and Finish Group.
Legal	There is no statutory requirement to provide public conveniences.
Community Safety	No further implications arising from the report.
Human Rights and Equalities	No further implications arising from the report.
Sustainability	No further implications arising from the report.
Health & Safety and Risk Management	No further implications arising from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Oliver Shimell	01253 658423	22 November 2005	Verbal Update on Public Convenience Task and Finish Group Work

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
None	N/A	N/A

### Attached documents

None