



Agenda

Council

Date:	Monday, 15 February 2021 at 7:00 pm
Venue:	Remote Meeting Via Zoom
	<p>Mayor : Councillor Angela Jacques Deputy Mayor : Councillor Richard Redcliffe</p> <p>Leader : Councillor Karen Buckley Deputy Leader : Councillor Roger Small</p> <p>Councillors Ben Aitken, Frank Andrews, Peter Anthony, Tim Armit, Mark Bamforth, Brenda Blackshaw, Paula Brearley, Julie Brickles, Alan Clayton, Delma Collins, Peter Collins, Chris Dixon, Sue Fazackerley MBE, Trevor Fiddler, Ellie Gaunt, Brian Gill, Shirley Green, Noreen Griffiths, Peter Hardy, Will Harris, Gavin Harrison, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, John Kirkham, Matthew Lee, Cheryl Little, Roger Lloyd, Michelle Morris, Kiran Mulholland, Ed Nash, Sally Nash-Walker, Jayne Nixon, Linda Nulty, Liz Oades, David O'Rourke, Bobby Rigby, Michael Sayward, Vince Settle, Elaine Silverwood, John Singleton JP, Heather Speak, Ray Thomas, Tommy Threlfall, Stan Trudgill, Viv Willder, Michael Withers.</p>

PLEASE NOTE:

This meeting is being held remotely via Zoom and will be live streamed.

For public access to observe the meeting please use the link below.

[https://youtu.be/ 7 -LN9QrKk](https://youtu.be/7-LN9QrKk)

	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 7 December 2020 as a correct record.	1
	ANNOUNCEMENTS:	
3	Mayor's Announcements	1
4	Chief Executive's Communications	1
	REPRESENTATIONS:	

5	Questions from Members of the Council	3
6	Questions from Members of the Public For procedure to ask a question at a Council meeting see Public Speaking at Council Meetings .	4
	DECISION ITEMS:	
7	Financial Forecast Update 2020/21 to 2024/25 (Position as at January 2021)	5 - 18
8	Appointment of Independent Persons	19 - 21
9	Corporate Plan 2020-2024 Prioritisation and Delivery	22 - 32
10	The Annual Pay Policy Statement 2021	33 - 40

Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	15 FEBRUARY 2021	5
QUESTIONS FROM MEMBERS OF THE COUNCIL			

PUBLIC ITEM

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

SUMMARY

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

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

Any questions will be heard during the Council meeting on 15 February 2021 and a response will be given by the Leader of the Council or any other member nominated by her.

REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	15 FEBRUARY 2021	6
QUESTIONS FROM MEMBERS OF THE PUBLIC			

PUBLIC ITEM

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

SUMMARY

As outlined in Article 15 – Public Speaking at meetings of the Council and its Committees any resident of the Councils district may, subject to various provisions of the article, ask a question at an ordinary meeting of the council.

No questions have been received from members of the public before the requisite deadline, as outlined in Article 15, before the statutory deadline for publication of the agenda.

If any questions are received before the constitutional deadline, which is, for the purpose of this meeting, 4.30pm on Tuesday 9 February 2021, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 15 February 2021 and a response will be given by the Leader of the Council or any other member nominated by her.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	15 FEBRUARY 2021	7
FINANCIAL FORECAST UPDATE 2020/21 TO 2024/25 (POSITION AS AT JANUARY 2021)			

PUBLIC ITEM

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

SUMMARY

This report provides Members with an update of the financial forecast for the five years 2020/21 to 2024/25. The main purpose of this update is to reflect the impact of the provisional 2021/22 Local Government Finance Settlement, details of which were announced on 17th December 2020.

The government has announced that it is to delay the implementation of the Fair Funding Review from the revised scheduled implementation date of April 2021. Similarly, the planned reform of the Business Rates system from April 2021 will also now be delayed. Consequently, the finance settlement for 2021/22 is a single-year only settlement.

The continuation of the option for a Lancashire-wide Business Rates Pool was confirmed for 2021/22 as part of the Settlement announcement, with all existing pool members in Lancashire opting to remain in the pool for 2021/22.

As part of the settlement it was confirmed that the government will consult on reforms to the New Homes Bonus scheme, with a view to implementing reform in 2022/23. Given that New Homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding. For 2021/22 the settlement confirmed a single year New Homes Bonus grant allocation for 2021/22, along with the legacy payments from earlier years. The updated provisional New Homes Bonus grant for 2021/22 is shown within the summary at Appendix E to this report.

Estimations of central government funding beyond 2021/22 are therefore extremely difficult to make until the outcome of the funding reviews are known. The Financial Forecast will be updated for 2022/23 onwards as and when there is greater clarity regarding the central government funding regime.

Additional grants were also announced for 2021/22 as part of the Settlement which for Fylde Council were in the sums of £378,808 (Lower Tier Services Grant - a one off un-ringfenced grant to maintain the current assumed level of Core Spending Power); £392,070 (a further un-ringfenced Covid support grant to manage immediate and long term aspects of the pandemic); £130,482 (an un-ringfenced grant to meet the anticipated additional costs of providing Local Council Tax support in 2021/22); and, in addition to these specific grants, it was announced that there would also be an extension of the Sales, Fees and Charges Compensation Scheme to include the first quarter of 2021/22.

The settlement also included a guarantee from central government to compensate local authorities

for 75% of irrecoverable business rates and council tax lost income for 2020/21.

These grants and compensation schemes are in addition to the various Covid 19 support grants that were detailed in the update to the Financial Forecast presented to Council in December 2020.

Furthermore, in late November 2020 the Council was notified of a further grant allocation in the sum of £888,580 from the Contain Outbreak Management Fund which provides funding to local authorities in England to help reduce the spread of coronavirus and support local public health. There are a range of types of activity that may be undertaken using this funding including test, trace and contain activity in order to reduce the spread of coronavirus in your area, support for the local economy and public health. Some of this funding has already been directed towards activities such as supporting delivery of the track and trace scheme and options as to the use of the remaining funds are being considered.

The full impact of the income losses and additional costs that the Council will have suffered as a consequence of the covid pandemic, together with the extent to which the various grant and compensation schemes have gone in off-setting those losses and additional costs, will not be known until the conclusion of the 2020/21 financial year or until the current situation has passed.

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

RECOMMENDATION

The Finance and Democracy Committee considered this update to the Financial Forecast at the meeting of 25th January 2021.

In accordance with those deliberations it is recommended:

1. That the Council approves this updated financial forecast; and
2. That the Council notes that following the confirmation of the amount of New Homes Bonus grant to be received for 2021/22, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £58,049 in accordance with the decision of the Finance and Democracy Committee on this matter at the meeting of 23rd November 2020.

SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2020/21 at the meeting of 4th March 2020. This report provides Members with a further update to the financial forecast following the position that was considered by the Council in December 2020.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. PURPOSE OF THE FINANCIAL FORECAST UPDATE

- 1.1 This report updates the financial forecast which was presented to the Council in December 2020. Attached at Appendix A is the financial forecast position reported to Members at that time. Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C sets out the latest changes and Appendix D sets out the supporting narrative to the latest changes. **Appendix E details the latest updated forecast position.**
- 1.2 The forecast has been updated to reflect the impact of the 2021/22 Local Government Finance Settlement, announced on 17th December 2020.
- 1.3 This latest financial forecast update is designed to:
- Present an updated five-year financial forecast for revenue and capital spending following the announcement of the Local Government Finance Settlement in December 2020;
 - Review and update the currently identified risks and opportunities;
 - Alert Members to any new specific risks and opportunities;
 - Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
 - Provide a basis on which Members can begin to make future spending decisions.

2. THE CAPITAL PROGRAMME

- 2.1 The in-year position on the Capital Programme, along with the associated financial risks, was reported at the November cycle of programme committee meetings.
- 2.2 Any future capital financing issues facing the Council will be addressed as part of the Council's budget proposals for 2021/22 which will be published in mid-February 2021.

3. KEY CHANGES TO THE GENERAL FUND REVENUE BUDGET FORECAST

- 3.1 Many of the financial risks as set out in the Financial Forecast update considered by Council in December 2020 remain. The changes to the General Fund Revenue Forecast are those arising from the Local Government Finance Settlement, together with some further in-year revenue budget changes. These are detailed below:

The 2021/22 Local Government Finance Settlement

The main document detailing the Local Government Finance Settlement is entitled 'Provisional local government finance settlement: England, 2021 to 2022'. Full details of the settlement can be found at the following link:

[Provisional-local-government-finance-settlement-england-2021-to-2022](#)

The key points arising from the Finance Settlement for Fylde Council are:

a) Delays to the Fair Funding Review and the Reform of the Business Rates System

Earlier this year, the government announced that it would delay the implementation of the Fair Funding Review from the revised scheduled implementation date of April 2021. Similarly the planned reform of the Business Rates system from April 2021 will also now be delayed. Consequently the finance settlement for 2021/22 is a single-year only settlement.

b) Confirmation of acceptance of the bid by Lancashire authorities to continue to operate a Business Rate Pooling arrangement for 2021/22

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2021/22, subject to no single member of the pool exercising their right to withdraw from the pool within 28 days of the Finance Settlement announcement (as per the terms of the pooling arrangement) which would cause the pool to end. It is not expected that any member of the Lancashire Business Rates pool will exercise this option for 2021/22. The latest in-year monitoring and future modelling suggest that continued participation in a Lancashire Business Rate Pool for 2021/22 would be of financial benefit to Fylde Council, as it has been since participation in the pool commenced.

c) Confirmation of a single year New Homes Bonus allocation in 2021/22 and a future review of the scheme

The provisional settlement confirms that a review of the New Homes Bonus scheme will be undertaken during the next financial year and that the 2021/22 grant allocation is for one year only (as it was for 2020/21) and not an annual allocation for a four year period as was the case for earlier years.

Given that New homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding.

The forecast of New Homes Bonus income for 2021/22 has been updated in line with the provisional allocation announced in the settlement. In respect of all other years, due to the uncertainty surrounding future funding levels the estimated amounts for 2022/23 onwards are in line with the forecast as approved by Council in March 2020.

d) Confirmation of further Government Grants for 2021/22

Additional grants were also announced for 2021/22 as part of the settlement which for Fylde Council were in the sums of £378,808 (Lower Tier Services Grant - a one off un-ringfenced grant to maintain the current assumed level of Core Spending Power); £392,070 (a further un-ringfenced Covid support grant to manage immediate and long term aspects of the pandemic); £130,482 (an un ringfenced grant to meet the anticipated additional costs of providing Local Council Tax support in 2021/22); and, in addition to these specific grants, it was announced that there would also be an extension of the Sales, Fees and Charges Compensation Scheme to include the first quarter of 2021/22.

These additional grants have been reflected in the summary at Appendix E to this report.

In relation to the Lower Tier Services Grant, the term 'Core Spending Power' is the measure used by the government of the total financial resources available to local authorities to fund service delivery. The purpose of this grant is to ensure that a local authority does not suffer a reduction in resources for 2021/22, as compared to 2020/21, on the assumption that Council Tax is increased to the maximum level for 2021/22 without the requirement for a local referendum (for 2021/22 that being an increase for Fylde of a maximum of £5.00 for a Band D property, equivalent to 2.5%).

The settlement also included a guarantee from central government to compensate local authorities for 75% of irrecoverable business rates and council tax lost income for 2020/21.

These grants and compensation schemes are in addition to the various covid 19 support grants that were detailed in the update to the Financial Forecast presented to Council in December 2020.

Furthermore, in late November 2020 the Council was notified of a further grant allocation in the sum of £888,580 from the Contain Outbreak Management Fund which provides funding to local authorities in England to help reduce the spread of coronavirus and support local public health. There are a range of types of activity that may be undertaken using this funding including test, trace and contain activity in order to reduce the spread of coronavirus in your area support for the local economy and public health. Some of this funding has already been directed towards activities such as supporting delivery of the track and trace scheme and options as to the use of the remaining funds are being considered.

The full impact of the income losses and additional costs that the council will have suffered as a consequence of the covid pandemic, together with the extent to which the various grant and compensation schemes have gone in off-setting those losses and additional costs, will not be known until the conclusion of the 2020/21 financial year or until the current situation has passed.

e) Confirmation of the 2021/22 General Council Tax Referendum Principles

As part of the 2021/22 Finance Settlement the government announced the general council tax referendum principles (the upper limit on the year-on-year increase that can be applied without the requirement for prior approval through a local referendum) as the higher of a 1.99% increase or an increase of £5.00 (as was the case for 2020/21).

(An increase of £5.00 for a Band D property in Fylde for 2021/22 would equate to a percentage increase of around 2.5%).

Referendum principles will not be extended to town and parish councils for 2021/22 but could be applied to these councils in future years.

f) Employee Costs

The majority of the total employee costs of the council are driven by the national pay agreement for Local Government and the agreed 2020/21 pay award is reflected in the updated Financial Forecast.

As part of the Spending Review it was announced that public sector pay would not be increased in 2021/22. However, as the pay award will need to be approved by the national pay awarding bodies prior to being decided for 2021/22, a pay freeze has not been reflected in the revised Financial Forecast at this stage, pending the outcome of those negotiations which will take place during 2021.

Other Revenue Budget Adjustments

g) New Homes Bonus Distribution to Town and Parish Councils

The Finance and Democracy Committee meeting of 23rd November 2020 approved the provisional continuation of the scheme for the distribution of a portion of the New Homes Bonus Grant income to town and parish Councils, dependent upon confirmation of the level of New Homes Bonus grant to be received by Fylde council for 2021/22. Following the confirmation of the amount of New Homes Bonus grant as part of the 2021/22 financial Settlement, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £58,049 in line with the recommendation from the committee. The financial consequence of this decision is contained within the summary Financial Forecast at Appendix E to this report and individual allocations to Town and Parish Councils are shown at Appendix F.

h) Other budget adjustments

A limited number of further budget adjustments have been made to this updated financial forecast following a further budget-rightsizing review undertaken since the forecast was last updated. These are included within the variance analysis at Appendix C to this report and an explanation of each is provided at Appendix D. Council Tax income projections have also been updated from the November financial forecast to reflect the actual Council Tax base information for 2021/22 which was finalised in December 2020.

3.2 Other Continuing Financial Risks

Many of the other financial risks that were detailed within the previous Financial Forecast Update that was presented to the Finance and Democracy Committee meeting of 23rd November and Council on 7th December 2020 remain. These are:

- **Future Central Government Funding Reductions**
- **Announcement of a 'Fair Funding Review'**
- **Retained Business Rates**
- **Borrowing Costs Assumptions**
- **Reduction in Housing Benefit Administration Grant**
- **Universal Credit**
- **Grounds Maintenance (External Contracts)**
- **The Living Wage**
- **Community Infrastructure Levy (CIL)**

Full details of each of these can be found within the November 2020 Financial Forecast report via the following link: www.fylde.gov.uk/

4. CONCLUSIONS

- 4.1 The 2021/22 Local Government Financial Settlement has not fundamentally changed the general financial standing of Fylde Council. The additional grants detailed in paragraph 3.1 (d) are to be welcomed as they improve the financial position of the Council and its ability to deal with the impacts of the pandemic. There remains (as reported in the December 2020 Financial Forecast update to Council) a projected surplus for 2020/21 and 2021/22 followed by a period of uncertainty as the national framework for the financing of local government will be subject to review.
- 4.2 The confirmation of the continuation of a Business Rates Pool amongst Lancashire authorities is welcomed. Developments with regard to future proposals (the implementation of a 'Fair Funding Review' encompassing a possible re-assessment of relative need within local government generally) will be followed closely and any implications reported within future Financial Forecast updates when known.
- 4.3 The impact of the Covid-19 restriction measures on the financial position of the Council for 2020/21, and possibly beyond 2020/21, were detailed within the Financial Forecast Update presented to the Council in December 2020. These impacts, together with the potential for future reductions in central government funding and uncertainties around the level of retained business rates from 2021/22 onwards, require that in order to maintain the current financial position and be able to deliver on the Corporate Plan priorities the Council needs to continue with the approach to delivering savings and efficiencies and maximising income which have helped deliver balanced budgets over recent years. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save

money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.

- 4.4 Although it is clear that further uncertainty lies ahead, **the finances of the Council remain robust and the reserves and balances are at healthy levels as compared to earlier periods.** Furthermore, Fylde Council has a past record of taking actions in order to meet and overcome financial challenges as they arise. The Council will continue to seek opportunities to maintain a robust financial position in the face of a changing financial environment. This approach will ensure that the Council continues to achieve and sustain a balanced budget position on an ongoing basis and is able to deliver the priorities set out in the Corporate Plan.
- 4.5 The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available.

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

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue Chief Financial Officer	01253 658566	January 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2019/20 – 2023/24	Budget Council meeting 4 th March 2020	www.fylde.gov.uk
MTFS – Outturn Position For 2019/20 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 28 th July 2020	www.fylde.gov.uk
Revenue Budget Monitoring Report 2020/21 – to 30 th September 2020	Finance and Democracy Committee meeting 23 rd November 2020	www.fylde.gov.uk
Capital Programme Monitoring Report 2020/21 – to 30 th September 2020	Finance and Democracy Committee meeting 23 rd November 2020	www.fylde.gov.uk
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2020/21 – 2024/25	Finance and Democracy Committee meeting 23 rd November 2020	www.fylde.gov.uk

Attached documents

1. Appendix A - Forecast approved at Council on 4th March 2020
2. Appendix B - Schedule of general assumptions underpinning the forecast
3. Appendix C - Schedule of changes to the forecast
4. Appendix D - Explanation of changes to the forecast
5. Appendix E - Updated latest forecast position
6. Appendix F - New Homes Bonus Grant Allocations to Town & Parish Councils 2021/22

General Fund Budget Forecast 2020/21 to 2024/25 - 7th December 2020

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Adverse / Favourable
Forecast approved at Council on 4th March 2020	10,450	10,652	10,869	11,394	11,394	
Forecast Changes - per Appendix Ci of December 2020 MTFS report	396	190	242	311	614	
Forecast Changes - per Appendix Cii of December 2020 MTFS report	- 143	2	2	2	2	
Forecast Budget Requirement	10,703	10,844	11,113	11,707	12,010	
Financed by:						
<u>Council Tax Funding:</u>						
Council Tax - Precept	6,456	6,660	6,869	7,084	7,306	
Council Tax - Share of Previous Years Surplus/(Deficit)	109					
Sub Total - Council Tax Income	6,565	6,660	6,869	7,084	7,306	
<u>Business Rates Funding:</u>						
Retained Rates (including pooling benefit)	3,767	4,359	2,600	2,600	2,600	
Sub Total - Business Rates Income	3,767	4,359	2,600	2,600	2,600	
New Homes Bonus	1,822	1,136	1,136	1,136	1,136	
Less - NHB distribution to Town & Parish Councils	- 76					
Sub Total - Other Income	1,746	1,136	1,136	1,136	1,136	
Forecast Financing	12,078	12,155	10,605	10,820	11,042	
Forecast surplus(-)/deficit for year	- 1,375	- 1,311	508	887	968	
<u>Reserves</u>						
Forecast surplus/deficit (-) for year from above:	1,375	1,311	- 508	- 887	- 968	
Less: Proposed Transfer to Capital Investment Reserve	- 1,375	- 1,311				
Balance of surplus/deficit(-) remaining:	0	0	- 508	- 887	- 968	
Balance of General Fund Reserves b/f	4,272	4,272	4,272	3,764	2,877	
Less transfer to/from(-) General Fund Reserves in year			- 508	- 887	- 968	
Forecast Reserves at Year End	4,272	4,272	3,764	2,877	1,909	
Band D Council Tax (Excl Parish Precepts)	£210.71	£214.91	£219.19	£223.56	£228.02	
Band D Average Council Tax Increase	£4.11	£4.20	£4.28	£4.37	£4.46	
Band D Average Council Tax Increase	1.99%	1.99%	1.99%	1.99%	1.99%	

General Assumptions

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

- General Prices Inflation – a freeze or cash-limiting of all general revenue expenditure budgets with the exception of payroll budgets;
- Slippage - underspend items from 2019/20 agreed by the Finance and Democracy Committee in July 2020 have been slipped into 2020/21;
- Pay award - assumed to be 2.75% per annum for 2020/21 and each year thereafter;
- Employers Pension Contributions – the Council's contribution to the Lancashire pension fund scheme is set in accordance with the estimated outcome of the 2016 Triennial Pension Review at 15.2% plus 9% deficit recovery lump sum payment for the period to 2019/20; any amendments resulting from the final review will be reflected in later updates to the Financial Forecast;
- Employer's National Insurance contributions – the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme;
- Council tax increases – assumed at 1.99% increase per annum from 2021/22 onwards;
- New Homes Bonus Grant – the forecast for 2021/22 currently assumes a reduced level of New Homes Bonus based upon a further single year allocation for 2021/22, together with the legacy payments from earlier year as previously notified.
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2020. For future years budget-holders have reviewed fee levels as appropriate and any proposed changes to fees & charges will be considered at the Budget Council in March 2021 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2020/21 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no cost to the Council from 2020/21 onwards.

Appendix C

Forecast changes since December 2020 Council meeting

	2020/21	2021/22	2022/23	2023/24	2024/25	
	£000	£000	£000	£000	£000	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
1 CHANGES AS A RESULT OF MEMBER APPROVALS:						
St.Annes Town Centre commissioning of vision/strategy funded by Funding Volatility Reserve - F&D Committee - 28/09/20	150	0	0	0	0	ADVERSE
Additional resource to support Town Centres/Blackpool Enterprise Zone funded by the Funding Volatility Reserve - F&D Committee - 23/11/20	30	121	97	73	0	ADVERSE
St.Annes Foreshore sand extraction development studies & regulatory applications funded by the Funding Volatility Reserve - F&D Committee - 23/11/20	70	162	0	0	0	ADVERSE
COVID-19 Council Tax Hardship Fund - F&D Committee - 23/11/20	50	0	0	0	0	ADVERSE
2 BUDGET RIGHTSIZING EXERCISE:						
Revenue impact of budget right-sizing across all budget areas of the Council	-89	-103	-113	-12	-103	FAVOURABLE
3 UPDATED ESTIMATES OF INCOME BUDGETS:						
Planning applications - reduction in fee income	75	0	0	0	0	ADVERSE
Fairhaven Game site - reduction in fee income	12	0	0	0	0	ADVERSE
Car Parking - reduction in fee income	75	0	0	0	0	ADVERSE
Car Parking Enforcement - reduction in fee income	5	0	0	0	0	ADVERSE
Cemetery & Crematorium - reduction in fee income (interment & cremations)	55	0	0	0	0	ADVERSE
Land Charges - additional fee income	-10	0	0	0	0	FAVOURABLE
Public Conveniences - additional fee income	-8	0	0	0	0	FAVOURABLE
Government Compensatory Grant for Sales, Fees and Charges Income (Estimated)	-145	0	0	0	0	FAVOURABLE
Disabled Facilities Grant - additional fee income	-20	0	0	0	0	FAVOURABLE
Rental Income - Adjustment based on Actuals and Lockdown 2 & 3 Subsidies / Relief	24	0	0	0	0	ADVERSE
Covid-19 Grant Income - Additional New Burdens - Grant Administration Funding	-58	0	0	0	0	FAVOURABLE
Covid-19 Grant Income - Support & Recovery Grant	0	-392	0	0	0	FAVOURABLE
4 OTHER FORECAST CHANGES						
Housing Benefits - Additional Subsidy income	-50	0	0	0	0	FAVOURABLE
Housing Benefits - Additional Discretionary Housing Payments Grant income	-100	0	0	0	0	FAVOURABLE
Cemetery & Crematorium - implementation of covid safety measures	52	0	0	0	0	ADVERSE
Neighbourhood Plan re-phasing of referendum costs to 2021.22	-26	26	0	0	0	NEUTRAL
TOTAL	92	-186	-16	61	-103	

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

(1) Changes as a Result of Member Approvals

The forecast that was approved at the Council meeting in March 2020 has been updated to reflect the financial impact of Member decisions made since then.

(2) Impact of budget-right-sizing exercise across all budget areas of the Council

Each year officers carry out a series of budget right-sizing exercises focussing on a review of budget variations across all budget areas. This latest exercise has yielded a level of favourable adjustments which have been reflected in the revised forecast.

(3) Updated income forecasts

The forecast has been updated to reflect revised income expectations arising from a number of budget areas following a review of income budgets in consultation with budget-holders. The main reason for a number of the variances is the impact of the covid restriction measures, which have resulted in a reduction in the level of fee income across numerous service areas including planning application fee income, games site income and car park fee income. The losses are partially offset by a compensatory grant from central government which equates to 71.25% of losses suffered.

Further government covid grants have been announced in the form of an additional New Burdens Grant for 2020/21 relating to the costs of administration of the various Business Support Grant schemes, and a covid-19 'Support & Recovery Grant' 2021/22. Plans as to the most effective use of the remaining covid grants are being developed and will be reflected in future updates to the Financial Forecast.

(4) Other Forecast Changes:

Housing Benefits - Additional Subsidy and Additional Discretionary Housing Payments Grant income

An updated assessment as to the estimated full year net cost of the provision of Housing benefits, together with an increase in the level of government grant for discretionary housing payments, have led to these favourable variances and the budgets will be amended accordingly.

Cemetery & Crematorium - implementation of covid safety measures

These additional costs arise due to the safety and social distancing measures that have been introduced at the cemetery and crematorium for visitors and in relation to the conduct of services under the covid restriction measures.

Neighbourhood Plan re-phasing of referendum costs to 2021/22

This budget relates to the legal challenge to the St Annes Neighbourhood Plan. It is now unlikely that a Neighbourhood Planning referendum will be required in 2020/21 and consequently this funding has been rescheduled into 2021/22.

Latest General Fund Budget Forecast 2020/21 to 2024/25

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Adverse / Favourable
Forecast approved at Council on 7th December 2020	10,703	10,844	11,113	11,707	12,010	Favourable
Forecast Changes - per Appendix C	92	- 186	- 16	61	- 103	
Forecast Budget Requirement	10,794	10,658	11,097	11,768	11,907	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	6,456	6,657	6,866	7,081	7,302	
Council Tax - Share of Previous Years Surplus/(Deficit)	109					
Sub Total - Council Tax Income	6,565	6,657	6,866	7,081	7,302	
Business Rates Funding:						
Retained Rates (including pooling benefit)	3,767	4,359	2,600	2,600	2,600	
Sub Total - Business Rates Income	3,767	4,359	2,600	2,600	2,600	
Lower Tier Services Grant		379				Favourable
New Homes Bonus	1,822	1,161	1,136	1,136	1,136	
Less - NHB distribution to Town & Parish Councils	- 76	- 58				
Sub Total - Other Income	1,746	1,482	1,136	1,136	1,136	
Forecast Financing	12,078	12,498	10,602	10,817	11,038	
Forecast surplus(-)/deficit for year	- 1,284	- 1,840	495	951	869	
Reserves						
Forecast surplus/deficit (-) for year from above:	1,284	1,840	- 495	- 951	- 869	
Use of Reserves - Funding Volatility Reserve (as per Appendix C)	250	283	97	73		
Less: Proposed Transfer to Capital Investment Reserve	- 1,534	- 2,123				
Balance of surplus/deficit(-) remaining:	0	0	- 398	- 878	- 869	
Balance of General Fund Reserves b/f	4,272	4,272	4,272	3,874	2,996	Favourable
Less transfer to/from(-) General Fund Reserves in year			- 398	- 878	- 869	
Forecast Reserves at Year End	4,272	4,272	3,874	2,996	2,127	
Band D Council Tax (Excl Parish Precepts)	£210.71	£214.91	£219.19	£223.56	£228.01	
Band D Average Council Tax Increase	£4.11	£4.20	£4.28	£4.37	£4.45	
Band D Average Council Tax Increase	1.99%	1.99%	1.99%	1.99%	1.99%	

New Homes Bonus - allocations to Town & Parish Councils 2021.22

Parish/Town Council	NHB Allocation 2021.22 - £
St.Annes	13,723
Bryning-with-Warton	13,586
Newton-with-Clifton	7,273
Medlar-with-Wesham	5,489
Kirkham	4,392
Westby-with-Plumpton	5,078
Ribby-with Wrea	3,980
Freckleton	2,333
Little Eccleston-with-Larbreck	1,784
Singleton	137
Treales, Roseacre & Wharles	137
Greenhalgh-with-Thistleton	137
Total Allocation 2021.22	58,049

Elswick	Nil growth in excess of baseline
Weeton-with-Preese	Nil growth in excess of baseline
Staining	Nil growth in excess of baseline

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	15 FEBRUARY 2021	8

APPOINTMENT OF INDEPENDENT PERSONS

PUBLIC ITEM

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

SUMMARY

To consider the appointment of Mr Peter Clements the role of Independent Person to fill the current vacancy and the reappointment of Mr Horrocks and Mrs Broughton for a further three-year term.

RECOMMENDATION

1. To recommend to Council that Mr Peter Clements be appointed to the role of Independent Person;
2. To agree to appoint Mr Peter Clements, Mr Brian Horrocks and Mrs Helen Broughton as statutory Independent Persons pursuant to Section 28 (7) of the Localism Act 2011, for a period of 3 years until 31 March 2024; and
3. To confirm the continuation of the sharing arrangement with Blackpool Council for the use of the Independent Persons.

SUMMARY OF PREVIOUS DECISIONS

Audit and Standards Committee 24 September 2020 – to authorise the Monitoring Officer to undertake a recruitment process for the position of Independent Person

Council 20 July 2020 - to extend the term of office for Independent Person to September 2021

Council 15 July 2019 – to extend the term of office for the Independent Persons to September 2020

Council 11 April 2016 – Appointment of Independent Persons from 30 June 2016 to September 2019

Council 14 December 2015 - Council agreed the extension of the term of office for the Independent Person until June 2016 or until the satisfactory conclusion of the recruitment process to appoint new Independent Persons.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

Appointment of a New Independent Person

1. Members will be aware that one of the Council's Independent Persons – Mr Tony Mozley – sadly died in May 2020. The role is required in law as part of the standards process in dealing with allegations of member misconduct.
2. The current criteria requires that the applicant should have no formal political party affiliation, not be an employee of or an elected member of Fylde or Blackpool Councils (as it is a position jointly held with Blackpool Council) and not be currently a close friend/relative of an elected member of Fylde or Blackpool Council.
3. As these positions are jointly appointed with Blackpool Council, the recruitment process was undertaken jointly with Blackpool Council.
4. The recruitment process commenced in the autumn and interviews were held on Friday 15 January 2021. The interview panel comprised of Councillor John Singleton, Chairman of Audit and Standards Committee; Tracy Manning, Monitoring Officer; Councillor Kathryn Benson, Deputy Chairman of Blackpool's Standards Committee, Blackpool Council and Mark Towers, Monitoring Officer, Blackpool Council.
5. Mrs Broughton, one of the Council's Independent Persons also assisted with the interviews by greeting the candidates beforehand, explaining about the role first-hand and answering any of the candidate's questions.
6. As a result of the interviews, the Council is invited to appoint Peter Clements as an Independent Person for a three-year period, this appointment to commence on 1 March 2021. His appointment is commended to Council by the interview panel. Mr Clements brings a wealth of experience as a trained ACAS mediator.

Appointment of the Independent Persons for a three-year term

7. With Mr Clements appointment, this brings the number of Independent Persons back to the previous compliment of three.
8. The term of office for the current two independent persons, Mr Horrocks and Mrs Broughton, was due to expire in September 2020. Members are reminded that the Committee on Standards in Public Life had produced a report on ethical standards in local government. The report recommended a number of recommendations to Government which if enacted would see significant changes in the standards regime and one of these was in relation to a suggested proposal to amend the Localism Act 2011 to require that Independent Persons are appointed for a fixed term of two years, renewable once. As the Government had not yet responded to those recommendations, in July 2020 Council agreed to extend the appointment of the Independent Persons until 30 September 2021, to allow for some clarity regarding the future arrangements for the standards framework.
9. However, with the continued focus of the government on the coronavirus pandemic, it is unlikely that the government will be able to respond to the recommendations from the Committee in Standards in Public Life in the foreseeable future. It therefore seems timely to recommend also that Mr Horrocks and Mrs Broughton also be appointed for another three-year term of office, replacing their previous term of office, to conclude on 31 March 2024, to run along-side the appointment of Mr Clements. Any subsequent change of legislation limiting appointment periods could then be responded to at the time in line with prevailing national guidance.

IMPLICATIONS	
Finance	There are no financial implications arising from this report.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	Email: tracy.manning@fylde.gov.uk & Tel 01253 658521	January 2021

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	FULL COUNCIL	15 FEBRUARY 2021	9
CORPORATE PLAN 2020-2024 PRIORITISATION AND DELIVERY			

PUBLIC ITEM

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

SUMMARY

The report provides an update on the Corporate Plan that was approved at Full Council on 19th October 2020 which included updated actions as a result of the COVID-19 pandemic. Committee Chairmen and lead officers have considered the priority for each objective and have set a realistic completion date over the four-year period of the plan.

The Corporate Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities and is informed by partners, elected members and external organisations. The COVID pandemic has led to a change in resource allocation, responsibilities and priorities for the period of the pandemic and for some time after.

RECOMMENDATION

That the Council approves the priority order and the proposed completion dates for the outcomes in the Corporate Plan 2020-24 included in Appendix 2 to the report.

SUMMARY OF PREVIOUS DECISIONS

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

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

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. The Council operates a four-year Corporate Plan which outlines the key objectives and outcomes the Authority will deliver on behalf of the Fylde community, the current 2020 to 2024 Corporate Plan was approved at [Full Council on 19th October 2020](#) and included as Appendix 1 and included consideration of COVID-19 impact.
2. Appendix 2 includes the objectives by committee drawn from the Corporate Plan 2020-24 providing a time frame for delivery against the plan, this work has taken into consideration the impact that COVID-19 measures have had on resources and priorities. The council is dealing with pandemic measures at present, so the Chairs have made deadline estimates based on the current circumstances and knowledge.
3. The Corporate Plan is reviewed on an annual basis taking account of any changes that may need to be made in response to policy, regulation or legislative change, the committee priority and completion dates will be reviewed as part of the annual update, any unforeseen impact from the COVID measures will be reflected in the update.
4. By setting out the Corporate Plan objectives by committee the Chairs have a framework that links the business of the committee to the agreed corporate strategic objectives ensuring that the committee delivers the outcomes within their remit.
5. The Corporate Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities. The objective is to clearly articulate for all stakeholders the strategic issues the Council plans to address over the four-year period even if there are changes made in response to circumstances during the life of the plan.
6. The Corporate Plan forms part of the Council's budget and policy framework and must be approved by Full Council, members are asked to approve the committee prioritisation and completion time frame for the 2020-2024 Corporate Plan included in Appendix 2.
7. Performance against the plan is captured and monitored through the performance management framework and can be viewed online at <http://fyldeperformance.inphase.com> at any time by any stakeholder, the council is transparent and open about performance.
8. An online downloadable version of the plan by committee objectives will capture the details of the prioritisation and completion dates to provide a user friendly accessible version for all stakeholders.

IMPLICATIONS	
Finance	There are no direct financial implications as a result of this report, implications are considered as part of the service planning process.
Legal	There are no direct legal implications as a result of this report, implications are considered as part of the service planning process.
Community Safety	There are no direct community safety implications as a result of this report, implications are considered as part of the service planning process.
Human Rights and Equalities	There are no direct human rights or equalities implications as a result of this report, implications are considered as part of the service planning process.
Sustainability and Environmental Impact	There are no direct sustainability or environmental implications as a result of this report, implications are considered as part of the service planning process.
Health & Safety and Risk Management	There are no direct health & safety or risk management implications as a result of this report, implications are considered as part of the service planning process.

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	Allan.oldfield@fylde.gov.uk 01253 658658	February 2021
Alex Scrivens	Alex.scrivens@fylde.gov.uk 01253 658543	February 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Corporate Plan 2020-24 (plan on a page)	03/09/2020	Corporate Plan 2020-2024
Corporate Plan Progress	Ongoing Live	http://fyldeperformance.inphase.com
Performance Information	Ongoing Live	http://fyldeperformance.inphase.com

Attached documents

APPENDIX 1: The Corporate Plan 2020-2024

APPENDIX 2: Corporate Plan 2020-24 – Committee Based Prioritisation & Timeframe

CORPORATE PLAN

2020-24

SECTION ONE ECONOMY

AMBITIONS

To create a vibrant and healthy economy we will:

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

ACTIONS

- Develop policy to protect the character of communities i.e. heritage assets, listed features, town centres
- Implement means of influencing legislation for leasehold arrangements on residential dwellings

Work in collaboration with partners to deliver:

- M55 Link Road scheme
- Improved transport infrastructure e.g. rural bus routes, cycling lanes
- A passing loop on the South Fylde railway line
- Deliver enough houses of appropriate type, tenure, design, density and mix to meet local need

Work with partners in town centres to:

- increase shopping footfall and the retail offer
- encourage activity after 6pm
- implement a zero-tolerance litter policy
- provide car parking to attract customers
- Consult with stakeholders to secure the future use of Lytham Institute in accordance with the purpose of the Trust
- Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry
- Support the regeneration of our towns and villages
- Deliver next phase of St Anne's regeneration
- Deliver Kirkham High Street regeneration project
- Progress Lytham regeneration programme
- Apply the Commercial Strategy to council assets and future investment to secure best value
- Work with local business and partners to improve town centre shopping experiences and markets
- Explore opportunities for income generation from use of natural assets i.e. location filming, event hire
- Channel business rates funding opportunities to economic development.
- Review leases and Service Level Agreements
- Develop an Economic Recovery Plan post Covid-19

SECTION TWO ENVIRONMENT

AMBITIONS

To deliver services customers expect we will:

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

ACTIONS

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

SECTION THREE EFFICIENCY

AMBITIONS

By spending money in the most efficient way we will:

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

ACTIONS

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

SECTION FOUR TOURISM

AMBITIONS

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

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

ACTIONS

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

Fylde Council: CORPORATE PLAN 2020-24

Chairman's Prioritisation Log

Project Lead/s: Allan Oldfield, Paul Walker, Tracy Manning, Mark Evans, Paul O'Donoghue

		2021				2022				2023				2024			
		Q4 2020/21	Q1 2021/22	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24	Q1 2024/25		
Actions	Due Date																
Finance and Democracy - Cllr K Buckley																	
Consult with stakeholders to secure the future use of Lytham Institute in accordance with the purpose of the Trust (Outcome: Consultation completed and reported)	HIGH Q1 2022/23						H										
Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry (Outcome: Annual report against the E2 performance in terms of tenants and jobs)	MED Q4 2021/22					M											
Apply the Commercial Strategy to council assets and future investment to secure best value (Outcome: Annual asset management plan reported to committee)	HIGH Q3 2021/22				H												
Channel business rates funding opportunities to economic development (Outcome: Approved policy statement)	HIGH Q2 2021/22			H													
Develop an Economic Recovery Plan post Covid-19 (Outcome: recovery plan approved and reported on)	HIGH Q4 2020/21	H															
Explore income generating opportunities and maximise return from assets in line with the commercial policy (Outcome: Revised commercial strategy that includes process for income generating proposals and asset use)	MED Q2 2021/22			M													
Provide access to council services through all possible means with particular focus on the most vulnerable (Outcome: Publication of post pandemic engagement channels)	MED Q3 2021/22				M												
Enable customers to provide feedback on service at the point of delivery and use it to improve the service (Outcome: Review 24/7 feedback process and re-publish)	MED Q3 2021/22				M												
Support the Boundary Commission with the review of Fylde for 2023 (Outcome: Review signed off at council)	HIGH Q3 2021/22				H												
In collaboration support the development of the Greater Lancashire Plan (Outcome: Approval of the plan with clear benefit for Fylde included)	MED Q1 2022/23						M										
Explore Combined Authority options for Lancashire along with local government re-organisation (Outcome: Fylde position agreed at full council)	MED Q2 2021/22			M													
Planning Committee - Cllr T Fiddler																	
Develop policy to protect the character of communities i.e. heritage assets, listed features, town centres	MED Q4 2020/21	M															
- Outcome: Adopt Built Heritage Strategy	MED Q4 2020/21	M															
- Outcome: Complete Local Listings Project	MED Q2 2021/22		M														
- Outcome: Develop Local list of Registered Parks and Gardens	MED Q4 2021/22					M											
- Outcome: Complete Conservation Area Appraisal Review	MED Q4 2022/23									M							
Implement means of influencing legislation for leasehold arrangements on residential dwellings	HIGH Q4 2020-21	H															
Work in collaboration with partners to deliver: M55 Link Road scheme	HIGH Q3 2023/24												H				
Deliver enough houses of appropriate type, tenure, design, density and mix to meet local need	MED Q1 2021-22		M														
- Outcome: Local Plan Partial Review - policy H2 addresses mix of new market housing schemes	MED Q2 2021/22			M													
- Outcome: Local Plan Partial Review - policy H4 addresses Affordable Housing in general terms	MED Q2 2021/22			M													
- Outcome: Complete and adopt Affordable Housing SPD	MED Q3 2021/22				M												
Work with partners in town centres to: Increase shopping footfall and the retail offer (Outcome: develop events programme including specialist markets)	HIGH Q3 2021/22				H												
- Outcome: Appoint Town Centres Manager	HIGH Q4 2020/21	H															
- Outcome: Complete St Anne's Town Centre Strategy	HIGH Q2 2021/22			H													
Work with partners in town centres to: encourage activity after 6pm (Outcome: Encourage residential uses in town centres e.g. living over the shop)	HIGH Q3 2021/22				H												
Support the regeneration of our towns and villages	MED Q1 2021/22		M														
- Outcome: deliver 106 public realm scheme - Wesham Community Centre	HIGH Q4 2020/21	H															
- Outcome: deliver 106 public realm scheme - Elswick village green	MED Q4 2021/22					M											
- Outcome: deliver 106 public realm scheme - Wrea Green village centre	MED Q2 2022/23							M									
Deliver next phase of St Anne's regeneration	HIGH Q3 2021/22				H												
- Outcome: Complete Pier Link	HIGH Q1 2022/23						H										
- Outcome: Complete projects emerging from St Anne's Town Strategy	HIGH Q3 2023/24												H				
Deliver Kirkham High Street regeneration project	HIGH Q3 2021/22				H												
- Outcome: Deliver Future High Street Fund Programme	HIGH Q3 2023/24												H				
- Outcome: Deliver Heritage Action Zone Programme	HIGH Q3 2023/24												H				
Progress Lytham regeneration programme	MED Q1 2021/22		M														
- Outcome: Central Beach Lighting Scheme	MED Q1 2021/22		M														
- Outcome: Clifton Street Refurbishment	MED Q2 2022/23							M									
Work with local business and partners to improve town centre shopping experiences and markets	HIGH Q3 2021/22				H												

		Q4 2020/21	Q1 2021/22	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24	Q1 2024/25		
Actions		Due Date															
- Outcome: Appoint Town Centres Manager		HIGH Q4 2020/21	H														
- Outcome: Town Centre Strategy Implementation		HIGH Q3 2023/24											H				
Further reduce the number of empty homes and encourage the development affordable homes (Outcome: Develop empty homes strategy)		HIGH Q4 2021/22				H											
Tourism and Leisure - Cllr C Little																	
Explore opportunities for income generation from use of natural assets i.e. location filming, event hire (Outcome: production and agreement of a filming directory which is available to promote location filming in Fylde)		MED Q2 2021/22		M													
Develop coast & countryside walks and pathways, improving signage and incorporating ranger events (Action split as below)		HIGH Q3 2021/22			H												
- Outcome: Investigation as the cost and logistics for the production of information on digital walks and trails in Fylde - Medium Q1 2021-22		MED Q1 2021/22		M													
- Outcome: Production of a programme of walks led by the Rangers - Medium Q2 2021-22 .		MED Q2 2021/22		M													
- Outcome: Completion of agreed signage improvements. High Q4 2021-22		HIGH Q4 2021/22				H											
Create and maintain high quality parks and open spaces working with volunteer groups to achieve Green Flags (Outcome: Submission of annual Gren Flag Park Awards applications where considered achievable - High Q4 2020-21 and thereafter annually).		HIGH Q1 2022/23 and thereafter annually					H				H					H	
Maintain our seaside award and work toward Blue Flag status (Outcome: Submission of annual Seaside Award application - High Q 1 2021-22 and thereafter annually. Consideration of submission of Blue Flag Beach Award application if applicable).		HIGH Q1 2021/22		H													
Implement the signage strategy to create greater awareness of what is available and enhance our reputation (Outcome: delivery of the agreed programme of signage improvements - High Q4 2021-22).		HIGH Q4 2021/22				H											
Deliver an events programme that covers the coast and countryside including: (Action split as below)		HIGH Q1 2021/22		H													
- Strengthening our existing events (Outcome: Review existing support provided - High Q3 2021-22).		MED Q4 2021/22				M											
- Investigating new opportunities (Outcome: Investigate possible new opportunities for a events - Medium Q4 2021-22).		HIGH Q4 2021/22				H											
- Marketing and promoting events (Outcome: Production of an annual programme of events and publication on Discover Fylde - High Q4 2021-22).		HIGH Q2 2021/22 and thereafter annually		H				H				H					
- Supporting galas, club days and carnivals (Outcome: Provide support and assistance towards galas/club days/carnivals - High Q2 2021-22 and thereafter annually).		MED ONGOING				M				M					M		
Represent the council on Lowther Trust ensuring the purpose of the Trust and the council's interests are protected (Outcome: Attend regular monthly meetings - Medium Ongoing).		MED ONGOING				M				M					M		
Completing the National Lottery Heritage Fund (NLHF) project, including i.e. café, car parking, kiosk etc. (Outcome: Completion of physical project improvements - High Q4 2021-22).		HIGH Q4 2021/22				H											
Introduce Adventure Golf and other activities (Outcome: Completion of Adventure Golf project and introduction of a full events diary for the Lake - High Q 1 2022-23).		HIGH Q1 2022/23					H										
Promote the Parks Development approach to partnerships across the Borough on parks and open space (Outcome: Present and promote the parks development approach to parish and town councils - Medium Q 3 2021-22).		MED Q3 2021/22			M												
Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset (Outcome: Continue ongoing liaison and support to Lytham Hall - Medium Ongoing).		MED ONGOING				M				M					M		
Pursue museum accreditation of LSA art collection with Arts Council England and options for display with partners (Action split as below)		Yearly review Q3			Y				Y					Y			
- Outcome: Submit application for museum accreditation - High Q2 2021-22		HIGH Q2 2021/22		H													
- Outcome: Investigate options for exhibition venues - High Q 3 2021-22)		HIGH Q3 2021/22			H												
Develop leisure offer along the coast to cater for residents and visitors all year round e.g., pier, island, Fairhaven (Outcome: Devise strategic plan for complementary leisure offer along the coast - Medium Q 4 2021-22).		HIGH Q1 2022/23					H										
Operational Management - Cllr R Small																	
Improved transport infrastructure e.g. rural bus routes, cycling lanes (Outcome: evidence of process /structures in place to engage with partners that deliver bus routes and cycle lanes)		LOW Q1 2021/22		L													
A passing loop on the South Fylde railway line - (Outcome: complete GRIP 3 Strategic Outline Business Case)		HIGH Q3 2021/22			H												
Implement a zero-tolerance litter policy (Outcome - measures in place to issue FPNs if warnings unheeded)		MED Q2 2021/22		M													
Provide car parking to attract customers (Outcome: clean, well signed, clearly marked, easy to use / pay car parks)		HIGH Q1 2021/22		H													
Review leases and Service Level Agreements (Outcome: evidence / policy / process of lease review in place given the practice of reviewing leases would be ongoing)		LOW Q4 2021/22				L											
Educate and enforce to prevent littering, fly tipping, illegal signage, dog fouling and anti-social activity (Outcome: measures in place to advise and educate on litter management and enforce as / when required)		MED Q3 2021/22			M												
Develop the cemetery & crematorium project to address parking, green energy efficiency long-term expansion (Outcome: a project plan is in place with time frames for delivery of the development of the facility and surrounding location)		LOW Q3 2021/22			L												
Explore opportunities to introduce electric car charging points (Outcome: policy / process in place to engage with providers and include in future schemes on council owned assets where necessary / appropriate)		LOW Q4 2021/22				L											
Deliver a regeneration programme for St Anne's coastal strip including sea defences (Outcome: the report from the initial work outlining the requirements and costing for the sea defence work including business displacement cost and any added public realm)		HIGH Q2 2021/22		H													
Implement measures to seek grant funding, sponsorship, advertising and partnership working (Outcome: policy / process in place to explore sponsorship and advertising opportunities across all service activities)		MED Q1 2022/23					M										
Develop innovative ways of using signage, including advertising, digital screens to communicate with customers (Outcome: new coastal signage in place, digital screens in use and borough entrance / welcome schemes in place)		LOW Q1 2022/23					L										
Promote the resident's car parking permit and simplify the offer (Outcome: evidence of campaign to support resident parking and review of the scheme carried out)		LOW Q1 2021/22		L													
Review all emergency plans and incorporate measures for responding to incidents (Outcome: One Stop Shop for Emergency Plans and out of hours operations / support in place under designated officer)		MED Q4 2022/23							M								
Use bin stickers and vehicles to promote council services (Outcome: to extend advertising and sponsorship, also include key corporate messages)		LOW Q2 2022/23										L					
Review the Public Space Protection Orders as means of enforcement (Outcome: this is part of the earlier objective about littering enforcement would be better wrapping enforcement into one objective with the same deadline and direction on appetite of tolerance)		LOW Q2 2023/24										L					
Implement a code of conduct scheme for professional / multiple dog walkers (Outcome: scheme in place and offer for dog walkers to sign up)		LOW Q3 2021/22			L												
Review bus shelter provision and maintenance including income generating opportunities (Outcome: review completed and advertising options are in place)		LOW Q2 2022/23						L									
Implement new toilet provision at locations based on demand and investigate income opportunities (Outcome: a report that outlines the history and issues of toilet provision in Fylde so that any assessment of need / demand has a framework within which to work and understanding of the longer term implications)		MED Q4 2021/22															

		Q4 2020/21	Q1 2021/22	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24	Q1 2024/25		
Actions		Due Date															
Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision (Outcome: Agreed proposals for any provision of overnight parking / motor homes i.e. locations, facilities etc. and measure with LCC to prevent overnight parking on residential streets)		HIGH Q1 2021/22		H													
Review motor home parking provision (Outcome: as above a clear plan on whether motor homes are properly accommodated or not)		HIGH Q1 2021/22		H													
Environmental, Health and Housing - Cllr T Threlfall																	
Implement carbon reduction policies including: plastics reduction, tree planting, energy efficiency and recycling (Outcome: Develop a Carbon Reduction Strategy in consultation with council departments and partners to reduce overall carbon reductions and investigative alternative greener technologies and business approaches and as a part of this to consider what resources the council might require to take this initiative forward)		MED Q4 2023/2024													M		
Design education and awareness programmes to support carbon reduction policies and actions (Outcome: As above)		MED Q4 2023/2024													M		
Work with partners to deliver the carbon reduction policy actions i.e. reduce, re-use, recycle, tree planting (Outcome: As above)		MED Q4 2023/2024													M		
Identify priority locations for tree planting to include numbers and types of trees (Outcome: to work with the Working Group established by the Planning Committee to influence this)		MED Q3 2021/2022			M												
Work with partners on flood prevention measures and drainage infrastructure to protect properties (Outcome: the Flooding Working g Group to complete its work and bring recommendations forward for consideration)		HIGH Q1 2022/2023					H										
Engage with partners on health & wellbeing issues in the community and assist residents with accessing support (Outcome: To built on the partnership working established as part of the pandemic response and to continue to work with partners on developing initiatives to support the good health of the community)		HIGH Q1 2022/2023					H										
Proactively enforce against illegal encampments (Outcome: Planning Committee to enforce when infringements are on private land and the Legal Team, in consultation with council -wide officers, to respond to infringements on council land)		HIGH Q3 2021/2022			H												
Deliver public realm and drainage infrastructure to enhance rural areas (Outcome: to deliver capital projects on drainage initiatives)		HIGH Q4 2023/2024													H		
Take action on partnership priorities such as anti-social behaviour, nuisance and environmental disorder (Outcome: to establish a team to respond to anti-social behaviour through education, with enforcement as a final deterrent, and to evaluate the success of the team in the autumn of 2021)		LOW Q1 2022/2023					L										
TOTAL ACTIONS: 93		7	13	11	18	14	10	4	1	5	1	3	6	7	1		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	COUNCIL	15 FEBRUARY 2021	10
THE ANNUAL PAY POLICY STATEMENT 2021			

PUBLIC ITEM

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

SUMMARY

The report provides details of the Pay Policy Statement for Fylde Council, it is a requirement for all local authorities to have a Pay Policy Statement as part of the Localism Act. The objective of the Statement is to ensure and confirm openness, transparency and fairness in the pay policy arrangements. It is a requirement to conduct an annual review of the Pay Policy Statement, this report includes any implications of the annual review for the 2021 Pay Policy Statement.

RECOMMENDATION

1. That Council approve the Pay Policy Statement 2021 included as Appendix 1 to this report, with the required statement on Gender Pay Gap information

SUMMARY OF PREVIOUS DECISIONS

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

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	
Efficiency – By spending money in the most efficient way	
Tourism – To create a great place to live and visit	✓

REPORT

- 1) The Council is required as part of the Localism Act 2011 to produce a Pay Policy Statement and to review and formally approve the statement on an annual basis. The statement sets out the Council policy on:
 - a. Chief Officer Remuneration (recruitment, salary, bonus, performance related pay, charges, fees, allowances, benefits in kind, enhancement to pension at termination)
 - b. The arrangements in place to determine the Remuneration of all employees
 - c. Remuneration of its lowest paid employees (covering the same elements as above) the definition used for this group and the reason for adopting that definition
 - d. The relationship between Chief Officer Remuneration and that of other staff

- 2) Guidance from the DCLG of what is expected in the Pay Policy Statement includes:
- a. The opportunity for full council to vote on senior remuneration packages with a value over £100,000 prior to an offer of appointment being made
 - b. The relationship between Chief Officer remuneration and that of other staff and the ratio between the highest paid and median salary that the authority aims to achieve and maintain
 - c. Any decision that the authority takes in relation to the award of severance to an individual Chief Officer
 - d. An explicit statement on whether to permit an individual to be in receipt of a pension in addition to receiving a salary
 - e. Policies to deal with those who may have returned to the authority under a contract of service of any type having already received a severance or redundancy payment

The Pay Policy Statement included as Appendix 1 to this report includes all the above.

- 3) Recommended best practice on data transparency states that Council's should disclose publicly:
- a. Senior employee salaries at £50,000 and above including disclosing the names, job descriptions, budgets and numbers of staff
 - b. An organisational chart
 - c. The pay multiple which is the ratio between the highest paid salary and the median average salary of the whole authority's workforce

This information is published on the Fylde website alongside all other data transparency requirements.

- 4) Fylde Council implemented a pay review process in 2007 and as part of that review a robust pay and grading job evaluation scheme was agreed between management and the trade unions to ensure fairness and equity in terms of pay is in place. This scheme has operated successfully since 2007.
- 5) Fylde Council complies with the recommended best practice for local authorities on data transparency and publishes data on <https://new.fylde.gov.uk/council/transparency> that is required to be made publicly available.
- 6) The Council's Pay Policy Statement is included as Appendix 1 to this report. Central to the statement is the acknowledgement that each job has a value in terms of scope, specialist skills and knowledge, size and impact that has been subject to the agreed pay and grading evaluation scheme to determine an appropriate pay scale. All pay increments, pay scale points and pay bands are set in accordance with the NJC terms and conditions, the revised pay scale points and pay bands agreed as part of the 2018 to 2020 national pay award will be implemented from April 1st 2019.
- 7) The Council's employee benefits policies are universally applied wherever possible and the financial arrangements for all employees leaving the organisation for whatever reason are based on the same principles regardless of grade.
- 8) The Pay Policy Statement has been subject to the required annual review process and includes the legislative change passed in respect of [Gender Pay Gap Information](#), the statement confirms that the council will publish the required gender pay gap information online and it will be available from April 1st 2018 alongside the other data required as part of the Pay Policy Statement.
- 9) The ratios between salary levels will change to reflect any nationally agreed pay increases and all the required information in relation to the Pay Policy Statement is published online and updated after the financial year end on March 31st.
- 10) The only significant change this year has been regarding national requirements that all employees including Chief Officers are entitled to redundancy payments and pension release in accordance with the Council's Redundancy and Retirement Procedure. Where the proposed severance package is more than £95,000, the decision will be ratified by Full Council. At the time of the reviewing this policy the £95,000 exit payment cap proposal is subject to ongoing consultation and to allow amendment to the Local Government Pension Scheme (LGPS) regulations in order to enable local authorities to legally apply the exit payment cap.

IMPLICATIONS	
Finance	None arising directly from this report
Legal	The legal responsibilities in respect of the Pay Policy Statement have been included in the body of the report
Community Safety	None arising directly from this report
Human Rights and Equalities	The pay and grading scheme implemented at Fylde has been subject to equality impact assessment. There are no direct human rights and implications arising from the report.
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Chief Executive	allan.oldfield@fylde.gov.uk 01253 658500	January 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Full Council Agenda 2012 – 2021	First meeting of the calendar year	https://fylde.cmis.uk.com/fylde/MeetingsCalendar.aspx
Gender Pay Gap Reporting	January 2021	https://new.fylde.gov.uk/council/open-data/1551-2/ https://www.gov.uk/government/news/gender-pay-gap-reporting
Employees who earn over £50,000 per annum	January 2021	https://new.fylde.gov.uk/council/management-team/
Online Pay Policy Data	Updated annually in April	https://new.fylde.gov.uk/council/open-data/15512/#1523268470909-b27c789b-960b https://new.fylde.gov.uk/council/open-data/salary-ratios/ https://new.fylde.gov.uk/council/open-data/pay-scales/ https://new.fylde.gov.uk/council/transparency/organisationalcharts/

Attached documents

Appendix 1 – Pay Policy Statement



Pay Policy Statement

Summary Statement

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

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

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

Basic Pay

All employee basic pay is based on pay and grading evaluation schemes with the GLPC scheme for posts up to Chief Officer and the Hay scheme for Chief Officer posts. Both schemes have been tested to ensure that they are free from gender bias and the use of these schemes has been agreed with the relevant recognised trade unions.

Pay and grading evaluation panels consist of trained employee representatives to evaluate the job description and person specification for each post which produces a score that equates to a pay grade. Equality is ensured by evaluating the post and not the person.

The Council has adopted a policy to pay the Real Living Wage. The Real Living Wage supplement is applied for Council employees whose total hourly rate is currently less than £9.30 (£9.50 from 1st April 2021).

The Council adheres to the National Joint Committee (NJC) pay bargaining arrangements and implements a pay grade scale determined through agreed annual pay increases negotiated on a national basis with joint trade unions.

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

Market Supplements

Market force supplements are not applied at Fylde.

Incremental Progression

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

New Appointments

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

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

Overtime and Additional Hours Payments and Premium Payments

Contractual overtime and additional hours are paid in accordance with the NJC Terms and Conditions, as described in the Green Book.

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

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties, the Council's arrangements for authorising any additional remuneration, e.g. honoraria, ex gratia, 'acting up' relating to temporary additional duties are set out in the Council's personnel code. Any additional payment is subject to formal approval by the Senior Management Team which consists of the Chief Executive and the two Directors.

Chief Officers are not permitted to be paid overtime, additional hours payments or premium payments.

Bonus Payments and Earn Back Schemes

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

Performance Related Pay

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

Honorarium Payments

Honorarium payments are only made in exceptional circumstances and are subject to a business case being approved in advance by the Senior Management Team with any payment only made after it has been demonstrated that the agreed outcome has been delivered / achieved.

Relationship between the Highest and the Lowest Paid

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

Relationship between the Highest Paid Employee and the Median Salary

The relationship between the highest paid employee and the median salary will be calculated on an annual basis and published on the Council's website alongside the information provided regarding senior manager salaries. The information is updated at the start of each financial year in April.

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

Gender Pay Gap Information

In accordance with regulations introduced in 2017 the Council will publish gender pay gap information alongside all other pay policy related data on the website and update this on an annual basis.

Charges, Fees and Allowances

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

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

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

Chief Officers do not receive additional allowance payments.

Electoral Fees

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

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

Pension

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

Under the terms of the Flexible Retirement Policy it is permitted for an employee to be in receipt of a pension and to be paid a salary at the same time. The policy requires a minimum reduction in hours worked of 50% and only employees aged 55 years and older are eligible to apply. Flexible retirement will only be granted in exceptional circumstances when there is a financial benefit to the Authority or extenuating personal circumstances without any cost to the Authority. Flexible retirement is part of the Council's approach to succession planning and is primarily aimed at applying a phased approach to full retirement.

Redundancy Payments, Severance Payments and Retirement

All employees including Chief Officers are entitled to redundancy payments and pension release in accordance with the Council's Redundancy and Retirement Procedure. Where the proposed severance package is more than £95,000, the decision will be ratified by Full Council.

At the time of approving this policy the waiver process is in the process of consultation to amend the Local Government Pension Scheme (LGPS) regulations in order to enable Councils to legally apply the £95K exit payment cap.

Re-employment/Re-engagement of Former Employees

The Council has an obligation to ensure that it is managing public monies responsibly.

It will not re-engage (into the same or a very similar role) ex-employees who have left their prime employment with the Council on the grounds of voluntary or compulsory redundancy, efficiency release or employer consent retirement (where there is a cost to the Council) for a period of 12 months with effect from the date of leaving. This policy does not cover those employees who access their pension via the Council's Flexible Retirement Scheme.

Any proposal to re-engage an employee will require the approval of the Corporate Leadership Team.

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

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

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

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

This information will be available on the Council's website www.fylde.gov.uk and on request from the Council, it is updated at the start of the financial year in April. <http://www.fylde.gov.uk/council/your-council/pay-policy-statement/>

Scope

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

Review

The Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual Pay Policy Statement will be submitted to full Council by 31st March of each year.