



Policy and Service Review Community Forum

**Council Chamber, Derby Road, Wesham
on
7 April at 6.00 pm**

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

Councillors

Stephen Carpenter	Martin Taylor
Peter Collins	Keith Wright
Raymond Norsworthy	

To: All Members of the Council for information

There will be a pre-meeting briefing in the Chairman's Room at 5.15pm

Contact: Peter Welsh, St. Annes (01253) 658502 Email:
peterw@fylde.gov.uk



CORPORATE OBJECTIVES

Every item on this Committee Agenda contributes towards one or more of the 5 corporate objectives set and adopted by the Council in consultation with the local community of the Fylde Borough Council's area. The 5 corporate objectives are:

ONE: ENVIRONMENT

*Provide a clean, tidy and attractive environment throughout the borough
Balance the need or development with protecting the environment
Maintain, protect and promote the natural resources of the borough
Promote environmental awareness and understanding
Maximise opportunities to recycle and reduce waste
Maintain and promote the natural resources of the borough*

TWO: A SAFER COMMUNITY

*Work closely with partners to make Fylde a safer and healthier place to live, work and play
Provide support to 'hard to reach' and other groups who appear socially excluded
Ensure the provision of safe housing areas for everyone*

THREE: THE LOCAL ECONOMY

*Promote and develop existing and new business
Work with partners to create employment opportunities for all
Develop and enhance the reputation of the borough as an excellent place to work, live and invest
Create suitable conditions and a favourable environment for the local economy to thrive*

FOUR: QUALITY SERVICES

*Develop and publish clear service standards and targets for every service area
Develop a culture of continuous service improvement in the Authority
Consult with customers and make access to the Council easy
Value employees by encouraging responsibility and accountability
Respond to emerging issues which have a significant impact on the corporate governance of the Council*

FIVE: QUALITY OF LIFE

*Enhance the life chances of all people in the Borough by working to protect and enhance the environment,
create safe communities and promote employment opportunities*

Through these 5 Corporate Objectives the Council will achieve its vision for the community

A G E N D A

PART I - MATTERS DELEGATED TO COMMITTEE

ITEM	PAGE NOs
1. DECLARATIONS OF INTEREST: <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>	
2. CONFIRMATION OF MINUTES: <i>To confirm as a correct record the Minutes of the Policy & Service Review Forum meetings held on 3rd and 16th February 2005 (previously circulated)</i>	3
3. SUBSTITUTE MEMBERS: <i>Details of any substitute members notified in accordance with council procedure rule 26.3</i>	
4. AUDIT COMMISSION INSPECTION – ACCESS TO SERVICES	
5. ASSET MANAGEMENT PLANNING: REVIEW OF ASSETS	
6. ELECTED MEMBER TRAINING AND DEVELOPMENT CODE OF PRACTICE	
7. CORPORATE INDUCTION POLICY	

REPORT



REPORT OF	MEETING	DATE	ITEM NO
UNIT BUSINESS MANAGER – ALLAN OLDFIELD	POLICY AND SERVICE REVIEW COMMUNITY FORUM	7 APRIL 2005	4

AUDIT COMMISSION INSPECTION – ACCESS TO SERVICES

Public/Exempt item

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

Wards affected

All wards.

Purpose of Report

To provide members of the committee with details of the forthcoming Audit Commission inspection of access to services at Fylde. The report is presented in response to a direct request from the committee for further details.

Recommendation/s

1. That the committee recognise the importance of the inspection to the organisation in terms of achieving an improved CPA rating in the longer term.
2. That the committee recommend all members provide the lead officer for the inspection with details on how they promote and support access to services for the customers in their ward
3. That the committee put forward any other appropriate recommendations that will support the improved access to services at Fylde.

Report

1. As part of the agreed audit and inspection programme for 2004/05 an inspection will be carried out entitled 'Improving Services Through Accessibility & User Focus'. In simple terms 'how people access and find out about our services and whether it fits with the way they prefer to access services'. The inspection will look at how the council is:

- Improving access to key services and information for all sections of the local community

- Using increased accessibility to improve the quality of services available to the community
2. The inspection will focus on:
 - How easy is it for people to access the services we provide
 - Whether the council is using e-government to support access to services
 - How the council uses the information that it gathers about the community including customer feedback to improve service quality
 - How is the council improving access to services and the quality of life in the community through partnership working (LSP primarily)
 3. The inspection work will be carried out on site the week beginning June 6th 2005, however, some interviews and reality checks (mystery shops) may be carried out in advance. The starting point for the inspection is an Accessible and User-focused Services position statement that the lead officer at Fylde (Allan Oldfield) has to produce on or before May 2nd 2005. The purpose of this position statement is to enable the council to:
 - Make a self assessment of the effectiveness of the councils approach to improving services through accessibility and user focus
 - Provide an opportunity for the council to highlight important local issues and context
 - Update the inspection team on recent developments and future plans
 4. The Key Lines of Enquiry referred to as a KLOE is used as framework to look at the service in detail. The KLOE for the Access to Services inspection is included in Appendix 1, for each KLOE there is a description of the elements that would be included in an 'excellent' service and the elements that would be in a 'fair' service.
 5. The KLOE can be quite general and it is not always obvious what the impact will be for the council. The contact point at the Audit Commission for this work is Catherine Allen who can be contacted on 01204 877300 or by e-mail at c-allen@audit-commission.gov.uk. The inspection team will want to interview members and they see members as part of the council. From the members perspective they will be looking at:
 - How members promote access to council services in their community
 - What feedback members bring to the council from customers that can lead to improvements in service access
 - Whether members address equality issues when dealing with constituents e.g. what measures are taken to communicate with hard to reach groups in their community?
 - How members work with officers to promote and support equality of access to all council services
 6. This inspection is one of two major inspections planned for the first half of the financial year 2005/06 and will be a significant indication as to the councils progress in respect of the improvement required since the 'weak' CPA judgement.

IMPLICATIONS	
Finance	There are no direct financial implications
Legal	There are no direct legal implications

Community Safety	There are no direct community safety implications
Human Rights and Equalities	The Council has a responsibility to comply with national equality standards
Sustainability	Any access measures put in place should take account of sustainability
Health & Safety and Risk Management	Disability access is a factor linked to access to services and appropriate risk management must be considered for both physical access and access to service information

Report Author	Tel	Date	Doc ID
ALLAN OLDFIELD	(01253) 658576	MARCH 29TH	

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

List of appendices

APPENDIX 1: THE KEY LINES OF ENQUIRY FOR THE INSPECTION (PDF FILE - ATTACHED)

REPORT



Report of	Meeting	Date	Item No
Unit Business Manager (ECONOMIC WELLBEING & REGENERATION)	POLICY AND SERVICE REVIEW COMMUNITY FORUM	7 TH APRIL 2005	5

ASSET MANAGEMENT PLANNING: REVIEW OF ASSETS

Public/Exempt item

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

Wards affected

All

Purpose of Report

To consider policies/processes involved in reviewing assets held by the council.

Recommendation/s

That committee considers the attached asset review policies/processes and comments appropriately and makes any recommendations to the Executive Committee.

Report

Each year the council is required to prepare and submit an Asset Management Plan (AMP) which sets out how the council is to manage and look after its land and property assets. Member may recall that in 2002 and 2003 the Government Office North West (GONW) assessed the plans submitted by FBC as 'poor'. Feedback on the 2003 AMP concluded: "There has been disappointingly slow progress in the last year. In 2002 there were clear plans for improvement. Not enough has been achieved to allow for any improvement in the assessment. The plans are still there and in most instances are sufficient for the needs of a council that is small by all three of the GONW criteria. However these plans need to be carried out."

The government expects all authorities to achieve a 'good' standard for their AMP. Once at this level the requirement to submit annual plans would be lifted. Officers have been in regular contact with officers from the GONW over the submission of the council's next plan and what needs to be addressed to improve. The GONW is now more focused on working with poor authorities and helping them achieve actual improvement rather than meeting artificial deadlines for submission of the AMP. The GONW is satisfied with arrangements now in place at Fylde to submit a revised plan shortly which will be presented to the Executive Committee. Overseeing this work is the Asset Management Group (AMG) which consists of senior officers from all units of the council along with the Asset Management Champion (Cllr Thompson). This group has met on a number of

occasions recently. The group has noted and confirmed the aims and objectives of asset management within the council, which was set and agreed by members as part of the best value review, carried out in 2003. They are:

Aim:

‘To maximise the use of all the council’s assets in supporting quality service delivery’

Service objectives:

- *providing assets that are ‘fit for purpose’ in supporting service delivery*
- *obtaining the maximum income from property and land used for purposes other than service delivery*
- *disposing effectively of assets that are not supporting service delivery or generating appropriate income for the council.*

One of the main areas for improvement in the last submission was the lack of progress in reviewing the council’s land and property assets on a regular basis. The government recommends that this be carried out on all local authority land and property assets once every 5 years. Central to this is to have effective policies/processes in place to review why the council still holds particular assets against its aims and objectives. If undertaken effectively the council should then dispose of assets that are not meeting its aims and objectives and use any resources saved/realised to further its priorities.

Attached to this report are a number of documents, which is the outcome of recent work undertaken by the asset management group.

Appendix A A self assessment as to what FBC does well and could do better in relation to the management of its assets, undertaken by the AMG at its meeting in January.

Appendix B An asset review criteria/process checklist.

Appendix C A process flow chart for the review of assets

Members are asked to note and comment on the attached self-assessment (appendix A) and to consider and comment on the asset review criteria/process checklist (appendix B) and process flow chart (appendix C).

IMPLICATIONS	
Finance	None
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability	None
Health & Safety and Risk Management	None

REPORT AUTHOR	Tel	Date	Doc ID
PAUL WALKER	(01253) 658431	23 SEPTEMBER 2008	H:\Ewr Common\Committee reports\Asset management report to P&SRCF April 2005.doc

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
ASSET MANAGEMENT PLAN 2003.	JULY 2003	CORPORATE PROPERTY OFFICER, TOWN HALL, ST ANNES.

DO WELL

- MAINTAIN LAND – PARKS AND OPEN SPACES, BEACH
- MAINTAIN THE PARKS
- GOOD PARK AND GARDENS
- GROUNDS MAINTENANCE
- MAINTAIN PARKS (ASHTON/LOWTHER)
- MAINTAIN BUILDINGS
- MAINTAIN FORECOURTS E.G. ST ANNES SQUARE

- DEVELOPING AN ASSET MANAGEMENT PLAN
- WILLINGNESS TO CHANGE IS THERE
- STARTING TO CHALLENGE
- INVOLVEMENT OF OVERVIEW & SCRUTINY COMMITTEES IN ASSET MANAGEMENT
- AWARENESS OF THE NEED TO CHANGE
- MEMBER INVOLVEMENT – ASSET MANAGEMENT CHAMPION
- REALISING WE NEED TO DISPOSE OF SOME LARGER BUILDINGS THAT HAVE A DRAIN ON RESOURCES

- LOCAL FAMILIARITY WITH ASSETS
- IDENTIFYING WHAT WE HAVE NOW

- FIREFIGHT (NOTHING HAS FALLEN DOWN YET)
- MAINTAINING MOST USED FACILITIES
- REPAIRS SYSTEM IMPROVING

- CONDITION SURVEY – ZERO BASED BUDGET

- PROVIDE RANGE OF LEISURE FACILITIES

- PARTNERSHIP WORKING – E.G. WYRE BOROUGH COUNCIL
- HAVING PARTNERSHIPS WITH OTHERS

- KEEP THINGS GOING ON A SHOE STRING ON BUILDING SIDE
- WORK WELL WITH LIMITED RESOURCES

- GOOD PUBLIC PERCEPTION OF COUNCIL PROPERTY

- BETTER INCOME NOW FROM PARKING
- RENT REVIEWS – INCREASED INCOME
- PRODUCE REPORTS
- GOOD EXAMPLES OF ACTIVITY

COULD DO BETTER

- IN THE PAST LETTING COUNCILLORS KNOW ABOUT THIS SUBJECT
- INFORMATION TO STAFF
- CAPITAL REPORTING
- RECORDS OF ASSETS

- CLEAN BEACH
- REPORTING AND INSPECTION AND REPAIRS
- BUILDING MAINTENANCE PLANNING
- MAKING DO WITH OLD BUILDINGS AND OLD FACILITIES
- LACK OF PROPER MAINTENANCE REGIME/PLAN
- MANAGE RISK
- INVEST IN OUR ASSETS
- LETTING POORLY USED ASSETS FALL INTO DISREPAIR
- MAINTAINING IT

- DISPOSE OF LAND AND BUILDINGS NOT REQUIRED
- REVIEW USAGE AND NEED FOR LAND AND BUILDINGS
- DISPOSE OF WHAT WE DON'T NEED SOONER
- ARE WE HOLDING ONTO THINGS THAT WE SHOULD DISPOSE OF?
- GETTING BEST RETURN FOR THEM
- ASSESSING ASSETS IN TERMS OF CONTRIBUTION TO CORPORATE OBJECTIVES
- FIND IT DIFFICULT TO TAKE DECISION ON ASSETS VIEWED SENTIMENTALLY NOT ECONOMICALLY

- MAXIMISE INCOME
- MAXIMISE POTENTIAL (REVENUE GENERATION)

- DISPLAY ASSETS (PAINTINGS)
- NO LONG TERM PLAN FOR USING ASSETS
- WORK WITH PRIVATE SECTOR
- MORE INNOVATIVE
- MAXIMISE USAGE OF ASSETS

- TAKE A MORE CORPORATE APPROACH TO ASSETS
- JOINED UP SERVICE

- COMPARISONS: OPTIONS APPRAISAL
- VALUATION OF ASSETS NEEDS LOOKING AT EFFECTIVELY

ASSET REVIEW CRITERIA/PROCESS

THE ASSET MANAGEMENT GROUP (AMG) IS RESPONSIBLE FOR PERIODICALLY REVIEWING LAND AND PROPERTY HELD BY THE COUNCIL. ANSWERS TO THE CHECKLIST BELOW WILL INFORM THE REVIEW AND PROVIDE THE GROUP WITH THE INFORMATION NECESSARY TO ARRIVE AT A LOGICAL OUTCOME.

Tenure

- DOES THE COUNCIL OWN THE ASSET OR HAVE A RESPONSIBILITY FOR MANAGEMENT?
- WHAT IS THE STATUTORY/LEGISLATIVE FRAMEWORK RELATING TO THE ASSET?
- DO WE HAVE AGREEMENTS WITH OTHERS FOR THEIR USE OF THE ASSET?
- ARE THERE ANY LEGAL COVENANTS/RESTRICTIONS/IMPEDIMENTS IN RELATION TO THE ASSET?

Historical data

- WHAT HISTORICAL INFORMATION EXISTS ON THE ASSET? PREVIOUS COMMITTEE REPORTS/MINUTES?

PLANS/POLICIES

- WHAT PLANS, POLICIES OR STRATEGIES ARE THERE AT A BOROUGH COUNCIL, COUNTY COUNCIL OR REGIONAL LEVEL THAT MIGHT INFLUENCE DISPOSAL OR SUPPORT CHANGING THE USE OF THE ASSET?
- IS THE ASSET SURPLUS TO SERVICE NEEDS (I.E. NOT USABLE OR NOT CONTRIBUTING TO THE NEEDS OF THE SERVICE) SET AGAINST CORPORATE PRIORITIES/SERVICE PLANS/STRATEGIES?
- WHAT ARE THE PLANNING POLICIES THAT NEED TO BE CONSIDERED?

Constraints

- WHAT PHYSICAL, LEGAL, OR OTHER CONSTRAINTS ARE THERE IN RELATION TO THE ASSET?

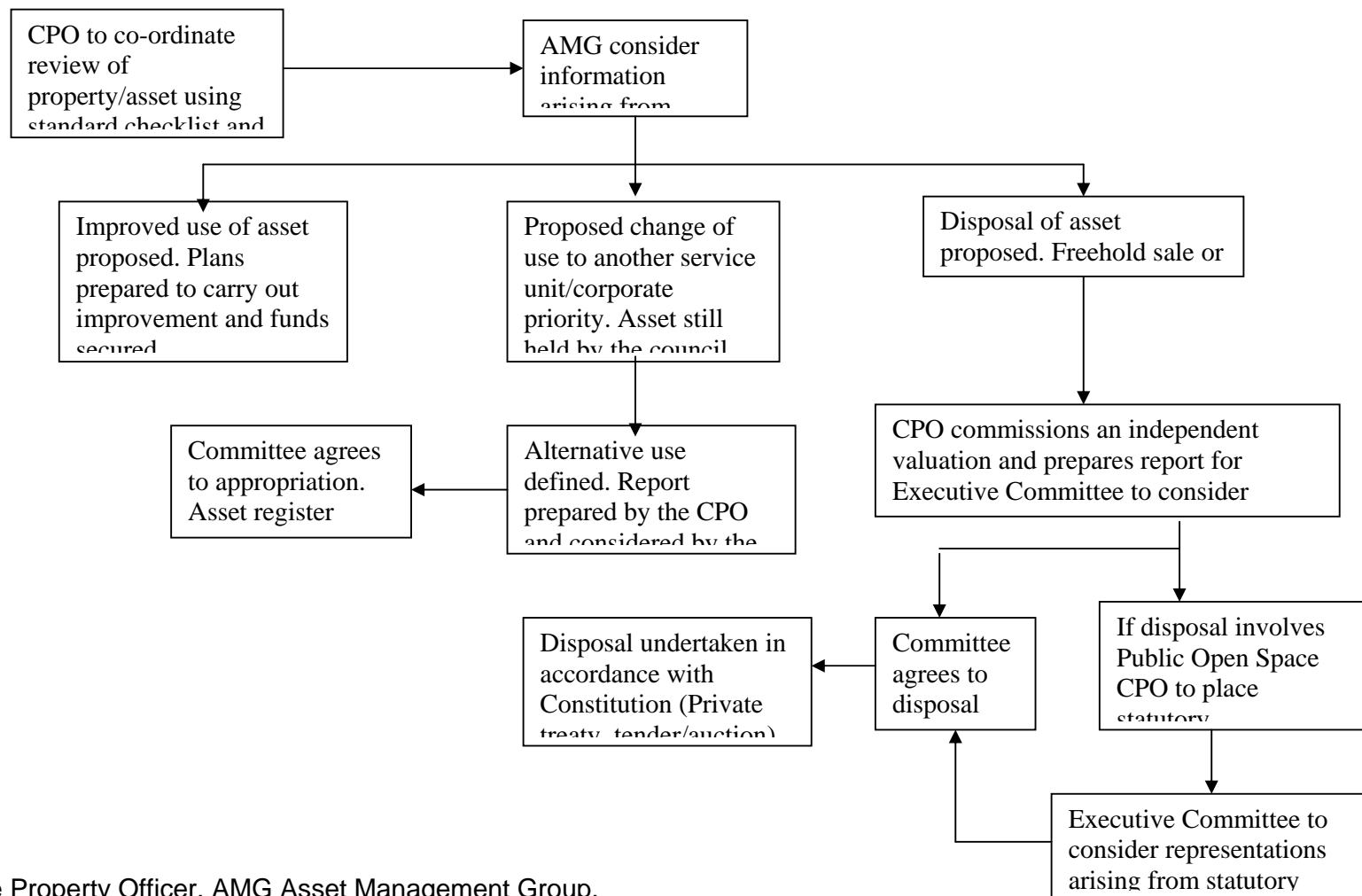
Alternatives

- WHAT OTHER USE HAS BEEN SUGGESTED FOR THE ASSET (EITHER WITHIN THE COUNCIL, BY ONE OF OUR PARTNERS ORGANISATIONS OR EXTERNALLY)?
- WHAT WOULD THE ASSET REALISE IF PUT TO ANOTHER USE (BEST CONSIDERATION)?
- WOULD A DIFFERENT USE OF THE ASSET FREE UP RESOURCES FOR USE ON OTHER COUNCIL PRIORITIES? I.E. TO SUPPORT PRE-AGREED SERVICE DEVELOPMENT PLANS

PERFORMANCE DATA

- WHAT PERFORMANCE DATA DO WE HAVE?
 - COST TO MANAGE, HOW DOES THIS COMPARE WITH ANY BENCHMARKING DATA?
 - COST TO REPAIR OR BRING UP TO STANDARD, IS THE ASSET SUITABLE OR ADEQUATE FOR NEEDS (CONSIDERING THE COST OF REFURBISHMENT)?
 - INCOME DERIVED, DOES THE ASSET GENERATE (OR IS CAPABLE OF GENERATING) SIGNIFICANT INCOME IN SUPPORT OF THE COUNCIL'S FINANCIAL STRATEGY?
 - ENERGY CONSUMPTION, DOES THE ASSET USE AN EXCESSIVE AMOUNT OF ENERGY WHEN COMPARED TO OTHER SIMILAR ASSETS/FACILITIES?

ASSET REVIEW PROCEDURE



Glossary:
CPO Corporate Property Officer, AMG Asset Management Group,

REPORT



<i>REPORT OF</i>	<i>MEETING</i>	<i>DATE</i>	<i>ITEM NO</i>
MEMBER TRAINING AND DEVELOPMENT STEERING GROUP	POLICY AND SERVICE REVIEW COMMUNITY FORUM	7TH APRIL 2005	6

ELECTED MEMBER TRAINING AND DEVELOPMENT CODE OF PRACTICE

Public/exempt item

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

Wards affected

ALL

Purpose of report

To consider the proposals of the Member Training and Development Steering Group.

Recommendation

1. That the Policy and Review Community Forum approves and adopts the Elected Member Training and Development Code of Practice.

Report

1. Within its terms of reference, the Member Training and Development Steering Group is responsible for ensuring that all Members are provided with opportunities for training and development. This allows members to work effectively as a local community representative and Member of the Borough Council.
2. The Steering Group acknowledges that without the benefit of a Code of Practice on training and development, the responsibility placed upon the elected member is unclear. The attached Code of Practice attempts to address this matter.

3. Members are requested to consider approving the attached Code of Practice on elected member training and development.

IMPLICATIONS	
Finance	Failure To Adhere To Point 7 In The Code Could Result In Financial Detriment To The Council
Legal	No Further Implications
Community Safety	No Further Implications
Human Rights And Equalities	No Further Implications
Sustainability	No Further Implications
Risk Management	No Further Implications

Report Author	Tel	Date	Doc ID
LYNDSEY LACEY	01253 658504	11TH FEBRUARY 2005	T/1

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
TRAINING AND DEVELOPMENT FILE		TOWN HALL, LYTHAM ST ANNES, LANCASHIRE FY8 1LW

Elected Member Training & Development Code of Practice

Fylde Borough Council is dedicated to meeting the training and development needs of its elected members. Members will be supported and assisted in playing their vital role in modernising local government.

1. All training is offered for both your benefit and for the benefit of the Council and residents. The training in all cases will be non-party political.
2. At all times during training each participant has the right to be treated with dignity and respect. Anyone who fails to adhere to this code will be asked to withdraw from the programme.
3. All elected members are expected to undertake an induction process, including attendance on an induction programme.
4. Each year you will be encouraged to evaluate your performance as an elected member and identify your training and development needs. In order to achieve this you will be invited to complete a Personal Development Plan (PDP). It is your responsibility to ensure that your training needs are identified during this process.
5. All members are encouraged to be IT proficient in order to have the ability to receive Council correspondence through e- mail.
6. No funding for training will be agreed for members unless they have completed their Personal Development Plans.
7. Once you have requested attendance on a course, or you have signed up for a course, it is essential that you attend if possible. If you fail to do so, the Council incurs unnecessary expenditure.
8. All training activities will start and conclude at the times stipulated.
9. It is your responsibility to apply for funds for external conferences and seminars through the Training & Development Steering Group. This must be done prior to the booking of the conference/seminar.
10. If you have disability/ dietary requirements, please make it known to the training provider. The Member Services Officer will endeavour to ensure that all training facilities are accessible.

11. Please help us monitor and evaluate the training provided. You will be asked to complete a training evaluation form at the end of any course that you attend. Please do this honestly and constructively.
12. Members of the Licensing Committee will not sit on decision-making panels until such time as they have undertaken the requisite training.
13. Members appointed to the Development Control Committee and Overview and Scrutiny Committees will be expected to participate in formal training.

REPORT



<i>REPORT OF</i>	<i>MEETING</i>	<i>DATE</i>	<i>ITEM NO</i>
HUMAN RESOURCES MANAGER	POLICY AND SERVICE REVIEW COMMUNITY FORUM	7TH APRIL 2005	7

CORPORATE INDUCTION POLICY

Report to follow.

