

Agenda

Finance and Democracy Committee

Date:	Monday, 30 January 2023 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

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

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 21 November 2022 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
4	Financial Forecast Update 2022/23 to 2026/27	3-16
5	Council Tax and Business Rates Discretionary Discount Policy – 2023/24	17-48
6	Council Tax Premiums 2024/25	To follow
7	Budget Setting – Fees and Charges 2023/24	50-58
8	Lytham Institute – Charity Reporting	59-78

9	Grant of New Lease for Ribble Cruising Club	79-108
10	Fully Funded In Year Budget Increase – UK Shared Prosperity Fund	109-145
11	Fully Funded Revenue Budget Increase - Holiday, Activity and Food Programme (HAF)	146-149
12	Fully Funded Revenue Budget Increase - Education Contribution Relating to Section 106 Agreement for Development Land Moss Farm, Cropper Road, Westby	150-152
13	Fully Funded Revenue Budget Increase – Domestic Abuse Act 2021	153-155
14	Fully Funded Revenue Budget Increase – Community Cost Of Living Grants	156-158
	INFORMATION ITEMS:	
15	Lytham Institute – Charity Commission Note	159-160
16	Energy Rebate Discretionary Scheme - Update	161-162
17	Squires Gate Station Access Update	163-164
18	Customer Feedback and Complaints Handling	165-167
19	Mid-Year Performance 2022/23	168-173
20	Capital Programme Monitoring Report 2022/23 – Position as at 30 November 2022	174-185
21	General Fund Revenue Budget Monitoring Report 2022/23 - Position as at 30 November 2022	186-193
22	Budget Setting – Revenue Budget 2023/24 - First Draft	194

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

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF FINANCIAL OFFICER	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	4
FINANCIAL FORECAST UPDATE 2022/23 TO 2026/27			

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 council for the five years 2022/23 to 2026/27. The main purpose of this iteration of the forecast is to reflect the impact of the provisional 2023/24 Local Government Finance Settlement, details of which were announced on 19th December 2022. 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 Committee is recommended:

1. To note the implications of this updated financial forecast, and to also note that this update report will be presented to the Council meeting on 6th February 2023; and
2. To note that following the confirmation of the amount of New Homes Bonus grant to be received for 2023/24, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £25,805 in accordance with the decision of the Finance and Democracy Committee on this matter at the meeting of 21st November 2022.

SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2022/23 at the meeting of 3rd March 2022. This report provides Members with a further update to the Council's financial forecast following the position that was considered by this Committee in November 2022.

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 considered by this Committee in November 2022. Attached at Appendix A is the financial forecast position reported to Members at Budget Council in March 2022. 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 estimated impact of the 2023/24 Local Government Finance Settlement, announced on 19th December 2022.
- 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 2022;
 - 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 both the November and January 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 2023/24 which will be published in mid-February 2023.

3. KEY CHANGES TO THE GENERAL FUND REVENUE BUDGET FORECAST

- 3.1 All of the financial risks as set out in the Financial Forecast update considered by this Committee in November 2022 and Council in December 2022 remain.
- 3.2 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 2023/24 Local Government Finance Settlement

On 19 December 2022, the Secretary of State for the Department for Levelling Up, Housing and Communities (DLUHC), Rt. Hon. Michael Gove MP, released a written statement to Parliament on the provisional local government finance settlement 2023-24. The papers can be viewed by [clicking here](#).

This followed a policy statement on the future of Local Government Finance published on 12 December, covering 2023/24 and 2024/25, which are the remaining years of the 2021 Spending Review period. The policy statement can be viewed here: <https://www.gov.uk/government/publications/local-government-finance-policy-statement-2023-24-to-2024-25>

This in turn was hard on the heels of the Autumn Statement on 17 November, which set the overall level of available resources across all government departments.

POLICY STATEMENT – SUMMARY

The provisional settlement is once again a holding position, designed for short-term stability and certainty for planning purposes and to promote financial sustainability within available resources - this time based on proposed detailed allocations for 2023/24 and a fairly full set of policy principles for 2024/25. The broad approach is based on a uniform roll-over of the core elements of the settlement; additional resources for priority services (in particular social care); balancing service pressures with taxpayer concerns through council tax referendum principles; and a fallback, by way of a minimum funding guarantee, for outlying councils. Finance reform is deferred, once again, at least until 2025/26 and possibly even later.

OVERALL APPROACH

As far as the overall policy approach is concerned ministers came down on the side of short-term stability and certainty, aiding councils in financial planning for the next two years. The policy statement gave councils a week's extra notice of the broad proposals for 2023/24. But it gives a good indication of Ministers' intentions in terms of the principles they will follow when they come to lay the annual settlement for 2024/25 before Parliament in Autumn 2023. Although there are no indicative allocations for councils for 2024/25, the outlining of principles is helpful, and represents more information than has been provided in recent years.

Detailed numbers are only available however for 2023/24 and there remain significant uncertainties for 2024/25, particularly for district councils. These include the future of the New Homes Bonus (NHB) scheme, which is now simply a one-year retrospective payment. To set the way forward, decisions need to be taken on the 2021 NHB consultation exercise, which was a very open exercise with limited indication of the favoured policy proposals and no strong view on the efficacy of the NHB incentive effect; decisions on all this are promised before next year's provisional settlement. There is also uncertainty around the future position of areas with 100% business rates retention; and on the approach to social care reform. All of these will inhibit detailed budget planning beyond the short-term.

FURTHER DELAYS TO FINANCE REFORM

The policy statement confirmed that the planned Review of Relative Needs and Resources (the 'Fair Funding Review') and the planned reset to business rates growth will not be implemented in the next two years.

The recent history of proposed reform goes back some years. In 2012, before the introduction of business rates retention, the Government promised a reset of accumulated business rates growth in 2020. In 2016, they promised a review of the needs assessment formula which would be used in re-allocating the accumulated growth between councils. In 2018, they published major consultation documents on all this, for implementation in 2020/21. Since then, implementation has been successively delayed. At the earliest, implementation will not now be until 2025/26 or realistically, depending on the timing of the General Election and the appetite of the new government for reform, until perhaps 2026/27.

The key points arising from the **Provisional Finance Settlement** for Fylde Council in respect of **2023/24** are:

a) Confirmation of acceptance of the bid by Lancashire authorities to continue to operate Business Rate Pooling arrangements for 2023/24

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2023/24, 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 2023/24. The latest in-year monitoring and future modelling suggest that continued participation in a Lancashire Business Rate Pool for 2023/24 will be of financial benefit to Fylde Council, as it has been since participation in the pool commenced.

b) Confirmation of a single year New Homes Bonus allocation in 2023/24 and an ongoing review of the scheme

The provisional settlement confirms that the review of the New Homes Bonus scheme is ongoing and indicates that the outcome will be announced during 2023. The allocation for 2023/24 is for one year only in the sum of £516k rather than an annual allocation for a four year period as has been 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 2023/24 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 2024/25 onwards are in line with the allocation for 2023/24 and are subject to change depending on the outcome of the consultation exercise.

c) Changes to Other Government Grants for 2023/24

Other grant changes were also announced in respect of 2023/24 as part of the provisional settlement which for Fylde Council were as follows:

- Lower Tier Services Grant – this grant has been abolished;
- Services Grant - an allocation for Fylde of £75k in 2023/24 (reduced from £133k in 2022/23); and
- The introduction of a new “one-off” Funding Guarantee Grant for “2023/24 only” – with an allocation for Fylde of £871k in 2023/24. The Funding Guarantee grant aims to ensure all local authorities receive a minimum 3% “Core Spending Power” increase from 2022/23, excluding any funding from increases to 2022/23 council tax levels. Core Spending Power is a measure used by the government of the resources available to local authorities to fund service delivery. It sets out the money that has been made available through the Local Government Finance Settlement. The calculations made by the government to assess Core Spending Power assume that business rate income is receivable at the baseline level, whereas actual business rate income is subject to variation from the baseline level.

These updated grant allocations for 2023/24 have been reflected in the summary at Appendix E to this report.

d) Confirmation of the 2023/24 General Council Tax Referendum Principles

The council tax referendum limit for 2023/24 will be 2.99% for local authorities, with an additional 2% social care precept allowed for social care authorities (not Fylde). The 2.99% figure is an increase of 1% on that allowable for 2022/23 to allow councils additional flexibility to increase spending power in light of the continuing high levels of pay and price inflation currently being experienced. Appendix E of this report assumes an increase in council tax of 1.99% per annum which is consistent with increases applied in recent years.

3.3 Estimates of Government Funding Beyond 2023/24

3.4 Estimating the level of funding for local authorities beyond 2023/24 is problematic in light of short-term settlements, national pressures on public finances as a whole and continuing delays to the reform of local government funding mechanisms. That said, the focus by DLUCH on Spending Power as a key measure for local authority funding and the introduction of the Funding Guarantee Grant, albeit as a "one-off", do give some comfort that government are mindful of providing some stability, at least in the short term.

3.5 Accordingly, the estimates of government funding contained in the financial forecast at Appendix E of this report have been calculated on a continuation basis and to assume an overall protection of the council's "Core Spending Power" for 2024/25 onwards. This is considered to be the best estimate available given the various uncertainties as outlined in the report.

4. Other Financial Forecast Changes and Risks

4.1 The Financial Forecast has also been updated to reflect the following changes:

a) Employee Costs

Pay award: The employee pay award for the current year has recently been agreed at a £1,925 flat rate increase on each spinal column point on the pay scale, which equates to approximately 6.5% on the pay bill, including oncosts. This is significantly in excess of the budget provision for 2.75% for the current year. The forecast has been updated to reflect the agreed settlement. In light of the current year settlement and the continuing high level of inflation (10.5% as at December 2022, down slightly from 10.7% In November), the budget provision for pay award for 2023/24 has been updated to an estimated 4%, with 2.75% estimated pay award included each subsequent year throughout the life of the forecast.

b) New Homes Bonus Distribution to Town and Parish Councils

The Finance and Democracy Committee meeting in November 2022 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 2023/24. Following the confirmation of the amount of New Homes Bonus grant as part of the 2023/24 financial settlement, allocations of

a proportion of this grant to town and parish councils have been calculated in the total sum of £25,805 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**.

c) Other budget adjustments

A number of further budget adjustments have been made to this updated financial forecast in light of the most recent budget monitoring reported to programme committees and 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 2023/24 which was finalised in December 2022.

4.2 Other Continuing Financial Risks

All of the financial risks that were detailed within the previous Financial Forecast Update that was presented to the last Finance and Democracy Committee meeting in November and Council in December 2022 remain. These are:

- **Future Central Government Funding Reductions**
- **Announcement of a ‘Fair Funding Review’**
- **Retained Business Rates**
- **Price Inflation**
- **Employee Costs – Pay Award**
- **Borrowing Costs Assumptions**
- **Reduction in Housing Benefit Administration Grant**
- **Universal Credit**
- **Grounds Maintenance (External Contracts)**
- **The Living Wage**

Full details of each of these can be found within the November 2022 Financial Forecast report via the following link: [November 2022 MTF Update](#)

5. CONCLUSIONS

- 5.1 The provisional 2023/24 Local Government Financial Settlement has not fundamentally changed the general financial standing of Fylde Council. The additional grants detailed in paragraph 3.1 (c), in particular the “one-off” 2023/24 Funding Guarantee Grant, are to be welcomed as they improve the financial position of the Council in the short term. Based on the assumptions and estimates as detailed in the report there is a projected surplus of resources for 2022/23 and 2023/24 followed by a period of uncertainty as the base costs of the council increase and national framework for the financing of local government is subject to review.
- 5.2 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.
- 5.3 Estimations of central government funding beyond 2023/24 are extremely difficult to make until the outcome of the funding reviews are known. The Financial Forecast will be updated

for 2023/24 onwards as and when there is greater clarity regarding the central government funding regime.

- 5.4 In order to maintain the current financial position and be able to deliver 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.
- 5.5 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, the 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.
- 5.6 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 2023

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 2021/22 – 2025/26	Budget Council meeting 3 rd March 2022	www.fylde.gov.uk
MTFS – Outturn Position For 2021/22 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 23 rd June 2022	www.fylde.gov.uk

Revenue Budget Monitoring Report 2022/23 – to 30 th November 2022	Programme Committees – January 2023	www.fylde.gov.uk
Capital Programme Monitoring Report 2022/23 – to 30 th November 2022	Programme Committees – January 2023	www.fylde.gov.uk

Attached documents

1. Appendix A - Forecast approved at Budget Council in March 2022
2. Appendix B - Schedule of general assumptions underpinning the financial 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 2023/24

General Base Budget 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 and where contractual commitments require increases;
- Slippage – approved underspend items from 2021/22 agreed by the Finance and Democracy Committee in June 2022 have been slipped into 2022/23;
- Pay award – the impact of the agreed 2022/23 pay award of £1,925pa for each pay point has been reflected in the updated forecast, with future pay awards estimated to be 4% for 2023/24 and 2.75% per annum for each year thereafter;
- Employers Pension Contributions – the Council's contributions to the Lancashire pension fund scheme are set in accordance with the indicative outcome of the 2022 Triennial Pension Review which is currently being carried out by the scheme actuaries, Mercer. The draft figures provided by the pension fund indicate contributions at 19.2% per annum, reduced by scheme surplus payments of 4% per annum for the period from 2023/24 to 2025/26; with future years estimates provided on a continuation basis. The forecast has been updated accordingly;
- 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 2023/24 onwards;
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2022. 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 2023 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2022/23 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no additional cost to the Council from 2022/23 onwards;
- New Homes Bonus Grant – the forecast for 2023/24 onwards is based on the confirmed allocation for 2023/24 as set out in the report; and
- Other Government Funding - the estimates of government funding contained in the financial forecast at Appendix E of this report have been calculated on a continuation basis and to assume an overall protection of the council's "Core Spending Power" for 2024/25 onwards. This is considered to be the best estimate available given the various funding uncertainties as outlined in the report.

Appendix C

General forecast changes since Council December 2022

	2022/23	2023/24	2024/25	2025/26	2026/27	
	£000	£000	£000	£000	£000	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
1 CHANGES AS A RESULT OF MEMBER APPROVALS:						
Homes for Ukraine Scheme - 3385 Income (F&D 28/10/22)	-155	0	0	0	0	FAVOURABLE
Homes for Ukraine Scheme - 3385 Expenditure (F&D 28/10/22)	155	0	0	0	0	ADVERSE
S106 Contribution - Education - 3607 Income (Council 12/10/22)	-303	0	0	0	0	FAVOURABLE
S106 Contribution - Education - 3607 Expenditure (Council 12/10/22)	303	0	0	0	0	ADVERSE
S106 Contribution - Transport Improvements - 4410 Income (Council 12/10/22)	-48	0	0	0	0	FAVOURABLE
S106 Contribution - Transport Improvements - 4410 Expenditure (Council 12/10/22)	48	0	0	0	0	ADVERSE
Homeless Prevention Grant - 5270 Income (Council 12/10/22)	-107	-107	-107	-107	-107	FAVOURABLE
Homeless Prevention Grant - 5270 Expenditure (Council 12/10/22)	107	107	107	107	107	ADVERSE
Affordable Warmth Grant - Housing - Income - (E,H&H 15/11/22)	-60	0	0	0	0	FAVOURABLE
Affordable Warmth Grant - Housing - Expenditure - (E,H&H 15/11/22)	60	0	0	0	0	ADVERSE
2 BUDGET RIGHTSIZING EXERCISE:						
Revenue impact of budget right-sizing across all budget areas of the Council	-17	-3	-3	-3	-3	FAVOURABLE
3 STAFFING/SHARED SERVICE COSTS:						
Updated estimate of pay award for 2023/24 only - from 2.75% to 4%	0	125	125	125	125	ADVERSE
2022/23 Pay Award Blackpool Revenues and Benefits - Shared Service Contract	43	43	43	43	43	ADVERSE
4 UPDATED ESTIMATES OF INCOME BUDGETS:						
Planning Applications - estimated reduction in fee income	150	100	100	100	100	ADVERSE
Homelessness - additional B&B accommodation costs	79	0	0	0	0	ADVERSE
Homelessness - additional housing benefit contribution towards B&B accommodation costs	-25	0	0	0	0	FAVOURABLE
Trade Waste - additional income from increased useage of the service	-32	0	0	0	0	FAVOURABLE
5 OTHER FORECAST CHANGES						
Re-phasing of St Annes Square Maintenance - (Charlie/Regen matched funding)	-25	25	0	0	0	NEUTRAL
Re-phasing of Fairhaven equipment acquisition - purchased in advance to avoid price increases	10	-10	0	0	0	NEUTRAL
IT - Development budget rephase	-15	15	0	0	0	NEUTRAL
TOTAL	168	295	265	265	265	ADVERSE

Explanations of Forecast Changes set out in Appendix C

Appendix D

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 2022 has been updated to reflect the financial impact of Member decisions made since then. The significant decisions in terms of their financial effect are detailed within the body of the report.

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

Each year officers carry-out a budget right-sizing exercise focussing on a review of underspends across all budget areas and these have been updated and reflected through the forecast.

(3) Staffing Costs/Shared Service Costs

The impact of the agreed 2022/23 pay award of £1,925pa for each pay point has been reflected in the updated forecast, with future pay awards estimated to be 4% for 2023/24 and 2.75% per annum for each year thereafter.

(4) Updated Estimates of Income Budgets have been reflected in the forecast, including:

- Planning Application fee income
- Trade Waste income

(5) Other Forecast Changes:

A number of other changes have been made to the forecast as itemised in the appendix, including additional homelessness costs and the re-phasing of revenue expenditure between years.

**New Homes Bonus - allocations to Town & Parish Councils
2023/24**

	NHB Allocation 2023/24 - £
Bryning-with-Warton	10,819
St.Annes	3,793
Westby-with-Plumpton	3,607
Newton-with-Clifton	3,482
Elswick	2,052
Ribby-with Wrea	1,741
Treales, Roseacre & Wharles	249
Weeton-with-Preese	62
Total Allocation 2023.24	25,805
Freckleton	Nil growth in excess of baseline
Greenhalgh-with-Thistleton	Nil growth in excess of baseline
Kirkham	Nil growth in excess of baseline
Little Eccleston-with-Larbreck	Nil growth in excess of baseline
Medlar-with-Wesham	Nil growth in excess of baseline
Singleton	Nil growth in excess of baseline
Staining	Nil growth in excess of baseline

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF REVENUES AND BENEFITS SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	5
COUNCIL TAX AND BUSINESS RATES DISCRETIONARY DISCOUNT POLICY – 2023/24			

PUBLIC ITEM

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

SUMMARY

Since the reform of Business Rates and Council Tax in 2013 (including the introduction of a degree of localisation of decision-making in respect of both Council Tax and Business Rates) national schemes of discounts and exemptions have been replaced by a range of national mandatory and local discretionary schemes.

In recent years central government has introduced further Business Rate reliefs to address particular circumstances or categories of business premises which are deemed to operate locally and must therefore be included within the approved policy for the award of such reliefs.

It is necessary, from time-to-time, to update the Council's policy of Discretionary Discounts to incorporate new reliefs, or amendments to schemes of existing reliefs, or to provide clarification where such would be helpful.

RECOMMENDATION

The Committee is recommended to:

1. Approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2023-24).

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 28th January 2019 – Resolved to approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2019/20 update).

Finance and Democracy Committee 23rd November 2020 - Resolved to approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2020/21 update).

Finance and Democracy Committee 29th March 2021 - Resolved to approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2021/22 update).

Finance and Democracy Committee 22nd November 2021 - Resolved to approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2021/22 and 2022/23 update).

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

BACKGROUND

1. In respect of both Council Tax and Business Rates national schemes of discounts and exemptions have been in place since the introduction of those arrangements for local taxation. Fylde BC, in line with all local authorities, implemented the schemes of discounts and exemptions as directed by central government. Information of the available discounts and exemptions has always been made available to potential claimants and beneficiaries of such and for a number of years this information has also been promoted through the Council's website.
2. With the introduction of the local CTRS in April 2013 it became necessary for the Council to consider the provision of discretionary hardship relief to provide support for claimants in exceptional circumstances, and who are unable to increase their income from other means. Such provision is a key element of the operation of the scheme.
3. Section 76 of the Local Government Act 2003 (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of tax payable as it thinks fit. Funding for such reductions must be provided by the Council and major preceptors as necessary.
4. In order to mitigate part of the impact of the CTRS on the most vulnerable households, the Council at that time approved the award of discretionary Hardship Relief under the above powers. Strict criteria are used to determine if any additional relief is appropriate and the level of any such award. Awards are made to those unable to increase their income and then only in exceptional circumstances.
5. With regard to Non-domestic (i.e. business) rates the Council is required to apply the national (mandatory) schemes of relief, as determined by central government. The Council may also award additional (discretionary) business rate relief. This may be in relation to charitable organisations (following the application of 80% mandatory relief) or in respect of other organisations in exceptional circumstances. In recent years central government has introduced further reliefs to address particular circumstances or categories of business premises which are deemed to operate locally and must therefore be included within the approved policy for the award of such reliefs
6. From time-to-time it is necessary to revise the Council Tax and Business Rates Discretionary Discount Policy in order to reflect changes in reliefs that are introduced by central government, and any changes in the application of the policy due to changes in local circumstances or to provide clarification.

CHANGES REFLECTED IN THE PROPOSED UPDATE OF THE POLICY

7. This update includes the annual review of the policy and it has been updated to account for measures to support businesses announced in the Autumn Statement on 17th November 2022 as a result of the continued response to assist businesses. These relate to the award of a 75% discount for the period 1st April 2023 to 31st March 2024 for retail, hospitality and leisure businesses, falling under the Expanded Retail Discount category of the policy. These awards are made under section 47 of the Local Government Finance Act 1988 and are subject to cash caps on the amount an eligible business can receive.

The proposed Discretionary Discount Policy for 2023/24 is attached at Appendix A.

IMPLICATIONS	
Finance	The additional reliefs reflected in the updated policy are fully funded by central government, and as such there are no financial implications arising directly from this report.
Legal	Section 76 of the Local Government Act 2003 (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of tax payable as it thinks fit.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Louise Jones Head of Revenues and Benefits (Shared Service)	Louise.jones@blackpool.gov.uk	12 th January 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix A - Council Tax and Business Rates Discretionary Discount Policy 2023/24



Council Tax and Business Rates

Discretionary Discount Policy 2023/24

Contents

Document Control:	4
Record of Amendments:	4
Approved By:.....	5
1. Introduction	6
Aims of the Discretionary Discount Policy	6
2. Policy Objectives and Action Plan	7
Objective 1: To ensure that assistance is available and accessible to members of the community most in need	7
Objective 2: To ensure discretionary discounts are only considered when no other means of assistance is available.	7
Objective 3: To monitor and evaluate the administration of the policy to ensure that the service reflects the needs of the community.....	8
3. Discretionary Discount - Customers in receipt of local Council Tax Reduction (Hardship Fund)	9
Responsible officer.....	9
Decision making process.....	9
Notification of decision	9
Review of decision/re-determination requests	9
Notification of review/re-determination decision.....	10
4. Discretionary Discounts – Customers not in receipt of local Council Tax Reduction	11
Responsible officer.....	11
Decision making process.....	11
Notification of decision	11
Review of decision/re-determination requests	11
Notification of review/re-determination decision.....	12
5. Discretionary Discounts – Rate Relief Policy relating to organisations established for Charitable, Sporting and Community Purposes.	13
Responsible officer.....	14
Decision making process.....	14
Notification of decision	14
Review of decision/re-determination requests	14
Notification of review/re-determination decision.....	14
6. Other Discretionary Discounts	16
Responsible officer.....	16
Decision making process.....	16
Notification of decision	16
Review of decision/re-determination requests	16
Notification of review/re-determination decision.....	17
7. Hardship Relief	18

Responsible officer.....	18
Decision making process.....	18
Notification of decision	19
Review of decision/re-determination requests	19
Notification of review/re-determination decision.....	19
8. Rural Rate Relief.....	20
Responsible officer.....	20
Decision making process.....	20
Notification of decision	20
Review of decision/re-determination requests	20
Notification of review/re-determination decision.....	20
9. Temporary Part Occupation Relief.....	21
Responsible officer.....	21
Decision making process.....	21
Notification of decision	21
Review of decision/re-determination requests	21
Notification of review/re-determination decision.....	22
10. Expanded Retail Discount	23
Which properties will benefit from relief?	23
Decision making process.....	26
Responsible officer.....	26
Notification of decision	26
Review of decision/re-determination requests	26
Notification of review/re-determination decision.....	26
11. Local Newspaper Relief.....	27
Responsible officer.....	27
Decision making process.....	27
Notification of decision	27
Review of decision/re-determination requests	27
Notification of review/re-determination decision.....	27
12. Fraud	28

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10/03/2014	1.1	Graeme Ruse	Business Rates Reliefs – added Retail Relief pages 19 – 22. New Build Relief page 23-24, Temporary Re-Occupation Relief page 25-26
01/10/2014	1.2	Andrew Turpin	Rural Rate Relief pages 27-28
19/12/2014	1.3	Andrew Turpin	Retail Relief page 19
02/11/2015	1.4	Graeme Ruse	Temporary Part Occupation Relief
21/10/2016	1.5	Graeme Ruse	Removal of New Build and Re-Occupation Relief
10/10/2017	1.6	Louise Jones	No changes – review only
05/03/2018	1.7	Andrew Turpin	Inclusion of Revaluation Relief and Public House Relief
03/09/2018	1.8	Andrew Turpin / Louise Jones	Review of policy
14/12/2018	1.9	David Holmes	Inserted Retail Discount, Local Newspaper Relief, Hardship Relief and noted EZ Relief. Removed the Public House relief.
03/03/2020	1.10	Graeme Ruse	Amended Retail Discount and reinstated Public House relief.
08/09/2020	1.11	David Holmes	Changes to policy following a re-structure and an update to introduce COVID-19 measures, including the Expanded Retail Discount and the OFSTED Registered Nursery Discount scheme.
18/03/2021	1.12	David Holmes	Updated content for the Expanded Retail Discount and Nursery Discount following changes from the 2021 Spring Budget.

09/11/2021	1.13	David Holmes	The removal of the OFSTED Registered Nursery Discount scheme and the removal of the Enterprise Zone Relief, as these have now ceased. Further updates to the Expanded Retail Discount scheme.
01/11/2022	1.14	Louise Jones	Annual review for 2023/24
12/01/2023	1.15	Graeme Ruse	RHL Relief percentage update.

Approved By:

Name	Title	Signature	Date
Louise Jones	Head of Revenues, Benefits and Customer Services		12 th January 2023

1. Introduction

Section 13A of the Local Government Finance Act 1992 (as amended) and sections 47, 48 and 49 of the Local Government Finance Act 1988 (as amended) empowers a billing authority to reduce the amount of tax payable.

Fylde has adopted a local Council Tax Reduction Scheme since 1st April 2013, which replaced Council Tax Benefit. However it is likely that other circumstances will arise where the Council could consider a further discretionary reduction in exceptional circumstances. In addition local Businesses who are experiencing severe financial difficulties may request assistance in meeting the burden of local taxation.

Funding for such reductions must be provided by the Council. This policy sets out how the Council will use these powers and the criteria that must be satisfied.

The Council is committed to publishing the policy to ensure that the local taxpayers are aware of the policy and are able to quickly and easily apply for assistance.

Aims of the Discretionary Discount Policy

- Provide a mechanism for the Council to assist members of the community who are unable to meet the financial burden of local taxation
- Helping residents in receipt of Council Tax Reduction who are unable to increase their income
- Alleviating poverty
- Helping those who are trying to help themselves
- Supporting people who are starting work
- Supporting the most vulnerable in the local community
- Helping customers through difficult personal events
- Assisting customers in accordance with the Council's Child Poverty Strategy
- To ensure that no claimant or charge payer suffers any undue short-term disadvantage resulting from circumstances beyond their control

2. Policy Objectives and Action Plan

Objective 1: To ensure that assistance is available and accessible to members of the community most in need

- Ensure staff are aware of the policy and qualifying criteria
- Regular refresher training for assessment staff to promote proactive identification of potential cases
- Provide effective overview training on the policy and qualifying criteria on request to promote take-up and awareness in appropriate circumstances.
- Promote access to the scheme through continued development of the Fylde Council website to ensure that up to date information is provided and that relevant forms and information can be downloaded.
- Ensure advice providers are aware of the policy and qualifying criteria.
- Promoting awareness to Members
- Promote the scheme to target groups, which may include:
 - Social and Private Sector Housing Tenants with significant arrears who may apply for a Discretionary Housing Payment (DHP).
 - Council Tax payers who have been issued with a summons.
 - People requiring assistance from the Emergency Planning response team.
 - Customers who are seeking Council assistance with debts
- Providing a facility to visit customers to assist them in making an application and provide supporting documents.
- Working closely with existing and new service partners and stakeholders to promote awareness of the policy.

Objective 2: To ensure discretionary discounts are only considered when no other means of assistance is available.

- Ensure assessments of applications for local Council Tax Reduction incorporate a benefits maximization check.
- Ensure the applicant does not have income or capital which should be used to meet the liability.
- Signpost customers who do not meet the criteria to appropriate alternative advice services
- Conduct a regular review of the policy to ensure it is fit for purpose.
- Ensure a robust review procedure is in place to ensure decisions are independent, fair and consistent.
- Ensure publicity is available to encourage customers to claim other benefits they are entitled to and where to access debt advice and money management tools.
- Ensure other sums owed to the Council (e.g. sundry debts, Housing Benefit overpayments) are reviewed and reduced repayments agreed where appropriate
- Ensure a Discretionary Housing Payment for Housing Benefit is awarded if appropriate
- Ensure recovery action is delayed where appropriate
- Awards will be tailored to match need. The period and amount of an award will be determined based upon the circumstances in each case.
- Awards will only be made for a period relating to the financial year in which the application is made.
- Awards may be reviewed at any time and may be revised, reduced or withdrawn if it is found that the circumstances of the applicant have changed and the award is no longer appropriate.

Objective 3: To monitor and evaluate the administration of the policy to ensure that the service reflects the needs of the community

- Monitor of fund spending by monthly recording and reporting of expenditure provided to Senior Management.
- Conduct a regular review of income and expenditure forms used.
- Conduct a regular review of the policy.
- Review the outcome of requests for reconsideration to improve guidance and methodology.
- Respond to feedback on processes and procedures from partners and stakeholders.

3. Discretionary Discount - Customers in receipt of local Council Tax Reduction (Hardship Fund)

Fylde Borough Council adopted a local Council Tax Reduction Scheme which is effective from 1st April 2013. During the development of the scheme the Councils' Equality Analysis identified that certain groups affected by the reduction in support would be unlikely to be able to increase their income.

For an award of this type of discretionary discount to be considered, the applicant must be:

- In receipt of Council Tax Reduction; and
- Have a shortfall between the level of Council Tax Reduction and their council tax liability; and
- In the opinion of the Council, be in need of further assistance with Council Tax in accordance with the qualifying criteria.

Requests for further reductions in Council Tax liability will be required in writing from the customer, their advocate / appointee or a recognised third party acting on their behalf.

Each case will be considered on 'its merits' however all of the following criteria should be met:

- There must be evidence of hardship or personal circumstance that justifies a further reduction in Council Tax liability.
- The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application.
- The customer does not have access to other assets that could be realised and used to pay the Council Tax.
- All other eligible discounts/reliefs have been awarded to the customer.

Responsible officer

The responsibility for making discretionary discount decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The initial request will be dealt with by a decision maker (Senior Benefits Assistant, Senior Benefit Specialist or Team Manager) who will consider the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: A Senior Benefits Manager will authorise the decision.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed by a different

decision maker who will recommend either confirming or amending the original decision.

Stage 2: The Head of Benefits and Customer Services will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

A discretionary reduction made under section 13A (1)(a) or (c) of the Local Government Finance Act (LGFA) 1992 can be the subject of an appeal to the Valuation Tribunal under section 16 of the LGFA 1992.

4. Discretionary Discounts – Customers not in receipt of local Council Tax Reduction

Requests for reductions in Council tax liability will be required in writing from the customer, their advocate / appointee or a recognised third party acting on their behalf

Each case will be considered on 'its merits' however all of the following criteria should be met:

- There must be evidence of hardship or personal circumstance that justifies a reduction in Council Tax Liability.
- The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application.
- The customer does not have access to other assets that could be realised and used to pay the Council Tax.
- The customer is not entitled to an award under the local Council Tax Reduction Scheme.
- All other eligible discounts/reliefs have been awarded to the customer.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

A Revenues Manager will liaise with the applicant in each case to request sufficient information in order that a decision can be made

Decision making process

Stage 1: The initial request will be dealt with by a Revenues Manager who will consider the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: A different Revenues Manager will authorise the decision.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

Council will accept an applicant's written request for a redetermination of its decision.

Stage 1: The original decision and any additional information provided will be reviewed by a different decision maker who will recommend either confirming or amending the original decision.

Stage 2: Head of Revenues, Benefits and Customer Services, will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

A discretionary reduction made under section 13A (1) (a) or (c) of the Local Government Finance Act (LGFA) 1992 can be the subject of an appeal to the Valuation Tribunal under section 16 of the LGFA 1992.

5. Discretionary Discounts – Rate Relief Policy relating to organisations established for Charitable, Sporting and Community Purposes.

Each case will be considered on its merits however all of the following criteria should be met:

- Requests for reductions in Business Rates will be required in writing from the ratepayer or a recognised third party acting on their behalf.
- It must be in the interest of Council Tax payers for the local authority to grant a reduction.
- All other eligible discounts/reliefs have been awarded to the ratepayer.

In addition to the above, the Council has determined the following guidelines for the granting of discretionary rate relief.

- a) The organisation is small in stature in that it occupies a hereditament with a Rateable Value of less than £13,000 in the National Non-Domestic Rating List effective from 1 April 2023. *(the premise is that larger organizations are generally well established and can, to a certain extent, exist without any external aid at all)*, **and**
- b) The organisation is not part of a charging or precepting authority, **and**
- c) The organisation has been specifically set up for the benefit of the young, the aged, the disabled or for ethnic minorities. *(sports organisations that allow or promote junior or senior citizen membership would not necessarily fall under the jurisdiction of this rule. The organisation must have been created or is in being for the sole or main purpose of aiding any one of these sections of the community)*, **or**
- d) The property is for the general use of the local community without any membership and/or subscription requirements and has no specific use except for the general benefit of the community, **or**
- e) The property is used for the housing of vehicles used only for offshore emergency purpose, **or**
- f) The aims of the organisation are to educate volunteers in emergency training for the benefit of the local community.

Discretionary Relief of the remaining balance (taking into account 80% mandatory relief granted to all charitable bodies) may be granted to any non-profit making organisations that meet the above criteria.

The above is intended only as a guide when considering applications for discretionary rate relief. All applications will be considered on their merits and it might be found that it is only right and proper to approve applications which do not conform exactly to the above.

- g) The Council will continue with its current policy regarding granting discretionary rate relief, each application be considered on its merits and favourable consideration be given to applications from qualifying organisations in instances when the non-granting of relief could seriously jeopardize the financial viability of the organisation.
- h) One factor to be taken into account in determining discretionary rate relief shall be the training or coaching provided by sports clubs for the youth of the Borough.

In addition, organisations with charitable status and not being Limited Companies, and set up for recreational purposes:

- Whose membership is open to all sections of the community.
- Do not restrict membership on the grounds of ability or the availability of their facilities,
- Whose membership levels are not set at such a rate to preclude membership by all sections of the community,
- Who provide outside sporting activities,

- Who actively encourage participation by young people,
- Make their facilities available to people other than members e.g. to schools or casual public sessions,
- Whose main aim is sporting rather than social,
- Whose members are mainly from the Fylde Borough.

May be given discretionary relief of 100% based on the Rateable Value of the outside playing area and changing areas only.

- Retail premises operated by a registered charity which have been granted mandatory rate relief may, in exceptional circumstances, receive a further discretionary award. The Council will consider the merits of each case but such an award is likely to be the exception rather than the rule.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Revenues Manager making a recommendation to the Head of Revenues, Benefits and Customer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues, Benefits and Customer Services and determine whether to award a discretionary discount.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to either confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

6. Other Discretionary Discounts

The Council may award Business Rates relief on any cases where it has been asked to do so, and where the award would be clearly in the interest of the local Council Tax payer.

The relief is available pursuant to s.47 of the Local Government Finance Act 1988, as amended by s.69 of the Localism Act 2011, and decisions are to be made on a case by case basis and dependent on the individual facts. This is often referred to as 'Localism Relief'.

Under the arrangements by which Business Rates income is shared by a number of public sector bodies, any award of a discount or relief will be funded in part by: Fylde Council, Central Government, Lancashire County Council and the Lancashire Fire Authority.

Each case will be considered on its merits however all of the following criteria should be met:

- it must be in the interest of the Council and community for the local authority to grant a reduction, **and**
- all other eligible discounts/reliefs have been awarded to the ratepayer.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Revenues Manager making a recommendation to the Head of Revenues, Benefits and Customer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues, Benefits and Customer Services and determine whether to award a discretionary discount.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

7. Hardship Relief

In exceptional circumstances the Council may award relief where it is satisfied payment of the bill will cause a business severe financial hardship.

This will only be considered where it is evident that doing so would be in the interests of the wider community. This can be because failure to grant the relief would result in the loss of a unique and regularly required service, and/or because the failure to grant relief would directly result in a significant loss of jobs in the local community.

Hardship Relief is available pursuant to s.49 of the Local Government Finance Act 1988. The relief is designed for a local authority to provide discretionary assistance in exceptional and/or unexpected circumstance, but not to prop up a fundamentally failing business. Decisions are to be made on a case by case basis and dependent on the individual facts.

The Council may award hardship relief as a percentage of the total amount due, or as a single monetary value.

There are no time limits to the award of hardship relief, but the relief is considered to be a 'one-time' award. There is no requirement for the Council to award this relief periodically.

In order to consider an award the applicants shall provide the following:

- Details of the unique and regularly required service provided.
- Details of how much is outstanding.
- Details of their current financial circumstance, including details of any assets or security held, and including details of debts owed to other creditors.
- Copies of their latest audited accounts, or if the business has not yet submitted accounts then an up to date income statement and/or balance sheet will be required.
- Details of the company, such as the product sold, the customer base, numbers in the workforce.
- The reason why they cannot pay their bill.
- How much relief they require.
- An assumption of what would happen if no assistance was provided by the Council.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Revenues Manager making a recommendation to the Head of Revenues, Benefits and Customer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues, Benefits and Customer Services and determine whether to award a discretionary discount.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to either confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

8. Rural Rate Relief

Relief of up to 100% can be granted to the occupier of a general store, post office, pub or petrol station if it is the only such business in the authority's rural settlement list. Each case will be dealt with on its own set of circumstances and ratable value limits will apply.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Revenues Manager making a recommendation to the Head of Revenues, Benefits and Customer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues, Benefits and Customer Services and determine whether to award a discretionary discount.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to either confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

9. Temporary Part Occupation Relief

The Ratepayer is liable for the full non-domestic rate whether a property is wholly occupied or only partly occupied. Under s44A of the Local Government Finance Act 1988, where a property is partly occupied for a short time the Council has discretion to request that the Valuation Office apportion the rateable value of a property between the occupied and unoccupied parts and apply an unoccupied property exemption on the unoccupied part; thereby reducing the amount payable.

Applications must be made in writing and supported by:

- a completed application form, **and**
- detailed scaled plans which outline the whole property and indicate the partly occupied/unoccupied parts, **and**
- details of the planned period of time for the part occupation, **and**
- details of future intentions, **and**
- details of the cause for the part occupation.

A site visit will be required. Where necessary the ratepayer may be required to provide additional information to support their application.

Responsible officer

The responsibility for making discretionary relief decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Revenues Manager making a recommendation to the Head of Revenues, Benefits and Customer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues, Benefits and Customer Services and determine whether to award a discretionary discount.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to either confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

10. Retail, Hospitality and Leisure Discount

The Government announced in the 2018 Budget that it will provide a Business Rates Retail Discount scheme for occupied retail properties in 2019/20 and this remains today, albeit the discount was re-branded as the 'expanded retail discount' during the COVID19 pandemic and extended to additionally include businesses in the leisure and hospitality sectors.

Since this discount was created the rules and amounts have varied, from an initial 33% discount in 2019/20 to a full discount during the COVID19 pandemic, irrespective of rateable value and with no award cap. During 2021/22 a "cash cap" was introduced to limit the level of relief paid to £105,000 across all of the applicants businesses. During 2021/22 there was a split award of 100% for 3 months (April to June) and then a 66% rate for the remainder of the financial year.

From 1 April 2022 until 31 March 2023 the expanded retail discount will be 50% for all occupied premises within the retail, hospitality and leisure sectors, subject to a "cash cap" of £110,000 per business.

From 1 April 2023 until 31 March 2024 the Retail, Hospitality and Leisure discount will be 75% for all occupied premises within the retail, hospitality and leisure sectors, subject to a "cash cap" of £110,000 per business.

The discount is to be applied once mandatory reliefs and other discretionary reliefs have been applied.

Which properties will benefit from relief?

Properties that will benefit from the relief will be occupied hereditaments that are wholly or mainly being used:

- as shops, restaurants, cafes, drinking establishments, cinemas and live music venues,
- for assembly and leisure; or
- as hotels, guest & boarding premises and self-catering accommodation.

We consider shops, restaurants, cafes, drinking establishments, cinemas and live music venues to mean:

Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licenses, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/caravan show rooms
- Second-hand car lots
- Markets
- Petrol stations
- Garden centre's
- Art galleries (where art is for sale/hire)

Hereditaments that are being used for the provision of the following services to visiting members

of the public:

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire
- Employment agencies
- Estate agents and letting agents
- Betting shops

Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

Hereditaments which are being used as cinemas

Hereditaments that are being used as live music venues:

- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music. Although we would expect this would be clear in most circumstances, guidance on this may be found in Chapter 16 of the statutory guidance issued in April 2018 under section 182 of the Licensing Act 2003.

We consider assembly and leisure to mean:

Hereditaments that are being used for the provision of sport, leisure and facilities to visiting members of the public (including for the viewing of such activities).

- Sports grounds and clubs

- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms
- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

Hereditaments that are being used for the assembly of visiting members of the public.

- Public halls
- Clubhouses, clubs and institutions

We consider hotels, guest and boarding premises and self-catering accommodation to mean:

Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, Guest and Boarding Houses
- Holiday homes
- Caravan parks and sites

This is a test on use rather than occupation, therefore hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

What does not constitute retail, leisure or hospitality usage

The list below sets out the types of uses which we **do not** consider as being eligible for the purpose of this discount, and will therefore not qualify under this scheme.

Hereditaments that are being used for the provision of the following services to visiting members of the public

- Financial services (e.g. banks, building societies, cash points, bureaux de change, short-term loan providers)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/financial advisers)
- Post office sorting offices

Hereditaments which are not reasonably accessible to visiting members of the public

- Premises where membership is required to gain entry (e.g. affiliated social clubs)
- Premises where payment is required to gain entry

The total amount of government-funded relief available for each property under this scheme for 2019-20 was one third of the bill, and for 2020-21 was the full bill. For 2021-22 the amount was a 100% discount for 3 months from 1st April 2021 until 30th June 2021, and a 66% discount thereafter until 31st March 2022. For the 2022/23 financial year the applicable discount is 50%. This is however subject to a “cash cap”. This relief is applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants had been applied. There is no relief available under this scheme for unoccupied properties.

A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, should be considered afresh for the relief on that day.

Decision making process

The expanded retail discount was introduced as a financial package to assist those ratepayers who were expected to be adversely affected by the COVID19 pandemic, meaning awards were to be swift and without the normal requirement to complete forms and submit supplementary information in support of their application. With this in mind it was decided that:

- Where the property is occupied and the ratepayer clearly meets at least one of the above criteria for retail, hospitality and leisure sectors then the relief will be paid automatically.
- Where the ratepayer does not clearly meet at least one of the above criteria for retail, hospitality and leisure, or where the property is believed to be unoccupied, then the details will be passed to a Revenues Manager to determine whether the ratepayer is eligible for this relief.

Responsible officer

The responsibility for making discretionary relief decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to either confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

11. Local Newspaper Relief

The Government introduced a £1,500 Business Rate discount for office space occupied by local newspapers in England, up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits, for 2 years from 1 April 2017. This was extended in 2018 and 2020 and will now apply until 31st March 2025.

The relief is to be specifically for local newspapers and by that we mean what would be considered to be a “traditional local newspaper.” The relief will not be available to magazines.

Responsible officer

The responsibility for making discretionary relief decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

In accordance with Government Guidance for the administration of the scheme, and to assist local businesses, the s151 Officer has agreed that the Council may make a number of assumptions with regard to eligibility to ensure relief is awarded to qualifying businesses as soon as possible.

Businesses awarded relief will be advised to inform the Council if they do not qualify for relief as a result of exceeding State Aid limits. Should a ratepayer believe they are entitled to the relief and it has not been awarded, an application form will be provided and relevant enquiries undertaken to determine eligibility.

Where an application form is sent and a response is received, a Revenues Manager will confirm eligibility and seek a decision from the Chief Financial Officer.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant’s written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed and a recommendation made to either confirm or amend the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

12. Fraud

Where a ratepayer falsely applies for any relief or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, prosecutions will be considered under the Fraud Act 2006.



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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF REVENUES AND BENEFITS SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	6

COUNCIL TAX PREMIUMS 2024/25

PUBLIC ITEM

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

Please note that the Council Tax Premiums 2024/25 report is TO FOLLOW.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	7

BUDGET SETTING – FEES AND CHARGES 2023/24

PUBLIC ITEM

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

SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2023/24 is accessible at the link below:

<https://new.fylde.gov.uk/council/finance/draft-fees-charges-2023-24/>

RECOMMENDATIONS

The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:

- To recommend to Council a proposed schedule of fees and charges applicable for 2023/24; and
- To note that the final fees and charges for 2023/24 will be approved by the Budget Council in March 2023.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2023/24.

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. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
 - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March 2023.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2023.
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
Management Team		December 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

Attached Document:

Appendix A – Draft Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
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<u>FINANCE AND DEMOCRACY COMMITTEE</u>					
<u>Revenues & Benefits Service</u>					
Council Tax Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
Business Rates (NNDR) Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
<u>Electoral Services</u>					
Register of Electors					
Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	20.00 plus £1.50 per 1000 names (or part)
- (b) Printed Format	d	Each	P	10.00 plus £5.00 per 1000 names (or part)	10.00 plus £5.00 per 1000 names (or part)
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	P	0.20	0.20
Sale of marked copies of Register / Absent Voters List					
- (a) Printed Format	d	Each	P	10.00 plus £2.00 per 1000 names (or part)	10.00 plus £2.00 per 1000 names (or part)
- (b) Data Format	d	Each	P	10.00 plus £1.00 per 1000 names (or part)	10.00 plus £1.00 per 1000 names (or part)

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
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<u>Estates</u>					
Fees for Disposal of Freehold (including lease premiums / reverse premiums)					
Commercial, Charities and Community Groups:					
Up to £5,000	c	Per transaction	D	500.00	500.00
£5,000 - £10,000	c	Per transaction	D	825.00	825.00
£10,000 - £25,000	c	Per transaction	D	1,000.00	1,000.00
£25,000 - £50,000	c	Per transaction	D	1,250.00	1,250.00
Over £50,000	c	Per transaction	D	3% of transaction	3% of transaction
Fees for Disposal of Leaseholds					
Commercial:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	750.00	750.00
New Lease Rent over £7,500 pa	c	Per transaction	D	950.00	950.00
Lease Renewal	c	Per transaction	D	500.00	500.00
Fees for Disposal of Leaseholds continued					
Charities and Community Groups:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	300.00	300.00
New Lease Rent over £7,500 pa	c	Per transaction	D	400.00	400.00
Lease Renewal	c	Per transaction	D	200.00	200.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Fees for Easements, Licences and Agreements					
Commercial:					
Less than 1 year	c	Per transaction	D	350.00	350.00
Over 1 year	c	Per transaction	D	500.00	500.00
Licence Renewals	c	Per transaction	D	150.00	150.00
Charities and Community Groups:					
Less than 1 year	c	Per transaction	D	50.00	50.00
Over 1 year	c	Per transaction	D	150.00	150.00
Licence Renewals	c	Per transaction	D	50.00	50.00
Fees for Assignment, Alterations and User Clause					
Commercial:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	750.00	750.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	950.00	950.00
Licence to alter / vary terms within a lease	c	Per transaction	D	950.00	950.00
Commercial:					
Change of User Clause	c	Per transaction	D	Negotiable – minimum £850	Negotiable – minimum £850
Charities and Community Groups:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	250.00	250.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	350.00	350.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Fees for Assignment, Alterations and User Cause continued					
Charities and Community Groups:					
Licence to alter / vary terms within a lease	c	Per transaction	D	500.00	500.00
Change of User Clause	c	Per transaction	D	450.00	450.00
Fees for Surrender /Re-Gear of Leasehold Interest					
Commercial:					
Surrender	c	Per transaction	D	750.00*	750.00*
Re-Gear of Leasehold	c	Per transaction	D	1,250.00*	1,250.00*
* represents a minimum – premium fees apply					
Fees for Statutory Management / Covenant Breach					
Commercial:					
S146 Notice	c	Per transaction	D	750.00	750.00
Other Covenant Breaches	c	Per transaction	D	650.00	650.00
Charities and Community Groups:					
S146 Notice	c	Per transaction	D	250.00	250.00
Other Covenant Breaches	c	Per transaction	D	150.00	150.00
Note – All Transactions					
All transactions (most cases will be within the set price scale but more complex cases charges may exceed this)	c	Per transaction	D	500.00-1500.00	500.00-1500.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Filming and Photography					
Filming on Council land – minimum charge*	c	Per half day	D	-	500.00
Licence Agreement*	c	Per transaction	D	350.00	350.00
Student Filming and Photography	c	Per transaction	D	50.00	50.00
*Plus additional charge for use of land, property, parking and overnight storage / welfare facilities per request	c	Per transaction	D	Negotiable	Negotiable
<u>Civic Room Hire</u>					
Civil and Naming Ceremonies					
Monday - Friday	c	Per Ceremony	D	350.00	450.00
Saturday - Sunday and Bank Holidays	c	Per Ceremony	D	550.00	650.00
Corkage Charge – Celebratory drinks package with customers own drinks	c	Per Bottle	D	10.00	10.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
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VAT Codes:
a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE (on behalf of the Trust)	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	8

LYTHAM INSTITUTE – CHARITY REPORTING

PUBLIC ITEM

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

SUMMARY

This report outlines the information that the Council as trustee is required to submit to the Charity Commission regarding Lytham Institute as part of an annual return that all charities are required to make.

RECOMMENDATION:

The committee is asked to:

1. Approve the Trustees Annual Report and Annual Accounts for the period to 31st March 2022 as shown at the appendices to this report for submission to the Charity Commission by the statutory deadline of 31st January 2023.

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 25 January 2021: Approved the Trustees Annual Report and Annual Accounts for the period to 31st March 2020.

Finance and Democracy Committee 24 January 2022: Approved the Trustees Annual Report and Annual Accounts for the period to 31st March 2021.

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

Charity Commission Return

1. The Trustee (The Council) must make an annual return to the Charity Commission regarding Lytham Institute as part of an annual return that all charities are required to make. This return sets out the objectives and activities of the Trust, its achievements and performance, and incorporates a financial review together with any information on structures, governance, and management. The proposed return is attached at Appendix A to this report.

Preparation and Independent Examination of the Financial Accounts of the Trust

2. As the charity's trustee, Fylde Council is also responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Council has sought the advice of specialist accountants (Rushtons) in the preparation of the accounts because charity accounts must be compiled in accordance with specific reporting standards. Rushtons have also undertaken the independent examination of the charity's accounts required under section 145 of the act. The accounts are shown at Appendix B to this report and the committee is requested to approve those accounts prior to the submission of the accounts to the Charity Commission as is required.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	The return and reports are required to be submitted each year by every charity, unless exempt.
Community Safety	None
Human Rights and Equalities	None.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None.

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	ian.curtis@fylde.go.uk or 01253 658506	17 January 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Lytham Institute Trustees Annual Report to 31 st March 2022		Town Hall, Lytham St Annes
Lytham Institute Annual Accounts to 31st March 2022		Town Hall, Lytham St Annes

Attached Documents:

- Appendix A - Lytham Institute Trustees Annual Report to 31st March 2022
Appendix B - Lytham Institute Annual Accounts to 31st March 2022



Trustees' Annual Report for the period

From 1st April 2021 to 31st March 2022

Charity name: The Lytham Institute

Charity registration number: 1186995

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 – 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them. The objects were under review by the Charity Commission in the whole of the 21/22 year.
Summary of the main activities in relation to those purposes for the public benefit, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Trust has maintained and managed Lytham Institute building and has ongoing arrangements with several community groups. Activity has been limited during the pandemic and the early period of the 21/22 fiscal year. Lytham Heritage Group and the Civic Society occupy rented space on the first floor of the premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustee has had regard to Charity Commission guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable

Contribution made by volunteers	Para 1.38	Several community groups, including the Heritage Group & Civic Society, have an involvement in the use of the building historically. The use is based on a paid for hire service, any income is not donations.
Other		The Trust has invited the Charity Commission to make a scheme to amend its charitable objects. Following the making of a scheme, the Trust will review its administrative arrangements to allow (inter alia) for the appointment of further trustees.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identify the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society.	Para 1.20	Use of the building has been limited to the following community activities post pandemic in 21/22 until the objects can be finalised through the Charity Commission: <ul style="list-style-type: none"> • yoga • slimming club • music society / judo • dog agility classes • Lytham Heritage Group storage • Lytham Civic Society office Feedback from all users has been positive with the Trust providing a service valuable to their service delivery.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The objects were under review by the Charity Commission for the 21/22 period.
Performance of fundraising activities against objectives set	Para 1.41	Not applicable – the Trust had no directly paid employees or volunteer / friends raising funds in 21/22.
Investment performance against objective	Para 1.41	Not applicable – the Trust has no capital or revenue funding outside the support of the local authority in 21/22.
Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial statements for the Trust are contained in a separate document appended to this report.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fylde Borough Council is the sole funder of the charity, excluding any income from hire of rooms.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	The Trust includes the Lytham Institute to deliver the objects without investment the value and ability to use the asset will be at risk.
Other		Not applicable

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Indenture dated 29 September 1917
How is the charity constituted?	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	No trustees have been appointed since 1917. The sole trustee will review its trusts to (inter alia) enable it to appoint additional trustees when the objects are finalised.

Reference and Administrative details

Charity name	The Lytham Institute
Other name the charity uses	
Registered charity number	1186995
Charity's principal address	Town Hall Lytham St Annes FY8 1LW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fylde Borough Council			
2				
3				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Fylde Borough Council		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this fall within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

REGISTERED CHARITY NUMBER: 1186995

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2022
FOR
THE LYTHAM INSTITUTE**

Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

THE LYTHAM INSTITUTE
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 9
Detailed Statement of Financial Activities	10

THE LYTHAM INSTITUTE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1186995

Principal address

Fylde Council
Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Trustees

Fylde Borough Council

Independent examiner

Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, Indenture dated 29 September 1917 and constitutes an unincorporated charity.

No trustees have been appointed since 1917. The sole trustee has invited the Charity Commission to make a scheme to change its trusts to amend its charitable objects. Following the making of such a scheme, the trustee expects to make changes to its trusts to (inter alia) enable it to appoint additional or an alternative trustee.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

THE LYTHAM INSTITUTE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Objectives and aims

To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 - 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them.

The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with several community groups and two tenants for use and / or occupation of the premises or part of. Activity has returned post pandemic with additional users sourced after a campaign to promote the community use element of the asset, The Hewitt Lecture Room. The two tenants occupying first floor space remain in situ on the same terms and conditions.

The trustee has had regard to Charity Commission guidance on public benefit.

Several community groups have an involvement in the use of the building historically although its future use is to be the subject of consultation based on the revised objects to be set by the Charity Commission, at the time of producing this statement the Charity Commission had not provided the final draft of the objects for the charity.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building on 30 July 2020.

Following the library/registrar operator ceasing its activities from the building use has been limited to the following community activities:

- yoga
- slimming club
- music society / judo
- dog agility classes
- tenants renting first floor space

Approved by order of the board of trustees on and signed on its behalf by:

.....
Head of Governance

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE LYTHAM INSTITUTE**

I report on the accounts for the year ended 31 March 2022, which are set out on pages four to nine.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Adam Calvert
ACA
Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

Date:

THE LYTHAM INSTITUTE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		12,000	14,500
Activities for generating funds	2	<u>29,027</u>	<u>15,078</u>
Total incoming resources		41,027	29,578
 RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income	3	36,614	27,432
Governance costs		<u>4,413</u>	<u>2,146</u>
Total resources expended		41,027	29,578
 RECONCILIATION OF FUNDS			
Total funds brought forward		-	-
TOTAL FUNDS CARRIED FORWARD		<u>-</u>	<u>-</u>

The notes form part of these financial statements

THE LYTHAM INSTITUTE

**BALANCE SHEET
AT 31 MARCH 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS			
Tangible assets	6	1,000	1,000
CREDITORS			
Amounts falling due within one year	7	(1,000)	(1,000)
		_____	_____
NET CURRENT ASSETS/(LIABILITIES)		(1,000)	(1,000)
		_____	_____
TOTAL ASSETS LESS CURRENT LIABILITIES		-	-
		_____	_____
NET ASSETS		- =====	- =====
FUNDS	8		
Unrestricted funds		- _____	- _____
TOTAL FUNDS		- =====	- =====

The financial statements were approved by the Board of Trustees on
and were signed on its behalf by:

.....
Chief Financial Officer

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold Property - straight line basis over a 50 year useful life as estimated by the valuer.

Further details relating to depreciation of the Institute building are contained in note 6 below.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	2022	2021
	£	£
Room rental	4,556	1,592
Funded by Fylde Council	<u>24,471</u>	<u>13,486</u>
	<u>29,027</u>	<u>15,078</u>

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2022

3. COSTS OF GENERATING VOLUNTARY INCOME

	2022	2021
	£	£
Staff costs	2,096	1,004
Rates and water	8,264	5,154
Insurance	1,744	2,333
Light and heat	3,259	3,376
Repairs and maintenance	5,444	3,079
Support costs	<u>15,807</u>	<u>12,486</u>
	<u>36,614</u>	<u>27,432</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	<u>21,466</u>	<u>14,836</u>

The average monthly number of employees during the year was as follows:

2022	2021
<u>-</u>	<u>-</u>

No employees received emoluments in excess of £60,000.

The Charity itself does not directly employ financial, legal, property services or management staff to carry out its activities. In lieu of that those duties have fallen on the staff employed by Fylde Council as sole Trustee who carry those duties in good faith in the interests of the Trust. The figure of £21,466 comprises the total allocation of staff costs to the Trust including direct agency staff, overtime, and Fylde Council employees who have carried out duties attributable to the Trust in support of its operations.

THE LYTHAM INSTITUTE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022**

6. TANGIBLE FIXED ASSETS

	Freehold property £
COST	
At 1 April 2021 and 31 March 2022	<u>1,000</u>
 NET BOOK VALUE	
At 31 March 2022	<u><u>1,000</u></u>
At 31 March 2021	<u><u>1,000</u></u>

In December 2019 a comprehensive Building and Asset Survey was carried out on the Lytham

Institute by a specialist firm of Chartered Surveyors, Jacobs. The survey included two cost exercises, both of which exclude inflation and professional fees:

- a high-level benchmarking exercise with data taken from BCIS for buildings in similar use within the Fylde/Lancashire area. This identified a mean rehabilitation / conversion of public community centre and LA rooms index of £1,773m² which when applied to the Gross Internal Floor Area of the building of 953m² gave a benchmark cost estimate of £1.690m; and
- a cost estimate build-up of the defects identified in the building survey in the value of £1.157m

Subsequently in January 2020 Jacobs carried out a separate asset valuation which, in light of the Building and Asset Survey referred to above, valued the institute building at a nominal value of £1,000. Given that the asset is held at this nominal de-minimis level, it is the intention not to apply an annual depreciation charge.

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	<u>1,000</u>	<u>1,000</u>

8. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
TOTAL FUNDS	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

Net movement in funds, included in the above are as follows:

Incoming resources	Resources expended	Movement in funds
-----------------------	-----------------------	----------------------

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022

8. MOVEMENT IN FUNDS - continued

	£	£	£
Unrestricted funds			
General fund	41,027	(41,027)	-
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>41,027</u>	<u>(41,027)</u>	<u>-</u>

THE LYTHAM INSTITUTE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
INCOMING RESOURCES		
Voluntary income		
Grants	12,000	14,500
Activities for generating funds		
Room rental	4,556	1,592
Funded by Fylde Council	<u>24,471</u>	<u>13,486</u>
	<u>29,027</u>	<u>15,078</u>
Total incoming resources	41,027	29,578
RESOURCES EXPENDED		
Costs of generating voluntary income		
Agency staff	2,096	1,004
Rates and water	8,264	5,154
Insurance	1,744	2,333
Light and heat	3,259	3,376
Repairs and maintenance	<u>5,444</u>	<u>3,079</u>
	20,807	14,946
Governance costs		
Wages	3,563	1,346
Accountancy	<u>850</u>	<u>800</u>
	4,413	2,146
Support costs		
Management		
Wages	13,921	10,868
Finance		
Wages	<u>1,886</u>	<u>1,618</u>
Total resources expended	41,027	29,578
Net income	<u><u>-</u></u>	<u><u>-</u></u>

This page does not form part of the statutory financial statements

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	9
GRANT OF NEW LEASE FOR RIBBLE CRUISING CLUB			

PUBLIC ITEM

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

SUMMARY

This report proposes a renewal of their current lease for a period of 50 years to be granted to enable significant refurbishment works to be undertaken by the club. The new lease would be on the same terms as the current lease.

RECOMMENDATION

1. It is recommended that Fylde Council grants a new lease to Ribble Cruising Club for a term of 50 years.

SUMMARY OF PREVIOUS DECISIONS

None

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

Background

1. Ribble Cruising Club are a community-based members club (open to all members of the public) and have provided sailing activities for over 70 years. The Club currently has 470 members (16% are juniors) and they are growing faster than other clubs in the Northwest and also the national average. They are planning to run targeted events to increase junior membership in the coming years.
2. The Club were first granted a lease of the premises on 14th April 1977 for 21 years, which was then renewed for a term of 50 years on 29th January 1987. The current lease has a further 14 years remaining.
3. The Club have identified several repairs and improvements that will require significant expenditure over the next few years and are seeking a longer-term lease to justify expenditure of over £85,000. Club funds are available and have been allocated to the following matters: -

- Structural repairs to load bearing wall in lower ground floor
 - Safety improvements to inner walkway of mussel tank
 - Improvements to shower/changing areas to meet current safeguarding guidelines
 - Replacement of flat roof covering as it is nearing the end of its useful life.
 - Create cycle store and improve accessibility to premises
 - Improvements to external appearance of building and layout of dinghy park
4. The Club are strong supporters of the Council and regularly provide free taster sessions at Fairhaven Lake several times a year when formal events are organised by the Council.
5. Terms for the new lease would be identical to the current lease, which is attached at Appendix 2, other than the new lease term and the current passing rent of £3,300 p.a.

IMPLICATIONS	
Finance	No implications – the current rent has been reviewed in the last 12 months and will continue in the new lease.
Legal	Minor legal work will be required to renew the lease, for which the Club will pay the appropriate fee.
Community Safety	The improvements to meet current safeguarding guidelines are to be applauded.
Human Rights and Equalities	No implications
Sustainability and Environmental Impact	No implications
Health & Safety and Risk Management	The structural repairs and safety improvements are to be welcomed.

LEAD AUTHOR	CONTACT DETAILS	DATE
Phil Haworth	Philip.haworth@fylde.gov.uk & Tel 01253 658495	10/01/2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents

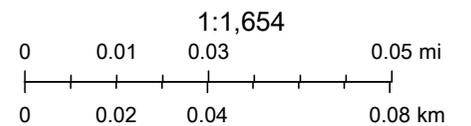
1. Demise Plan
2. Copy of current lease dated 29 January 1987

Ribble Cruising Club - lease demise plan



1/12/2023, 2:04:37 PM

 Borough Councils



A(18)19/3

Dated 25th January 1986

FYLDE BOROUGH COUNCIL

E(12)2/3
P6

to

Trustees of the Ribble
Cruising Club

SURRENDER AND LEASE

of land and premises situate on Central Beach,
Lytham and known as the "Ribble Cruising Club".

Term 50 years from 25th January 1987
634

B. J. Smith
Clerk and Chief Executive Officer
Fylde Borough Council
Lytham St. Annes.

WA
19/1/1977

50P
L21



THIS SURRENDER AND LEASE is made the 25th day of

January One thousand nine hundred and eighty six

BETWEEN FYLDE BOROUGH COUNCIL (hereinafter called "the Council") of the one part and RICHARD FRIEDENTHAL of

Fletchers Bakwall Salome Westlington Oxon THOMAS GLEDHILL

HOWARD BLASSON of 14A Church Road Lytham Lytham St. Annes

Lancashire DAVID TOWNLEY HODGSON of 13 Seafield Road Lytham

aforsaid and GEORGE ROLAND AUSTIN of 56 Park View Road

Lytham aforsaid (hereinafter called "the Lessees" which

expression shall where the context so admits include the

survivor of them and their and his successors in title) of

the other part being the Trustees of the Ribble Cruising

Club

W H E R E A S

(1) By a Lease dated the fourteenth day of April One

thousand nine hundred and seventy seven and made between the

Council (1) and the trustees of Ribble Cruising Club (2) the

Council granted a lease to the trustees of the Ribble

Cruising Club of the plot of land and premises hereinafter

described for a period of twenty one years from the

fourteenth day of April One thousand nine hundred and

seventy seven

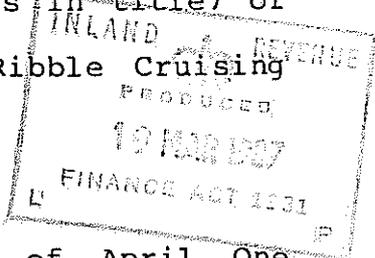
(2) It has been agreed between the parties hereto that the

remainder of the said term of Twenty One years shall be

surrendered and that a term of fifty years shall be granted

to the Lessees in substitution therefor

WITNESSETH as follows:-



1. IN consideration of the surrender of the aforesaid lease and the rent and covenants on the part of the Lessees hereinafter reserved and contained the Council hereby demises unto the Lessees ALL THAT plot of land and premises described in the First part of the Schedule hereto TOGETHER with the easements and rights specified in the Second part of the said Schedule (which said plot of land and premises easements and rights are hereinafter referred to as "the demised premises") but EXCEPTING AND RESERVING unto the Council its lessees licensees and tenants the easements and rights specified in the Third part of the said Schedule TO HOLD the same unto the Lessees for a term of fifty (50) years from the date hereof subject to determination as hereinafter mentioned YIELDING AND PAYING to the Council during the said term yearly and proportionately for any fraction of a year the rents hereunder set out:-

- (a) For the first seven years (years 1 to 7) of the said term the rent of One hundred and fifty pounds (£150) (hereinafter when specifically referred to called the first reserved rent) _____
- (b) For the next seven years (years 8 to 14) (hereinafter called the first review period) a rent to be determined in accordance with the provision in that behalf contained in the fourth part of the said Schedule hereto (hereinafter when specifically referred to called the first reviewed rent) _____
- (c) For the following seven years (years 15 to 21) (hereinafter called the second review period) a rent to be determined in accordance with the provision in that

behalf contained in the fourth part of the said Schedule hereto (hereinafter when specifically referred to called the second reviewed rent) _____

- (d) For the following seven years (years 22 to 28) (hereinafter called the third review period) a rent to be determined in accordance with the provision in that behalf contained in fourth part of the said Schedule hereto (hereinafter when specifically referred to called the third reviewed rent)
- (e) For the following seven years (years 29 to 35) (hereinafter called the fourth review period) a rent to be determined in accordance with the provision in that behalf contained in fourth part of the said Schedule hereto (hereinafter when specifically referred to called the fourth reviewed rent)
- (f) For the following seven years (years 36 to 42) (hereinafter called the fifth review period) a rent to be determined in accordance with the provision in that behalf contained in fourth part of the said Schedule hereto (hereinafter when specifically referred to called the fifth reviewed rent)
- (g) For the residue of the said term (years 43 to 50) (hereinafter called the sixth review period) a rent to be determined in accordance with the provision in that behalf contained in fourth part of the said Schedule hereto (hereinafter when specifically referred to called the sixth reviewed rent)

And the first reserved rent and the first reviewed rent and the second reviewed rent third reviewed rent fourth

reviewed rent fifth reviewed rent and sixth reviewed rent shall in all cases be paid by equal quarterly payments in advance without any deduction on the usual quarter days in every year the first payment apportioned in respect of the period from the 29th day of January to the quarter day next thereafter to be paid on the execution hereof _____

1. THE Lessees hereby jointly and severally covenant with the Council in manner following that is to say:-

1. To pay the first reserved rent, first reviewed rent, second reviewed rent, third reviewed rent, fourth reviewed rent, fifth reviewed rent and sixth reviewed rent at the times and in the manner aforesaid _____
2. From time to time and at all times during the said term to pay and discharge all rates taxes duties charges assessments and outgoings whatsoever (whether parliamentary parochial local or of any other description) which are now or may at any time hereafter be assessed charged or imposed upon or payable in respect of the demised premises or on the owner or occupier in respect thereof and an apportioned part of any rates taxes duties assessments and outgoings which are now or may at any time hereafter be assessed charged or imposed upon the demised premises together with other property or on the owners or occupiers of the demised premises and other property _____
3. To pay for all electric light water and gas used at the demised premises and the meter rents _____
4. Forthwith to insure the demised premises (other than the

sea wall between the points marked 'C' and 'D' on the plan annexed hereto) and keep the same insured for all times throughout the term hereby created in the joint names of the Council and the Lessees from loss or damage by fire explosion storm or tempest including lightning aircraft and any article dropped therefrom but excluding flooding with an Insurance Company to be approved of in writing by the Council and to pay all premium and other moneys necessary for this purpose and whenever required produce to the Council the policy or policies of such insurance and the receipt for the then current year's premium _____

5. Not to do or permit anything to be done upon the demised premises whereby any policy of insurance against any damage to the demised premises or to adjoining premises may be invalidated or whereby the rate of premium in respect of such insurance of adjoining premises shall at any time be increased _____
6. During the said term to keep and maintain the demised premises (with the exception of the sea wall between the points marked 'C' and 'D' on the plan annexed hereto) and all the fixtures drains soil and other pipes and the appurtenances thereof in good and tenantable repair and condition damage by admission of sea water to the demised premises through breaches or defects in the sea wall at any point throughout the length marked A, B, C, D, E, F on the said plan or by the removal or alteration of the present support which the demised premises enjoy excepted _____

7. To pay a fair proportion of the expenses of repairing cleansing maintaining extending and amending any sewers drains conduits gutters pipes and any other services the use of which is common to the demised premises and any other property owned by the Council the Lessees being entitled to a similar contribution from the Lessees or occupiers of any such other property (or from the Council in respect of property retained by the Council for its own use) in respect of approved work of a like nature necessarily undertaken after 14 days notice to the Council and the Lessees by the Lessees or occupiers of such other property in connection with any sewers drains conduits gutters pipes and other services on the demised premises the use of which is common to the demised premises and such other property the said proportions and contributions in case of dispute to be conclusively determined by the Council's Chief Technical Officer
8. In every third year of the said term to paint the outside parts of the proposed Club House with two coats at least of good oil paint or other approved paint applied in a proper and workmanlike manner and of such colour as the said Chief Technical Officer may require
9. In every seventh year of the said term to paint the interior parts of the proposed Club House with two coats at least of good oil paint or other approved paint applied in a proper and workmanlike manner _____
10. To permit the Council by its duly authorised officers

servants and agents with or without workmen and others at reasonable times after due notice to enter upon the demised premises and every part thereof for the purpose of ascertaining that the covenants and conditions herein contained have been duly observed and performed and in particular to view the state of repair and condition of the demised premises and of all defects decays and wants of repair cleansing maintenance amendment and painting there found to give or leave on the demised premises notice in writing to the Lessees _____

11. At their own cost absolutely the Lessees shall within the period of three calendar months after any such notice (or immediately in case of emergency) well and substantially repair and make good all such defects decays and wants of reparation to the demised premises and any buildings or erections thereon as required by such notice in accordance with the covenants in that behalf hereinbefore contained AND if the Lessees shall fail to comply with the requirements of such notice as aforesaid it shall be lawful for the Council (but without prejudice to the right of re-entry hereinafter contained) or the contractors agents and workmen of the Council to enter upon the demised premises to execute such works as may be necessary to comply with the same AND in the event of the Council so entering the demised premises and carrying out such works the Lessees shall pay to the Council the cost and expenses of executing such works on demand as liquidated damage and such sums shall be recoverable forthwith by action or by distress

as if such moneys formed part of the rents payable hereunder _____

12. That the Lessees will at the expiration or sooner determination of the said term quietly yield up the demised premises to the Council in such good and tenantable repair and condition as aforesaid together with all fixtures of every kind in or upon the demised premises or which during the said term may be affixed or fastened to or upon the same (except tenant's or trade fixtures but together with the keys) _____
13. Not at any time during the said term to make any additions alterations or improvements to the demised premises _____
14. Not to exhibit on the exterior of the walls or roofs of the demised premises or of any building or structure thereon any electric or illuminated sign signboard or hanging sign fascia advertisement placard skysign or lettering except such as may previously have been approved by the Council and in default the Council may enter and remove the same at the Lessees' cost as if the same were an unauthorised new building _____
15. To permit the Council and the lessees or occupiers of adjoining property belonging to the Council if authorised in writing by the Council and its officers servants agents contractors licensees and workmen at all reasonable times to enter upon the demised premises with all necessary appliance _____
 - (a) to execute repairs alterations painting redecoration or other works to any adjoining or neighbouring

property which cannot otherwise be conveniently effected _____

(b) for the purpose of repairing cleansing emptying or maintaining any sewers drains gutters waterpipes electric wires or gas pipes in or under the demised premises in connecting with or for the accommodation of any adjoining or neighbouring property _____

(c) and for all reasonable purposes in connection with the development of adjoining sites which cannot otherwise be conveniently effected the person or persons exercising such rights doing as little damage as may be to the demised premises and making good any damage thereby occasioned without unreasonable delay at the expense of the Council or such person or persons as the case may be _____

16. Not to use the demised premises (except the Club House) for any purpose other than for the berthing and storage of dinghies similar boats trailers and boating equipment belonging to members of the Ribble Cruising Club and not to use the Club House for any purpose other than as a Headquarters for the said Club and for the conduct of the duly authorised social activities thereof

17. Not to allow the demised premises to be used for the sale or consumption of beer wine cider spirits or other intoxicating liquors Provided always that this clause shall not prohibit the sale or consumption of beer wine cider spirits or other intoxicating liquors within the Club House to bona fide members of the Ribble Cruising Club and their guests _____

18. Not to use the demised premises for any illegal or immoral purpose trade or business _____
19. Not to bring or store upon the demised premises any articles of a specially combustible inflammable or dangerous nature nor to bring store or operate therein any machinery article matter or thing or do or permit or suffer to be done anything in or upon the demised premises which may be or become a nuisance or annoyance to the Council or to any owner or occupier of adjoining or neighbouring premises and in particular not to hold or suffer or permit to be held any sale by auction or sale of a similar nature not to use cause or permit to be used any loudspeakers or other similar apparatus upon the demised premises _____
20. Not to use or suffer or permit the use of the demised premises or any part thereof as or for the purpose of a dwellinghouse nor to suffer or permit any person to sleep thereon _____
21. In all respects to comply with the provisions of all statutes and any other obligations imposed by law in regard to the use of the demised premises by the Lessees
22. Not knowingly to permit or suffer trespass by any persons from time to time upon the demised premises on any adjoining property of the Council _____
23. To give immediate notice thereof to the Council of any notice or claim affecting the demised premises and to pay all costs charges and expenses (including solicitors' costs and surveyors' fees) incurred by the Council for the purpose of or incidental to the

preparation and service of a notice under Section 146 of the Law of Property Act 1925 as amended requiring the Lessees to remedy a breach of any of the covenants herein contained notwithstanding forfeiture for such breach shall be avoided otherwise than by relief granted by the Court_____

24. Not to assign underlet or part with the possession of the demised premises or any part thereof_____

25. That the Lessees will permit the Council at any time during the said term to execute works and make erections upon or to erect rebuild or alter any buildings or erections on the land of the Council or its successors in title adjoining or near to the demised premises and to use and develop its adjoining or neighbouring lands in such manner as it may think fit notwithstanding that the access of light or air for the time being appertaining to or enjoyed with the demised premises or any part thereof or any building for the time being thereon may thereby be interfered with_____

26. That the Lessee will keep the demised premises in a clean and tidy condition free from noxious weeds deposits of materials or refuse and will not bring or keep or suffer to be brought or kept upon any land as aforesaid anything which is or may become in the opinion of the Council untidy uncleanly unsightly or in any way detrimental to the amenity of the area and will within one month comply with the requirements of any written notice to restore the amenity as aforesaid and in the event of the Lessees failing to comply with such notice

the Council shall be entitled to enter upon the demises premises and carry out any works necessary to comply with such notice and to recover the cost thereof from the Lessees _____

27. To indemnify and keep indemnified the Council against all claims demands proceedings costs damages charges and expenses (except claims demands proceedings costs damages charges and expenses caused by the failure of the Council to observe and perform its covenants under this Lease) for injuries or damage to any person or property whatsoever which may be made or brought against the Council by reason of the flooding of the demised premises or the grant of this Lease or the occupation by the Lessees of the demised premises or the use thereof by the Lessees _____

3. THE Council hereby covenants with the Lessees that the Lessees paying the rent hereby reserved and observing and performing the covenants on their part herein contained shall peaceably hold and enjoy the demised premises without any interruption by the Council or any person rightfully claiming through under or in trust for the Council _____

4. PROVIDED ALWAYS AND IT IS HEREBY AGREED AND DECLARED

that:-

1) If the demised premises shall be destroyed or so damaged (unless such destruction or damage is caused by the act default or neglect of the Lessees their servants licencees or agents) that the demised premises become wholly or partially unfit for

occupation by the Lessees then and so often as the same shall happen the rent hereby reserved or a proportionate part thereof shall cease to be payable from the time of such destruction or damage until the demised premises shall be reinstated in their former condition_____

- 2) If the demised premises shall be destroyed or so damaged that the demised premises become wholly or partially unfit for occupation by the Lessees the Council may at any time within twelve months from the occurrence of such destruction or damage give to the Lessees notice in writing to determine this Lease or (provided that the demised premises have not been rendered wholly or partially unfit for occupation as aforesaid by the act default or neglect of the Lessees) the Lessees may by a similar notice in writing to the Council similarly determine this Lease and in either such case thereupon the same and everything herein contained shall cease and be void as from the date of the occurrence of such damage or destruction but without prejudice to the rights and remedies of either party against the other in respect of any antecedent claim or breach of covenant and of the Council in respect of the rent hereby reserved until such date_____
- 3) Without prejudice to the other provisions of this lease if the Lessees shall desire to determine the term hereby granted at any time after the expiration of the first five years thereof and shall give to

the Council twelve months previous notice in writing of such their desire (such notice not to be given until after the expiration of the said period of five years) and if the Lessees shall up to the time of such determination pay the rent and perform and observe the covenants on their part hereinbefore reserved and contained then immediately upon the expiration of the said notice the present demise and everything herein contained shall cease and be void but without prejudice to the rights and remedies of either party against the other in respect of any antecedent claim or breach of covenant_____

- 4) Notwithstanding and without prejudice to any other remedies and powers herein contained or otherwise available to the Council if the rent reserved or any part thereof shall be unpaid for 21 days after becoming payable (whether legally demanded or not) or if any covenant on the Lessees' part herein demanded or not) or if any covenant on the Lessees' part herein contained shall not be performed or observed or being an individual or being more than one individual any one of them shall become bankrupt insolvent or enter into any composition with their creditors then and in any such case it shall be lawful for the Council at any time thereafter to re-enter upon the demised premises or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to any right of action or remedy

of the Council in respect of any breach non-observance or non-performance of any of the Lessee's covenants herein contained_____

5) If any part of the said rent shall be in arrear for twenty one days whether legally demanded or not it shall be lawful for the Council into and upon the demised premises or any part thereof to enter and distrain and the distress or distresses there found to dispose of in due course of law and to apply the proceeds thereof in or towards payment of rent in arrear and all costs charges and expenses occasioned by the non-payment thereof and so that the power of the Council to distrain upon the demised premises for rent in arrear shall extend to and include any tenants' fixtures or fittings not otherwise by law distrainable which may from time to time be thereon and be without prejudice to all the rights and remedies available_____

6) Any dispute arising as between the Lessees and the Council's tenants or occupiers of adjoining or neighbouring property belonging to the Council as to any easement right or privilege in connection with the use of the demised premises and the adjoining or neighbouring property or as to the walls separating the demised premises from the adjoining property or as to the amount of any contribution towards the expenses of works to services used in common with any other property shall be decided by the Council's Chief Technical Officer whose decision shall be

- binding upon all parties to the dispute _____
- 7) Nothing herein contained or implied shall impose or be deemed to impose any restriction on the user or development of any land or buildings not comprised in this Lease or give the Lessees the benefit of or the right to enforce or to have enforced or to prevent the release or modification of any covenant agreement or condition entered into by any lessee or tenant of the Council in respect of property not comprised in this Lease or to prevent or restrict in any way the development of any land not comprised in this Lease _____
- 8) Any notice decision direction determination approval authority permission or consent to be given by the Council under this lease shall be valid and effectual if signed by the Clerk and Chief Executive Officer for the time being of the Council (except where otherwise in this Lease specifically provided) and shall be deemed to have been validly served on or conveyed to the Lessees if sent by prepaid registered post to the Lessees at their address or addresses specified herein or such other address or addresses as the Lessee may from time to time notify in writing to the said Clerk and Chief Executive Officer _____
- 9) For the avoidance of doubt nothing herein contained or implied shall prejudice or affect the Council's rights powers duties and obligations in the exercise of its functions as a local authority and the rights

powers duties and obligations of the Council under all public and private statutes bye-laws orders and regulations may be as fully and effectually exercised in relation to the demised premises as if they were not the owners of the demised premises and as if this Lease had not been executed by the Council_____

10) In all other cases of dispute or difference arising out of or touching upon the rights duties or liabilities of the parties under this Lease the dispute shall be referred to the determination of a single arbitrator to be agreed upon by the parties or failing agreement to a person nominated by the President of the Law Society in manner provided by the Arbitration Act 1950 or any statutory modification or re-enactment thereof_____

IN WITNESS whereof the Council has caused its Common Seal to be hereunto affixed and the Lessees have hereunto set their respective hands and seals the day and year first before written _____

THE SCHEDULE BEFORE REFERRED TO

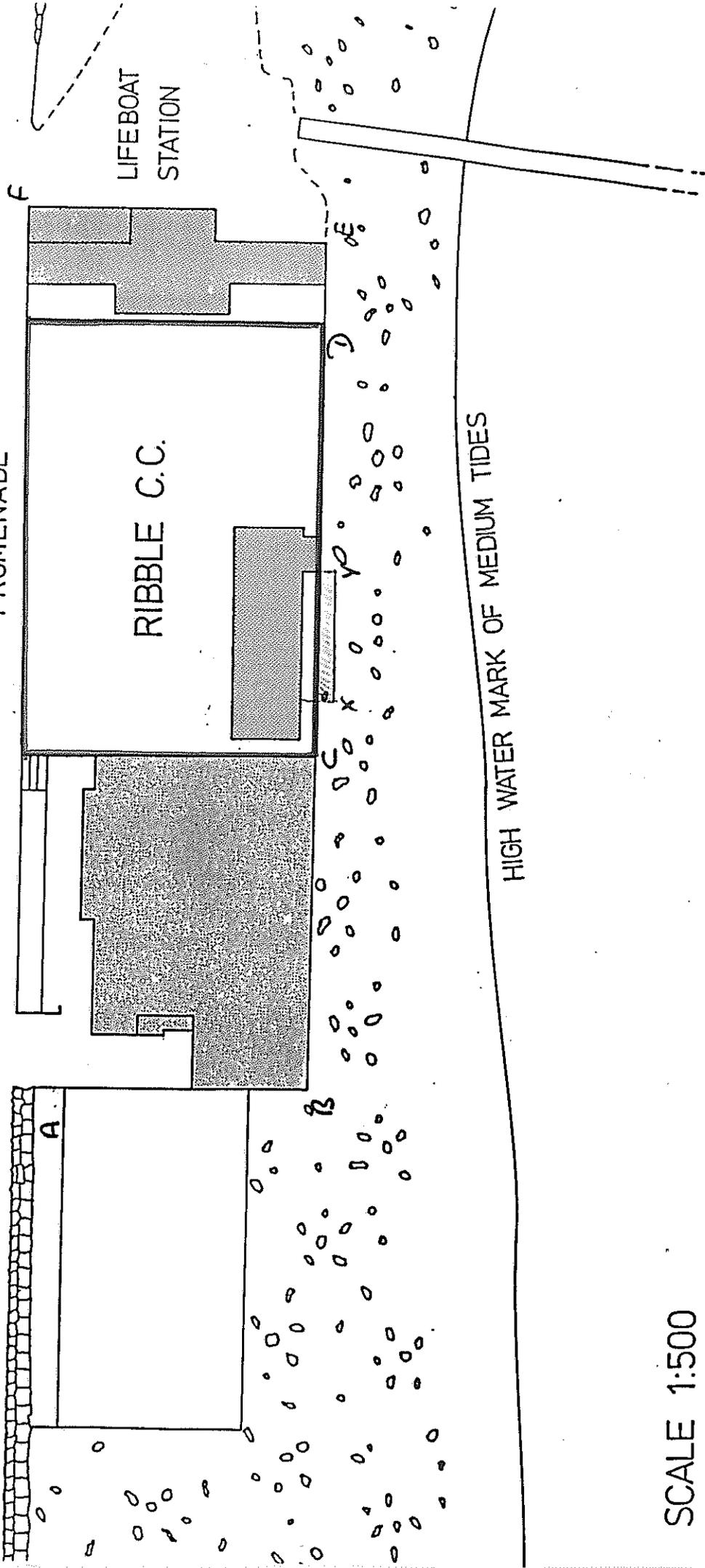
PART 1 - DESCRIPTION OF PROPERTY LEASED

All that plot of land situate at Central Beach Lytham comprising of approximately 1050 square metres or thereabouts and shown edged red in the attached plan together with the Club House Starting Box Dinghy Parking Spaces and Ramp Steps and Walkways erected thereon including the wall forming the Southern boundary thereof and the wall on the Northern boundary

PLAN REFERRED TO,



PROMENADE



SCALE 1:500

DR.G. NO. D.P. 1269

Ribble Cruising Club, Central Beach, Lytham.

AREA COLOURED RED 1050m² OR THEREABOUTS.

EASEMENTS AND RIGHTS GRANTED - PART 2

(1) TOGETHER ALSO with the right to retain such part of the Club House as is coloured green on the plan annexed hereto in the position indicated thereon above the adjoining land of the Council

(2) TOGETHER ALSO (in common with all others having a like right) (with the rights of passage and running of water and soil gas electricity and other services from and to the demised premises through such of the sewers drains conduits gutters and pipes serving the demised premises as are now or may hereafter during the term be situate in or under any land belonging to the Council and adjoining or near to the demised premises _____

(3) TOGETHER with the right for the Lessees with their servants agents contractors and workmen so far as may be necessary at all reasonable times to enter on any adjoining or neighbouring land of the Council for the purpose of repairing cleansing maintaining and amending such sewers drains conduits gutters and pipes and the other parts of the demised premises the Lessees doing as little damage as possible and making good all damage occasioned by the exercise of such right and it is hereby expressly agreed that the demised premises include (by definition) that part of the Club House coloured green on the plan annexed hereto

PART 3 - GENERAL EXCEPTIONS AND RESERVATIONS

ADVERSE EASEMENTS

(1) All mines and minerals (provided that the Council shall not be entitled in any way to diminish the right of support which the demised premises at present enjoy) _____

(2) The free and uninterrupted passage and running of water and soil gas electricity telephone or other service or supply from and to other buildings lands and properties of the Council its tenants and persons authorised as aforesaid through the sewers drains mains pipes cables wires channels gutters and conduits which now are or may hereafter during the term be in upon over or under the demised premises

(3) The full right and liberty to enter upon the demised premises at any time during the demise hereby granted for the purpose of connecting laying repairing cleansing maintaining replacing relaying or altering any such sewers drains mains pipes cables wires channels gutters or conduits and to erect construct or lay in under over or across the demised premises any sewers drains mains pipes cables poles structures fixtures or other works for the drainage of or for the supply of water gas electricity telephone heating steam or other service to other property of the Council its tenants or persons authorised as aforesaid the persons exercising such right making good all damage occasioned by the exercise of the said right in all respects _____

(4) The full right and liberty to enter upon the demised premises at any time during the demise hereby granted in order to build on or into any boundary walls forming part of the demised premises the person or persons exercising such rights making good all damage thereby occasioned _____

(5) (i) Full right and liberty at any time hereafter or from time to time to execute works repairs and maintenance and make erections upon or to erect rebuild or alter any buildings or erections on the

land of the Council adjoining or near to the demised premises in accordance with Clause 2(15) and the other provisions hereof and notwithstanding that the access of light and air for the time being appertaining to or enjoyed with the demised premises or any part thereof or any building for the time being thereon may thereby be interfered with _____

(ii) Full right and liberty at all reasonable times to enter upon the demised premises to view the state and condition of and to repair and maintain adjoining premises or adjoining roadways in accordance with the provisions herein contained and the works upon which shall not otherwise be reasonably practicable making good any damage to the Lessees thereby occasioned in all respects provided as aforesaid _____

(6) All rights of light and air and all other easements or rights which may interfere with the full user of the said adjoining or neighbouring lands buildings and properties for buildings and development generally _____

(7) And the demised premises are held subject to all rights of light and air and all other easements or rights (if any) now enjoyed by the adjoining or neighbouring lands buildings and properties over the demised premises _____

PART 4 - RENT REVIEW

THE first reviewed rent the second reviewed rent the third reviewed rent the fourth reviewed rent the fifth reviewed rent and the sixth reviewed rent (payable by

the Lessee during the review periods as hereinbefore provided) shall be determined in manner following that is to say the first reviewed rent shall be whichever shall be the higher of the first reserved rent and the ground rent rental value of the demised premises for the first review period the second reviewed rent the third reviewed rent the fourth reviewed rent the fifth reviewed rent and the sixth reviewed rent shall be whichever shall be the higher of the first reviewed rent and the ground rent rental value of the demised premises for the second review period third review period fourth review period fifth review period and sixth review period

PROVIDED that it is hereby agreed as follows:

(1) The said open market rental value shall be determined as follows:

- (a) it shall be such sum as shall be reasonably specified in a notice in writing by the Council to the Lessee served any time between six and twelve months before the beginning of the said review periods
- (b) as shall within three months after such notice be agreed between the parties in writing in substitution for the said sum or
- (c) it shall be determined at the election of the Lessee by counter-notice in writing to the Council served not later than three months after the Council's said notice (time to be of the essence hereof) by an independent surveyor

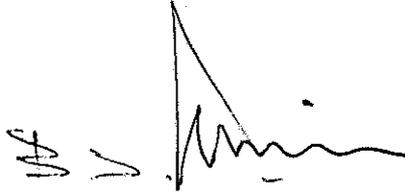
appointed for that purpose by the parties jointly in writing or upon their failure to agree upon such appointment within one month after the date of the said counter-notice then by an independent surveyor appointed for that purpose by the President for the time being of the Royal Institution of Chartered Surveyors and every such determination shall be made in accordance (so far as not inconsistent herewith) with the provisions of the Arbitration Act 1950 or any statutory modification or re-enactment thereof for the time being in force and shall be subject to the further provisions of the next succeeding sub-clause hereof

(2) In the event of the determination by such independent surveyor not having been made and communicated to both parties hereto prior to the commencement of the said review periods for any reason whatever then in respect of the period of time (hereinafter called the "the said interval" beginning with the said commencement and ending on the quarter day immediately following the date on which such determination shall have been made and communicated as aforesaid the rent payable hereunder shall continue to be paid at the rate of the first reserved rent or first reviewed rent or second reviewed rent or third reviewed rent or fourth reviewed rent or fifth reviewed rent respectively PROVIDED THAT at the expiration of the said

interval there shall be due as additional rent payable by the Lessee to the Council on demand a sum of money equal to the amount whereby the first second third fourth fifth or sixth reviewed rent shall exceed the first reviewed rent or second reviewed rent or successive reviewed rent respectively but duly apportioned in respect of the said interval

(3) Time shall not be of the essence as regards the service of notice by the Council under part 4 of the Schedule and if for any reason whatsoever the Council fails to give notice under relevant paragraphs before the expiration of the time therein specified but gives such a notice at any time thereafter but within one year of the commencement of the said review periods the foregoing provisions of this Clause shall have effect for the purposes of determining the open market rental for the said review periods as if the said paragraph (a) required the notice to be served by the Council at the time when it was in fact served and paragraphs (b) and (c) of sub-clause (1) of this clause shall be applied accordingly and if the determination of the ground rent rental value by an independent surveyor under paragraph (c) of this sub-clause is made after the commencement of the review period it shall be made on the basis of values prevailing at the commencement of that period and not those prevailing at the time of determination

THE COMMON SEAL of)
FYLDE BOROUGH COUNCIL)
was hereunto affixed in)
the presence of:)



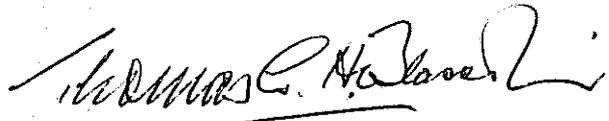
Clerk and Chief Executive Officer

SIGNED SEALED AND DELIVERED)
by the said RICHARD FRIEDENTHAL)
in the presence of:)



FLETCHERS - BRITWELL SALOME -
WATLINGTON OXFORDSHIRE.
Retired Textile Company Director.

SIGNED SEALED AND DELIVERED)
by the said THOMAS GLEDHILL)
HOWARD BLASSON)
in the presence of:)



M H Spurr
Seldon Bean
SOUTH WARTON ST. LYTHAM.
CO DIRECTOR

SIGNED SEALED AND DELIVERED)
by the said HOWARD BLASSON)
~~in the presence of:~~)

SIGNED SEALED AND DELIVERED)
by the said DAVID TOWNLEY)
HODGSON in the presence of:)

J. M. Jackson
32 Dudley Avenue
Blackpool
Solicitor's Clerk

D. Hodgson.

SIGNED SEALED AND DELIVERED)
by the said GEORGE ROLAND)
AUSTIN in the presence of:)

G. R. Austin.

E. S. J. Hodgson
13, Seafield Rd,
Lytham

LE8AAI

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PROJECTS AND REGENERATION	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	10

FULLY FUNDED IN YEAR BUDGET INCREASE – UK SHARED PROSPERITY FUND

PUBLIC ITEM

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

SUMMARY

In April 2022 the Government announced a new £2.6billion investment programme titled UK Shared Prosperity Fund (UKSPF), to replace old EU structural funding. As part of the funding allocation process, the Council prepared and submitted an Investment Plan in August 2022 which was then approved by Government in December 2022.

Fylde's allocation of UKSPF monies amounts to £2.6m, to be defrayed over 3 financial years until the end of 2024/2025. The Investment Plan details where the funding will be concentrated across the 3 investment themes as set out the Government's UKSPF guidance documents. The Investment Plan has been approved by the UKSPF Partnership Group, which brings together a cross section of key stakeholders including representatives from businesses, elected members, education and skills, and the community sectors.

This report provides an overview of the scheme and recommends an in-year increase to the capital programme for 2022/2023 of £82,500 and in-year increase to the revenue base budget for 2022/2023 of £258,288, both of which are fully funded via the UKSPF allocation.

RECOMMENDATION

The Finance and Democracy Committee is requested to:

1. The Committee is asked to consider and recommend to Council, approval of a fully funded addition to the Councils Capital Programme in 2022/23 in the sum of £82,500 to the 'UK Shared Prosperity Funding' scheme, to be met from external funding provided by the Department of Levelling Up, Housing and Communities.
2. The Committee is asked to consider and recommend to Council, approval of a fully funded addition to the base revenue budget in the sum of £258,288 for 2022/2023, to be met from external funding provided by the Department of Levelling Up, Housing and Communities.
3. Subject to approval by Council as above, the Finance and Democracy Committee is requested to note that a retrospective drawdown expenditure report will be brought to future Committees to detail the actual project spend as detailed within the Investment Plan.

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 UK Shared Prosperity Fund was launched by the Government on 13th April 2022. The fund replaces old EU structural funding which was administered by unitary authorities to provide economic development and regeneration initiatives.
2. The government describes the fund as “a central pillar of the UK government’s ambitious Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. It will help places right across the country deliver enhanced outcomes and recognises that even the most affluent parts of the UK contain pockets of deprivation and need support”.
3. The objectives of the fund are to.
 - Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging.
 - Spread opportunities and improve public services, especially in those places where they are weakest.
 - Restore a sense of community, local pride and belonging, especially in those places where they have been lost.
 - Empower local leaders and communities, especially in those places lacking local agency.
4. To access the funding allocation, lead local authorities were required to complete an Investment Plan setting out how the funding would be used. As part of the preparation of the Investment Plan, a local partnership group was formed to define Fylde’s priorities and to establish the principles of the application.
5. There are 3 main investment themes contained within the UK Shared Prosperity Fund, under each of these themes several projects have been developed to ensure the Council achieves the outcomes and outputs expected over the lifetime of the Fund, these include:
 - **Communities and Place**
 - **Supporting Local Business**
 - **People and Skills**
6. Projects being developed will see physical improvements in town centres, as well as events and campaigns to support the visitor economy and increase the number of volunteering engagements through community-related projects. There are a range of projects that have been identified to assist the growth of ambitious businesses and to support their sustainability and resilience, reduce their carbon footprint, apprenticeship opportunities and training, and specialist expertise to support Fylde’s aerospace, automotive and advanced engineering, and manufacturing sectors.
7. In addition, the commissioning of feasibility and baseline studies will enable the Council to better understand Fylde’s rural economy to target and prioritise future funding opportunities, and to enable a better understanding of the value and capacity of the community, voluntary, faith and social enterprise sectors who operate across the borough supporting individuals and groups.
8. The programme has also identified projects dedicated to supporting those who are currently unemployed, including young people who are disengaged, through a range of mentoring and training opportunities with the aim of getting ready for work and/or educational opportunities.
9. The partnership group met on the 25th July to discuss the proposed Investment Plan and the membership includes:
 - Mark Menzies MP
 - Cllr Karen Buckley – Council Leader and Chairman of Finance and Democracy Committee
 - Councillor Roger Small – Deputy Leader and Chairman of Operational Management Committee
 - Councillor Richard Redcliffe – Chairman of the Town Centre Working Group and Vice Chairman of Planning Committee

- Neil Farley – Economic Prosperity Board representative for Fylde
- Veli Kirk – St Anne’s Enterprise Partnership
- Suzanne Taylor – Lytham Business Partnership
- Heidi Hopkinson – Kirkham Business Group
- Julie Casson – Job Centre/DWP
- Janet Doolan – Growth Lancashire
- Graham Oatridge - YMCA
- Hannah Swindell – BAE Systems
- Alastair Mulvey – Blackpool and Fylde College
- Allan Oldfield – Chief Executive - Fylde Council
- Charlie Richards – Head of Projects and Regeneration - Fylde Council
- Paula Huber – Economic Development and Regeneration Manager – Fylde Council
- Tamar Reay – Reay Associates
- Steph Shone – Planning Policy Officer – Fylde Council
- Mike Harris – Press Officer – Fylde Council

10. Following consultation with the local partnership group, the Investment Plan was submitted to Government on 29th July 2022. On the 5th December 2022 it was announced that the Investment Plan had been approved and that the first year allocation of £340,788 would be transferred to the Council upon receipt of a signed Memorandum of Understanding (MOU). The signed MOU was issued to Government on 15th December 2022 and a payment of £340,788 was credited to the council’s bank account on 30th December 2022.

IMPLICATIONS	
Finance	<p>The Committee is asked to consider and recommend to Council, approval of a fully funded addition to the Councils Capital Programme in 2022/23 in the sum of £82,500 to the ‘UK Shared Prosperity Funding’ scheme, to be met from external funding provided by the Department of Levelling Up, Housing and Communities.</p> <p>The Committee is asked to consider and recommend to Council, approval of a fully funded addition to the base revenue budget in the sum of £258,288 for 2022/2023, to be met from external funding provided by the Department of Levelling Up, Housing and Communities.</p> <p>Subject to approval by Council as above, the Finance and Democracy Committee is requested to note that a retrospective drawdown expenditure report will be brought to future Committees to detail the actual project spend as detailed within the Investment Plan.</p>
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	Charlie.richards@fylde.gov.uk 01253 658520	30/01/2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
UKSPF Investment Plan	29 th July 2022	Appendix A



UK Shared Prosperity Fund

Investment Plan Drafting Template

Version 2
May 2022

Your location

To be eligible for funding, you will need to be applying on behalf of a lead authority in one of the [delivery geographies](#).

Select the lead authority

For Scotland and Wales only: Who else is this investment plan being submitted on behalf of? Select all that apply

Your details

Name: Stephanie Shone

Email address: stephanie.shone@fylde.gov.uk

Phone number: 01253 658694

Organisation name: Fylde Borough Council

Local challenges and opportunities

In this section, we will ask you:

- If you've identified any challenges or opportunities, you intend to support
- Which of the UKSPF investment priorities these fall under

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Fylde is situated on the Lancashire coast in NW England. Its immediate neighbours are Blackpool, Wyre and Preston. Fylde has a population of 81,400 (**Lancashire Insight, Census 2021**) and is a mixture of larger urban settlements and smaller rural ones. The nature of Fylde's location along the coast makes it an attractive place to live but also to visit. Tourism and the hospitality and retail sectors are therefore an important part of its economy. Other strengths of the borough are its heritage and cultural assets, including several historical buildings, for example, Lytham Windmill, Lytham Institute and Fylde Council Town Hall in St Annes, and the presence of significant employers in the aerospace and manufacturing sectors, which means that Fylde's resident population are highly skilled and have higher than the UK average wages. However, Fylde also has a number of challenges, which are outlined below:

Challenge: How to increase footfall and visitor numbers to the Fylde coast.

Fylde has experienced a dual reduction in work trips and visitor numbers since 2019. The reduction in work trips is primarily due to Covid and the rise in remote working. Between June 2019 and June 2020, there was a reduction in just over 400,000 work trips into (and within) the borough of Fylde from the wider Lancashire region. Whilst this figure will have reduced as returning to the office has increased, numbers will remain significant which in turn influences the economies of the towns within Fylde. (**Source: Lancashire Independent Economic Review – Economic Geography and the Future of Towns 2021, p16**)

Pre-pandemic, Lancashire was attracting over 67m visitors a year, generating £4.41bn in economic impact, however, the tourism industry has seen a 70% reduction since the start of the pandemic. This equates to a loss of 47.37m visits, 53.33m visitor days and £2.8bn in economic value. In 2018, there were 3.3m visitors to the Fylde Coast with an economic value of £263.5m. In 2020, this figure dropped to 1.2m, with a consequent drop in economic value to £111.9m (**Source: Marketing Lancashire**)

annual tourism report - STEAM 2020). These figures demonstrate the importance of the visitor economy to Fylde but also the challenge it faces in encouraging visitors (both day and staying) not only to return, but also in attracting new ones, as well as differentiating its offer from its immediate neighbour, Blackpool.

Challenge: How to increase the attractiveness of its town centres so that people want to visit and stay.

Investment in public realm has significantly reduced over the last decade due to the lack of available funding. The last major investment in St Annes town centre, for example, was approximately 20 years ago, and several stores, including JR Taylor (a longstanding retail anchor), have closed over the years. The increase in online shopping and the impact of Covid has also had a significant effect both on the retail and hospitality sectors **(Source: emerging St Annes Masterplan June 2022)**

One of Fylde's strengths is its heritage and conservation assets, some of which have fallen out of use over the years. However, there is little understanding regarding the viability of bringing them back into economic use / improving them due to a lack of funding to explore this issue. If these were to be brought back into use, they could increase the attractiveness of the town centres.

Challenge: how to meet the differing needs of its resident population to reduce churn and improve quality of life

Although prosperous, the borough has a lower than average economically active population (71.7% compared with 76.5% in the NW, and 78.4% in GB) and a higher than average economically inactive population (28.3%, compared with 23.5% in the NW and 28.1% in GB. **(Source: Fylde NOMIS Labour Market Report, June 2022)**. In part this is due to the Fylde's attractiveness as a place to retire to, 27.9% of its population are aged 65+ **(Source: Lancashire Insight, Census 2021)**. Health and wellbeing issues, such as loneliness and social isolation due to poor transport connectivity or lack of family close by, can impact this age group, along with a greater reliance on public services.

At the other end of the spectrum, are those aged 15-24 who may not be in education, employment, or training (NEET) or are at risk of being NEET who account for 8.5% of the population **(Source: Lancashire Insight, Census 2021)**. This group are also most likely to be found where there are concentrations of disadvantage, for example in St Annes, where one of the neighbourhoods in the town centre is amongst the 10 most deprived places in England **(Source: Fylde's Levelling Up Fund bid, July 2022)**. As with the older population, health and wellbeing issues and a greater reliance on public services can impact this age group, but also the lack of economic opportunities, lack of skills (including life skills) and lack of facilities / attractions have an impact too.

Those aged between 25 and 64, equating to 45.4% of Fylde's population **(Source – Lancashire Insight, 2021 Census)**, show the most churn as this age group move in and out of the Fylde at various points in time, due to changing jobs, family commitments and now also the cost of living. The challenge is how to encourage this cohort to stay rather than move in and out of the borough.

Challenge: a lack of knowledge of how best to support the third sector

As in other places, due to reducing local authority budgets there has been a growing reliance over the last decade on the voluntary, community and faith sectors to step in and deliver services to communities. Whilst Fylde has a strong voluntary, community, and faith sector, with well-established networks and relationships with partners across the public and private sectors, the challenge is to understand fully what services they already provide, and whether there are capacity issues and / or gaps (including skills) which require support

Challenge: how to make the transition to net zero

Climate change is here, and all places must reduce their carbon emissions by 2050. Fylde Council, as the local authority wants to lead by example but first it must understand its own position before it can share lessons learned and best practice. Funding is required in order to better understand Fylde Council's own carbon footprint and to develop and deliver an action plan that will embed positive changes around the carbon neutral agenda.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?

(If yes) Describe these opportunities, give evidence where possible

Local opportunities which Fylde intends to support include the following:

- to undertake much needed feasibility / baseline studies:
 - a) to gain an understanding of the true and full picture of the positive impact the community, voluntary and faith sector has on the Fylde economy and how best it can be supported to continue its important and vital work in Fylde's communities
 - b) to explore the costs and implications of bringing heritage and conservation assets, back into economic use, with a view to bringing forward a project proposition; and
 - c) to support Fylde Council to understand its carbon footprint, and lead by example in reducing its carbon emissions, to be in a better position to support its residents, communities and businesses to do the same
- to work with partners in town centres to increase shopping footfall and the retail offer; and encourage activity after 6pm for both residents and visitors alike
- to support the regeneration of Fylde's towns and villages through developing a Town Centre Programme, including the next phase of St Anne's regeneration (which specifically supports Levelling Up Fund project), which will increase pride in place
- to engage with partners on health & wellbeing issues in the community and assist residents with accessing support (*environment*)
- to deliver an events' programme that covers the coast and countryside (which will also improve access to these places), including investigating new opportunities and marketing and promoting events for both residents and day and staying visitors alike and which creates a complementary yet unique offer to its immediate neighbouring authority of Blackpool

There are opportunities for links between this Communities and Place investment priority and the People and Skills investment priority, through the potential to connect voluntary, community, and faith sector organisations with those who are economically inactive. There are also opportunities for links between the Communities and Place priority and the Supporting Local Business investment priority which may result from the economic opportunities offered.

These opportunities will contribute to the delivery of Fylde's economic, environment and tourism priorities in its **Corporate Plan 2020/24** as well as the following themes from its **Economic Development Strategy 2012-2030**:

Theme 2 - investing in the long-term vitality and viability of its town centres

Theme 3 - supporting and increasing the value of the visitor economy, through marketing and promoting the attractions of Fylde nationally and internationally and developing key sites, such as "The Island" in St Annes

Theme 10 - supporting the development of Fylde's rural and urban environments and to be places where people desire to live, work and visit, and ensure an improving quality of life for all of its citizens

Theme 11 - working together with partners to ensure that the economic opportunities created by Government energy policy (now Net Zero and Heat and Buildings strategies) are maximised in the Fylde

They will also contribute to the achievement of **Fylde Council Coastal Strategy 2015 – 2032's vision** - "To create a unique, high quality visitor destination for residents and visitors, which is based on the conservation and enhancement of the natural landscape and heritage assets of the coastal area of the Borough of Fylde".

The opportunities also link to the following regional and national strategies:

Lancashire Independent Economic Review – Economic Geography and the Future of Towns 2021. This report recognises that some places (such as the Fylde) provide an offer that attracts day visitors, overnight stays and holidaymakers (p50) and sees an opportunity for such places to attract people who a) would otherwise go to cities b) would otherwise go abroad, by extending the seasonal offer and targeting the weekend breaks market (p52)

25 Year Environmental Plan - “A Green Future: Our 25 Year Plan to Improve the Environment”:

- using and managing land sustainably (p32) by exploring ways in which the design of public realm activities can contribute to environmental improvements, leading to better places in which to live and work and a reduced environmental footprint (action, p34)
- enhancing beauty, heritage and engagement with the natural environment (Goal 6, p28); by making sure that there are high quality, accessible, natural spaces close to where people live and work, particularly in urban areas, and encouraging more people to spend time in them to benefit their health and wellbeing (action, p28)

Net Zero Strategy – Build Back Greener

- reducing greenhouse gas emissions in urban areas, and improving air quality, making them a more attractive space to spend time in
- public sector decarbonisation fund – to support local authorities to improve their energy efficiency and reduce their carbon footprint

Levelling Up White Paper

These opportunities clearly link to the Government’s levelling up objective: to restore a sense of community, local pride and belonging, especially in those places which they have been lost; the UKSPF overarching objective to build pride in place and increase life chances; and the following Levelling Up White Paper (Feb 2022) Missions:

Mission 9: By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing

Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Fylde’s economy is made up of a number of important sectors, including tourism, retail and hospitality (highlighted in the Communities and Place priority), aerospace and advanced manufacturing, professional, scientific and technical activities and rural sector (see challenge below for further detail on this sector).

The importance of manufacturing to Fylde cannot be overstated. Manufacturing employs 10,000 people (almost 25% of Fylde’s 40,650 strong workforce) in 175 businesses (5.1% of the business base) and contributed £787m GVA in 2020, one third of Fylde’s total. However, it is also a sector which has suffered significantly due to the Covid pandemic – with a loss of £189m from 2019 figures (£976m or 36.03% of Fylde’s total GVA).

Likewise, GVA in the accommodation and food services sector, which employs 3,500 people (just over 8.5% of the workforce) in 245 businesses (7.4% of the business base), has almost halved as a result of the pandemic from £88m (3.25% of Fylde’s total GVA) in 2019 to £47m (1.93%) in 2020.

There was, however, an increase in GVA in the professional, scientific and technical sector, which employs 7,000 people (just over 17% of Fylde’s total workforce) in 550 businesses (16.6% of the business base) from £200m (7.38%) in 2019 to £220m (9.04%) in 2020.

Overall Fylde’s total GVA has reduced from £2,708m in 2019 to £2,433m in 2020. Its GVA per filled job, however, is high - £62,101 (in 2020) - compared with Lancashire’s GVA per filled job - £48,950.

Per GVA hour worked this equates to £38.62, compared with that for the whole of Lancashire which is £30.80. This reflects the nature of high skilled, high value-added employment within Fylde (**Lancashire Skills Hub Evidence Base, Microsoft Power BI, July 2022**).

It should also be noted that whilst agriculture by itself seems quite a small sector, forming only 1.7% of its GVA, the rural economy as a whole, when other sectors such as accommodation and food services, and also retail are also included, plays a significant part in Fylde's economy.

There were 3,325 active enterprises in the Fylde in 2021, the majority of whom are either micro businesses (88.9%), employing between 0 and 9 people, or small enterprises (9%) employing between 10 and 49 people (**Fylde NOMIS Labour Market Report, June 2022**). This represented an increase of 25 businesses since 2019.

In terms of Travel to Work, Fylde draws its workforce predominantly from the Fylde, and its immediate neighbours - Blackpool, Wyre and, to a lesser extent, Preston.

Fylde has a higher job density (ratio of total jobs to population aged 16-64) than average (0.92) compared with 0.82 in the North West and 0.84 in GB, due partly to the presence of major employers such as British Aerospace and Toshiba Westinghouse and also because the proportion of the workforce is smaller than previously. This in itself can be a challenge because it shows the tightness of the labour market, with 119 vacancies being posted in May 2022, compared with 92 in December 2019 (**Lancashire Skills Hub Evidence Base, Microsoft Power BI, July 2022**). Employers are also struggling to recruit the right people because there is a lack of people with suitable skills and a mismatch between those sectors needing staff and sectors where people want to work.

Fylde's workforce is highly skilled (39% are qualified to NVQ4 and above, compared with the NW average of 38.5% but lower than the GB average of 43.5%) and high earning (gross weekly pay was £612 compared with £578 in the NW and £613 in GB) (**Source: Fylde NOMIS Labour Market Report, June 2022**), again due to the presence of major employers in the aerospace and advanced manufacturing sectors.

However, there are a number of challenges Fylde faces in relation to its businesses. These include:

Challenge: How to improve targeted support to the local business base and identify where there is the greatest need / opportunity to develop or diversify the economic offer. To identify and engage with the pool of entrepreneurs that have developed and migrated to Fylde who are major investors, developers and employers in the SME sector.

To date there has been limited engagement with business support provision mostly delivered regionally or nationally. Only 6% (83) of 1380 Lancashire businesses supported by Boost Business Lancashire between 2019 and March 2022, were from Fylde, of which 59.7% (of the 6%) were related to business growth and start up support (**Boost Business Lancashire presentation, June 2022**).

The Covid pandemic provided an opportunity for local councils, including Fylde to administer business support grants to businesses which has created understanding, knowledge and direct engagement that UKSPF will help to build on, further enabling more pro-active and productive relationships.

Challenge: To gain a greater understanding of the rural economy, the business base, skills development needs and skills growth opportunities (i.e. green skills) in order to target interventions to enable the rural economy to prosper and grow.

This is due to the fact that Fylde's rural economy has not necessarily had the benefit of accessing mainstream or EU funding in the past. The focus for many local authorities has been on town centres, due to the decline of traditional shopping methods and the changing economic environment, however the rural economy has a great deal to offer the wider economy but also has its own unique challenges. This links directly to several corporate priorities.

Challenge: how to improve productivity as a result of lower-than-average number of economically active, those aged 16+ (71.7, December 2020 – December 2021) compared with NW region (76.5%) and Great Britain (78.4%) (**Fylde NOMIS Labour Market Profile, June 2022**).

This is due to the mixture of age profile, the percentage of the population aged 65+, the impact of Covid on employment, particularly in retail and hospitality, and businesses experiencing skills' gaps. It is also a result of developer preference to build residential rather than commercial, and a significant reliance on a handful of major employers that attract employees from outside of the Borough.

Challenge: How to narrow the gender pay gap between men and women in Fylde (also links to challenge re productivity) and to better understand what provision is currently available to women and girls to encourage access to STEM related subjects and career opportunities.

There are significant disparities in both weekly and hourly pay between men and women. The gross weekly pay for male full-time workers in the Fylde in 2021 was £661.40 (compared with £615.80 in the NW and £655.5 in GB), whereas for female full-time workers, gross weekly pay was £542.50 (compared with £529 in the NW and £558.1 in GB). Hourly pay for male full-time workers in the Fylde was £17.02 (compared with £15.33 in the NW and £16.26 in GB), compared with £15.38 for female full-time workers. This compares with £14.02 in the NW and £14.86 in GB. (**Source: Fylde NOMIS Labour Market Profile, June 2022**).

There is a significant lack of information available regarding career aspirations and opportunities in local STEM businesses which results in fewer women being engaged in STEM related employment and in turn contributes to the gender pay gap.

Challenge: how to combat declining employment and reducing value in its manufacturing base.

The Fylde is identified along with Pendle and Ribble Valley as having a manufacturing base that is characterised as "high volume, high value, high specialisation". This means it has a significant volume of employment concentrated within a small number of very large firms. However the challenge is that this employment is in specialised industries and the overall employment group footprint is declining overall (-2%). A further challenge is that whilst it is high value in terms of GVA, jobs and productivity, there are starting to be some indications of reducing value.

Challenge: how to support businesses to transition to net zero and decarbonisation

This is due to the scale of the challenge, and cost of implementing the changes needed to get to net zero; alongside a lack of understanding by businesses of technologies / products available.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?

(If yes) Describe these opportunities, give evidence where possible

UKSPF provides the following opportunities:

- greater engagement with businesses and regional business support, e.g. Boost Lancashire, to ensure a more targeted approach to Fylde's business sectors, including town centre businesses, to help them plan for the future, grow their businesses, identify skills' needs / gaps and to tackle the gender pay gap, and recruitment issues
- to further build on strong firm formation rates in the manufacturing sector which suggest a more positive outlook for start-ups and small business growth (**Lancashire Independent Economic Review – Future of Manufacturing 2021, p46**) through more targeted and tailored support for this sector, in order to improve their supply chains and productivity
- to support businesses to begin or increase the transition to net zero and decarbonisation, creating and safeguarding jobs, developing green skills, reducing their energy consumption and enter new markets

- to undertake a feasibility study to develop a greater understanding of the rural economy and its needs, with a view to being able to provide more tailored support going forward, including around the transition to net zero. This is particularly important as the National Farmers Union has set the agricultural industry a challenging target of becoming net zero by 2040 through improving farming's productive efficiency; improving land management and changing land use to capture more carbon; and boosting renewable energy and the wider bioeconomy, whilst at the same time not reducing its capacity to feed UK consumers with high quality, affordable British food. It also says that the UK must not achieve its climate change ambitions by exporting UK production, or agriculture's greenhouse gas emissions, to other countries (**Achieving Net Zero, Farming 2040, NFU, September 2019**)
- to develop more partnership arrangements with major employers as well as local entrepreneurs that shape a lot of the economic activity in the Borough and remove the hesitation of engaging with the local authority
- to support and develop local business partnerships, networks and existing structures to lead on economic development initiatives

There are clear links between this objective and the People and Skills objective, particularly around the identification of skills' needs by businesses, and investment in skills and training.

The opportunities outlined above, and activities undertaken through Fylde's Investment Plan will contribute to the delivery of the following economic and environmental priorities of Fylde's **Corporate Plan 2020 / 2024** and the relevant themes of its **Economic Development Strategy 2012 - 2030**

- working with partners to attract new employment and create vibrant economic communities (*economic, Themes 8 and 9*)
- developing the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry (*economic*)
- working with partners to implement carbon reduction policies and ensure that the economic opportunities created by Government's energy policy (now Net Zero and Heat and Buildings strategies) are maximised in the Fylde (*environment, Theme 11*)

The opportunities also link to the following regional and national strategies:

Lancashire Independent Economic Review - Stronger & Greener: The future of manufacturing in Lancashire 2021

- the maintenance of high value industry, managing declining volumes through additional job creation
- the maintenance of positive start-up rates, enabling greater job creation in smaller firms to increase high value activity outside of the larger businesses
- the continuation of driving frontier R&D related to globally significant specialisms while strengthening local and regional links
- enabling the re-skilling and transition to new career paths, while sharing best practice with wider industry
- deepening the local supply chain by articulating market requirements to local businesses (p46)
- reducing emissions in the manufacturing sector to achieve Net Zero. This will require fundamental changes in how manufacturing will operate in the future, driven either by sustainability targets or by competition as likeminded businesses adopt faster, smarter ways of working, including adopting a more circular economy (p48).

25 Year Environmental Plan - "A Green Future: Our 25 Year Plan to improve the Environment:

- using and managing land sustainably (p32), by encouraging businesses and farmers to use resources from nature more sustainably and efficiently
- boosting productivity, by enhancing our natural capital (p18)

Government's Net Zero Strategy – Building Back Greener

- encouraging resource efficiency (p130) by supporting the development of the circular economy, keeping products and materials in circulation longer and retaining and creating new value at a much reduced environmental impact
- supporting the take up of energy efficiency measures (p131)
- supporting farmers to reduce emissions, for example, from livestock, agricultural soils and farm machinery and to deliver a range of environmental outcomes (p171)

Levelling Up White Paper

These opportunities clearly link to the Government's levelling up objective: to restore a sense of community, local pride and belonging, especially in those places which they have been lost; the UKSPF overarching objective to build pride in place and increase life chances; and the following Levelling Up White Paper (Feb 2022) Missions:

Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing

Mission 1: By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a globally competitive city, with the gap between the top performing and other areas closing.

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)

(If yes) Describe these challenges, give evidence where possible

In 2021, there were 12,000 people identified as economically inactive which equates to about 28% of Fylde's working age population, those aged 16-64. This compares with 6,400 in 2019, or about 14% of the working age population (**Fylde NOMIS Labour Market Report, June 2022**). Of these, 9,800 of are identified as not wanting a job and this reflects the fact that there is a high percentage of (early) retired people as well as those who are financially secure that do not require employment but this leaves a further 2,200 who are wanting a job but are currently not in employment. 1,330 of these (the number of those claiming benefits in May 2022) will likely be involved in DWP programmes, meaning that 870 people are likely not engaged with government programmes and are therefore further from the labour market, and need support to find employment. It also does not take into account those within the "do not want a job" cohort, who may actually be seeking jobs to supplement their income in retirement.

As stated previously in the Supporting Local Business objective, Fylde's workforce is highly skilled (39% are qualified to NVQ4 and above, compared with the NW average of 38.5% but lower than the GB average of 43.5%).

Employers are already struggling to recruit to vacancies because of a mismatch between the people with the right skills and the sectors they want to work in. The need for higher level skills is expected to experience the biggest growth in Fylde's Travel-To-Work Area in NVQ3+ by 0.76% and NVQ4+ by 0.94% between 2018 and 2028 (**Lancashire Skills Hub, Skills Evidence Base, Microsoft Power BI, July 2022**). A shortage of qualified individuals was identified as a challenge in the **Lancashire Local Skills Improvement Plan, March 2022 (p4)**

Challenge: How to prevent or reverse the "youth drain"

This is due to the population profile along with limited opportunity for the 16 to 18 age group to have an alternative to further education such as apprenticeships, trades or on the job learning / education. The area is desirable because of the good educational institutions from the age of 3 or 4 but offers nothing from 16 onwards, the 'youth drain' starts at this age.

Challenge: how to identify and support those who are NEET (Not in Employment, Education or Training) or at risk of becoming NEET

On the surface, the number of those who are known as NEET in Fylde – 26, for 2020/21, compared with 18 in 2018/19 and 28 in 2019/20 (**Young People NEET 2021, Lancashire County Council, January 2022**). This issue with the figures in the presentation is that they relate solely to 16–17-year-olds, and only those who were known to the County Council as the education authority. Those who were not known to the County Council, or those aged 18–24 who are also classed as NEET. Instead, the 18–24-year-olds are counted within the economically inactive numbers, which as noted above forms a high percentage of the population. The number of NEETs is known to be increasing particularly from the pockets of deprivation that exist in Fylde, which is due to a lack of access to additional support and funding which is often based on the indices of deprivation and does not pick up the specific geographic pockets of deprivation that exist in Fylde. Increased number of NEETs is linked to post pandemic workplace and opportunities the impact is being felt particularly in coastal, tourism and rural economies. Therefore, it is important to be able to identify those who are NEET, or are at risk of becoming NEET, and to provide relevant and tailored support to enable them to access long term and sustainable employment.

Challenge: how to support those who are economically inactive and, or, hard to reach, and / or with more complex needs

There are several areas with a considerable proportion of less affluent individuals who find it more challenging to get structured support because there are fewer people in similar circumstances. These people often have significant health (physical or mental) issues, and lack confidence or the skills to access employment, or training. Often, they require tailored one-to-one support for some time to get them back on the employment ladder, which is not readily available.

Challenge: how to encourage the take up of vocational (including green) skills.

The good education available across the Fylde is predominantly or even exclusively in more traditional academic or non-vocational subjects. Trade or apprenticeships in modern vocational skills needs to be developed including in green skills.

This is due to the track record of successful non-vocational subjects across educational institutions in Fylde, the loss of youth / younger generation and limited non-vocational opportunities, and the limited engagement to date with businesses in Fylde to discuss the potential for investing in these types of skills for the future.

Challenge: lack of state funded education provision for 16-18-year olds in Fylde

There is currently no state funded educational provision for those aged 16 to 18 in Fylde. This means that students have to travel to neighbouring Blackpool or Preston to study for A-levels.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)

(If yes) Describe these opportunities, give evidence where possible

UKSPF offers the following opportunities:

- to continue to work with those who are economically inactive, particularly the NEET / at risk of NEET cohort, to support them into paid work
- to bridge the gender pay gap (as outlined in Supporting Local Business section) through employment support, and skills' progression
- to work with businesses to identify skills' needs (through business engagement under the Supporting Local Business objective) and subsequently supporting them to access skills' support via the most appropriate route (including training opportunities under this priority in 2024/25)

- to increase the level of training, particularly vocational training (including apprenticeships), taken up by businesses to support their workforce to develop new skills or refresh existing ones
- to work with partners to facilitate the development of a business case for sixth form state funded educational provision in Fylde

The opportunities outlined above, and activities undertaken through Fylde's Investment Plan will contribute to the delivery of the following economic and environmental priorities of Fylde's **Corporate Plan 2020 / 2024** and the relevant themes of its **Economic Development Strategy 2012 - 2030**

- working with partners to attract new employment and create vibrant economic communities (*economic*) and providing opportunities for Fylde's workforce to improve and enhance their skill levels to meet the demands and needs of a changing economy which is fit for the 21st century (*Theme 8*)
- engaging with partners on health & wellbeing issues in the community and assisting residents with accessing support (*environment*)

The opportunities also link to the following regional and national strategies through:

Lancashire Independent Economic Review – A New Prosperity 2021

- encouraging investment in skills, which is arguably one of the most important priorities for the country in order to level up - creating places attractive to higher productivity businesses and increasing social mobility and individual opportunity for residents (p26).
- stimulating demand by employers for a more highly qualified – and productive – workforce. Whilst businesses may lack access to skilled workers, they may also not have business models which effectively utilise a skilled workforce (p27).

Lancashire Independent Economic Review - Stronger & Greener: The future of manufacturing in Lancashire 2021

- enabling the re-skilling and transition to new career paths, while sharing best practice with wider industry

Government's Net Zero Strategy – Building Back Greener

- encouraging investment in green skills, and green job creation

Levelling Up White Paper

These opportunities clearly link to the Government's levelling up objective: to restore a sense of community, local pride and belonging, especially in those places which they have been lost; the UKSPF overarching objective to build pride in place and increase life chances; and the following Levelling Up White Paper (Feb 2022) Missions:

Mission 1: By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a globally competitive city, with the gap between the top performing and other areas closing.

Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.

Mission 6: By 2030, the number of people successfully completing high-quality skills training will have significantly increased in every area of the UK. In England, this will lead to 200,000 more people successfully completing high-quality skills training annually, driven by 80,000 more people completing courses in the lowest skilled areas.

Interventions

In this section, we will ask you about:

- Interventions you’ve chosen for each year of funding
- Outcomes you want to deliver
- Any interventions that are not listed here
- How these interventions fall under the UKSPF investment priorities, and your rationale for them
- Interventions not included in our list will be assessed before being approved, where you will need to show a clear rationale, how the intervention is value for money, what outcomes it will deliver and how you will monitor and evaluate the intervention. This may include a theory of change or logic chain.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY? SELECT ALL THAT APPLY.	
Outcome (links to interventions in brackets for information)	Tick if applicable
Jobs created	
Jobs safeguarded	
Increased footfall (E1, E6 and E8)	√
Increased visitor numbers (E1, E6 and E8)	√
Reduced vacancy rates (Links to E1)	
Greenhouse gas reductions (Links to E1)	
Improved perceived/experienced accessibility	
Improved perception of facilities/amenities	
Increased number of properties better protected from flooding and coastal erosion	
Increased users of facilities / amenities	
Improved perception of facility/infrastructure project	
Increased use of cycleways or paths	
Increase in Biodiversity	
Increased affordability of events/entry	
Improved perception of safety	
Reduction in neighbourhood crime	
Improved engagement numbers (E9 only)	√
Improved perception of events	
Increased number of web searches for a place	
Volunteering numbers as a result of support (E9)	√
Number of community-led arts, cultural, heritage and creative programmes as a result of support	
Increased take up of energy efficiency measures	
Increased number of projects arising from funded feasibility studies (E14)	√
Number of premises with improved digital connectivity	
None of the above	

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE COMMUNITIES AND PLACE INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.
Intervention <i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>
E1 - Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.

E8 - Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area.

E9 - Funding for impactful volunteering and/or social action projects to develop social and human capital in local places

E14 – Relevant feasibility studies

DO YOU PLAN TO USE ANY INTERVENTIONS NOT INCLUDED IN THE COMMUNITIES AND PLACE LIST?

State the name of each of these additional interventions and a brief description of each of these

N/A

Explain how each intervention meets the Communities and Place investment priority. Give evidence where possible, including why it is value money and the outcomes you want to deliver.

N/A

Do you consider that any of these interventions may provide a subsidy to potential recipients of the funding under the intervention's planned activity? All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

No

Detail the assessment you undertook to consider whether the intervention is a subsidy and any specific measures you will take to make sure the subsidy is permitted.

N/A

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

Describe these projects, including how they fall under the Communities and Place investment priority and the location of the proposed project.

Levelling Up Fund (LUF) project.

The Levelling Up Fund proposal is a major project for Fylde Borough Council which will kickstart delivery of the St Anne's-on-the-Sea Masterplan by transforming public realm and connectivity from the station gateway to the Promenade, integrating the town centre and seafront and providing a continuous, high-quality experience for residents and visitors alike.

Alongside £12m investment in the sea wall, the bid provides the foundations for the renewal of St Anne's offer as a high-quality family seaside resort and Fylde Coast's 'retreat', by encouraging new investment in the refreshed town centre, and the opportunity to create an extended family offer at the Island site and along the seafront.

The request for funding forms one part of the proposal and will act as match funding to support the capital works and delivery of the events' programme for St Annes Square.

It falls under the Communities and Place investment priority because of its focus on public realm and town centre regeneration (E1) which in turn will increase footfall and greater visitor numbers and improve perception of amenities and accessibility of the area.

The project will be located in St Annes, one of Fylde borough's larger towns.

Community Projects Scheme Enhancement

The council has a well-established and successful Community Projects Fund that was created by Local Strategic Partnership (LSP). The fund has been operated by Fylde Council since the LSP was disbanded after second homes funding was no longer available to finance all the possible projects / interventions. The fund has always been significantly short of monies to deliver community projects delivered by community groups since the LSP was disbanded.

There are established governance arrangements for the Community Projects Fund with input from local partners. Potential grants have had to be limited because of the funding restriction – only Fylde Council provides an allocated budget each year. The Community Projects Fund has delivered or contributed to, a vast array of community projects that have objectives and delivered outcomes consistent with those in the UKSPF. The fund represents an ideal vehicle for quick delivery of UKSPF outcomes through community partners. It is proposed to expand the fund for each year of the UKSPF after a review of the criteria, evaluation and application limits.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes	No
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Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

The allocation would be used to enhance and improve public open space and the public realm and as such it could not cause a distortion in or harm to competition, trade or investment. It will not be used to fund any commercial or business enterprises,

The improvement results will benefit all users of the areas concerned and neighbouring areas, including economic actors, but that benefit will not be in terms of an improved environment and will not favour certain economic actors over others.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

Outcome (links to interventions in brackets for information)	Tick if applicable
Jobs created (E30)	√
Jobs safeguarded (E29)	√
Increased footfall	
Increased visitor numbers	
Reduced vacancy rates	

Greenhouse gas reductions	
Number of new businesses created (E23)	√
Improved perception of markets	
Increased business sustainability	
Increased number of businesses supported (E30)	√
Increased amount of investment	
Improved perception of attractions	
Number of businesses introducing new products to the firm	
Number of organisations engaged in new knowledge transfer activity	
Number of premises with improved digital connectivity	
Number of businesses adopting new to the firm technologies or processes (E29)	√
Number of new to market products	
Number of R&D active businesses	
Increased number of innovation active SMEs	
Number of businesses adopting new or improved products or services	
Increased number of innovation plans developed	
Number of early stage firms which increase their revenue following support	
Number of businesses engaged in new markets	
Number of businesses increasing their export capability	
Increased amount of low or zero carbon energy infrastructure installed	
Number of businesses with improved productivity	√
Increased number of projects arising from funded feasibility studies (E31)	√
Increased number of properties better protected from flooding and coastal erosion	
None of the above	

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E23 - Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.

E30 - Business support measures to drive employment growth, particularly in areas of higher unemployment.

E31 – Support relevant feasibility studies

DO YOU PLAN TO USE ANY INTERVENTIONS NOT INCLUDED IN THE SUPPORTING LOCAL BUSINESS LIST?

State the name of each of these additional interventions and a brief description of each of these

No

Explain how each intervention meets the Supporting Local Business investment priority. Give evidence where possible, including why it is value money and the outcomes you want to deliver.

N/A

Do you consider that any of these interventions may provide a subsidy to potential recipients of the funding under the intervention's planned activity?
All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes No

Detail the assessment you undertook to consider whether the intervention is a subsidy and any specific measures you will take to make sure the subsidy is permitted.

As above

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?

Describe these projects, including how they fall under the Supporting Local Business investment priority and the location of the proposed project.

The Partnership Group established for the UKSPF at Fylde have been considering a range of existing projects aimed at local business investment, development and growth. Most of the projects under consideration are regional or sub-regional initiatives funded in part (or whole) through European grants that have, or are planned to be, withdrawn / ceased. The Partnership Group is in the process of carrying out a full assessment of all the initiatives to understand what impact they have had in Fylde, future proposals, the fit with locally identified priorities and to agree outcomes for Fylde. It is expected that the process will be completed by September 2022, and it is evident that the UKSPF will not be sufficient in any of the three years to meet all the 'asks'. Therefore, it is important that the Partnership Group has full information on which to make important decisions that will shape the future of the organisation. The option of employing apprentices for a minimum two-year period, hosted by one or more of the partner organisations, that will deliver the stated UKSPF outcomes is under consideration as well for example, Business Support Advisory; Digital & Tech Trainers etc.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

N/A – as above

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

Outcome (link to interventions in brackets for information)	Tick if applicable
Number of economically inactive individuals in receipt of benefits they are entitled to following support (E33)	√

Increased active or sustained participants of UKSPF beneficiaries in community groups [and/or] increased employability through development of interpersonal skills (E33)	√
Increased proportion of participants with basic skills (English, maths, digital and ESOL) (E33)	√
Number of people in supported employment [and] number of people engaging with mainstream healthcare services (E33)	√
Number of people sustaining engagement with keyworker support and additional services (E33)	√
Number of people engaged in job-searching following support (E33)	√
Number of people in employment, including self-employment, following support (E33)	√
Number of people sustaining employment for 6 months (E33)	√
Increased employment, skills and/or UKSPF objectives incorporated into local area corporate governance	
Number of people in education/training (E38)	√
Increased number of people with basic skills (English, maths, digital and ESOL)	
Fewer people facing structural barriers into employment and into skills provision	
Increased number of people familiarised with employers' expectations, including, standards of behaviour in the workplace	
Fewer people facing structural barriers into employment and into skills provision	
Number of people gaining a qualification or completing a course following support	
Number of people gaining qualifications, licences, and skills	
Number of economically active individuals engaged in mainstream skills education, and training (E38)	√
Number of people engaged in life skills support following interventions	
Number of people with proficiency in pre-employment and interpersonal skills (relationship, organisational and anger-management, interviewing, CV and job application writing)	
Multiply only - Increased number of adults achieving maths qualifications up to, and including, Level 2.	
Multiply only - Increased number of adults participating in maths qualifications and courses up to, and including, Level 2.	
None of the above	

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE PEOPLE AND SKILLS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E33 - Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths* and ESOL) support where there are local provision gaps.

This provision can include project promoting the importance of work to help people to live healthier and more independent lives, alongside building future financial resilience and wellbeing. Beyond that, this intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from ESOL support. Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people

not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence). *via Multiply.
E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that are not being met through other provision.

DO YOU PLAN TO USE ANY INTERVENTIONS NOT INCLUDED IN THE PEOPLE AND SKILLS LIST?

State the name of each of these additional interventions and a brief description of each of these

No

Explain how each intervention meets the People and Skills investment priority. Give evidence where possible, including why it is value money and the outcomes you want to deliver.

N/A – as above

**Do you consider that any of these interventions may provide a subsidy to potential recipients of the funding under the intervention’s planned activity?
All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).**

Yes	No
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Detail the assessment you undertook to consider whether the intervention is a subsidy and any specific measures you will take to make sure the subsidy is permitted.

Not applicable

ENGLAND ONLY: People and Skills interventions can only be used in 2022-2023 and 2023-2024 if you have identified a local voluntary and community provision, previously supported by the European Social Fund, at risk of closure. If you have not identified a suitable provision, you will not be able to select interventions for 2022-2023 and 2023-2024 and your investment plan will not be approved.

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS for 2024-2025 WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?

No (but might be yes, depends on how the online application works)

Describe the projects for 2024-25, including how they fall under the People and Skills investment priority and the location of the proposed project.

No specific projects, however, it is expected that skills needs will be identified through engagement with businesses under the Supporting Local Business priority, and some funding has therefore provisionally been allocated for this in 2024/25.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?
All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

HAVE YOU IDENTIFIED A LOCAL VOLUNTARY PROVISION AT RISK AS PART OF YOUR PEOPLE AND SKILLS INVESTMENT PRIORITIES?

Yes

No

(If Yes) Describe the local voluntary provision at risk and your rationale for supporting it.

Pan-Lancashire project recommended to proceed to deliver UKSPF Interventions, subject to agreement by Fylde's UKSPF Local Partnership Group.

Selnet / Active Lancashire:

The projects funded under the European and Structural Investment Fund (ESIF) programme will cease operational activity at the end of March 2023 for the Selnet projects and September 2023 for the Active Lancashire projects. The projects will formally conclude in December 2023 at the end of the ESIF national programme. As a result, the provision at risk includes:

- intensive support and mentoring activity that focuses on the individual needs and aspirations of beneficiaries with some of the highest levels of needs and complexities
- twelve VCSE organisations funded to create packages of support for beneficiaries
- enabling disadvantaged people to make positive steps to access help to provide their basic needs, improve wellbeing and progress on a route to employment
- resources invested in local VCSE partners to delivery support tackling the root causes of poverty, promoting social inclusion, and driving local jobs and growth.

Active Lancashire and Selnet, who currently run these projects have no further resources to support to their beneficiaries. There is the opportunity to continue the provision described above through the Step Change project (outline below), albeit at a smaller scale due to reduced funding availability.

Selnet / Lancashire Colleges

The two projects are currently funded until 31 March 2023 only, with the last date for new participants (so that there is time to support them before end March) being December 2022. The projects provide personalised and intensive support for young people who are NEET/at risk of becoming NEET from aged 15 to 19 (24 for those with an EHCP) with referrals coming from schools, LAs, JCP and others who work with young people in the Lancashire area.

The provision is additional to that which is available through mainstream funding, and therefore adds significant value for the young people involved.

Provide the European Social Fund Project Names and Project References for this voluntary and community provision at risk.

Selnet / Active Lancashire

Project Name	Project outline reference	Project ID	Project outline
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Age of opportunity	Lanc / 1 / 1	10281630	Working with People 50+ with Low or No Skills
Changing Futures	Lanc / 2 / 3	10292821	Disadvantaged Groups
Project Name	Project outline reference	Project ID	Project outline
More Positive Together	1	2021/1	Working with people furthest from the labour market
MPT Steps	3	2021/3	Support individuals to access or re access the job market as a result of the Covid 19 Pandemic.

Selnet / Lancashire Colleges

ESFA-15056 / ESF 5079 "Supporting NEETs – Lancashire LEP

MOU reference is 19S17C01879 'Working with Younger People (NEETS)'

What year do you intend to fund these projects? Select all that apply.

2022-2023	2023-2024	2024-2025
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Describe the projects for 2022-2023 and 2023-2024, including how they fall under the People and Skills investment priority and the location of the proposed project.

Subject to agreement by Fylde's UKSPF Local Partnership Group.

Step Change (Selnet / Active Lancashire):

The project will address the challenges of economic inactivity (young people and older adults); tackling the root causes of poverty; long term and generational unemployment; exclusion for the most socially excluded residents with multiple and complex needs by providing tailored one to one mentoring and support (via an agreed progression plan) to move individuals towards economic activity, e.g. getting a job, starting a business; starting training. The support can last from 3-12 months plus, including during the first month of their employment if required.

The beneficiaries include those with physical and mental health conditions; low or no skills and qualifications; a need to re-skill due to changing career path; circumstances compounded by the Covid-19 pandemic; those recently made redundant; carers looking to return to work; not finished formal education; experienced exclusion due to inequalities; long term unemployed; ex-offenders and those suffering domestic violence.

The project will be located in Fylde, however, the project may also operate across different boroughs in Lancashire, as this is the appropriate spatial level and provides better value for money.

The project will link with Multiply where appropriate and relevant.

Supporting young people who are NEET / at risk (Selnet / Lancashire Colleges)

The project will provide tailored and personalised support to young people who are NEET or identified as being at risk of becoming NEET aged 15-19 (24 for young people with an EHCP Plan), who have either multiple and complex needs requiring greater support or more specific barriers which need only short-term support.

Actions will range from key worker support and mentoring, confidence building, mental health, and wellbeing support to employability and transferable skills support, and will be delivered by a well-

established partnership of different organisations, including for example AFC Fylde and Blackpool and the Fylde College.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

The recipients of this support are those who are economically inactive, have complex barriers to employment and are considered the furthest from the labour market, including NEETs (or at risk of becoming NEET). Therefore, it is not considered that any of the interventions provided to potential recipients will be considered a subsidy.

SCOTLAND, WALES & NORTHERN IRELAND ONLY

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?

Yes

No

Describe the projects, including how they fall under the People and Skills investment priority and the location of the proposed project.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

Approach to delivery and governance

In this section, we will ask you about:

- Structures you have in place to support delivery
- Support you have from stakeholders and the local community
- How you've engaged with MPs as part of your investment plan
- Opportunities you have identified to work with other places

Places need to show how MPs that cover the lead local authority have been engaged on the investment plan and whether they support it. More detail on the role of MPs can be found here.

STAKEHOLDER ENGAGEMENT AND SUPPORT		
Have you engaged with any of the following as part of your investment plan? Select all that apply.		
Public sector organisations	Private sector organisations	Civil society organisations
Describe how you have engaged with any of these organisations. Give examples where possible.		
<p>Fylde Borough Council has engaged with each of these stakeholders to invite them to be part of the Local Partnership Body. Initial engagement was via email / telephone and the Partnership held its first meeting on 21st July 2022. The aim was to bring together a balanced and broad spread of organisations / stakeholders who could provide advice and guidance on strategic fit and deliverability of the Investment Plan.</p> <p>Public Sector:</p> <p>Leader & Deputy Leader Fylde Borough Council Chairman of the Town Centre Working Groups (Fylde Councillor) Jobcentre / DWP Public Health Police Blackpool & Fylde College</p> <p>Growth Lancashire</p> <p>Private Sector:</p> <p>Economic Prosperity Board for Fylde St Annes Enterprise Partnership Lytham Business Partnership Kirkham Business Group Federation of Small Businesses BAE Fox's Biscuits</p> <p>Civil Society:</p> <p>VCFSE Blackpool, Fylde and Wyre YMCA AFC Fylde</p> <p>In addition to engaging with the Local Partnership Group members detailed above, individual discussions have also taken place with providers on a local level, i.e. JCP and DWP, and internal colleagues within Fylde Borough Council involved in local partnership activities.</p>		
Summarise the governance structures you have in place, including how any advisory panels or associated partnership groups are made up		
<p>Fylde Council has embedded strong financial procedures which support service and programme delivery across the council. In accordance with Section 151 of the Local Government Act 1972, the Section 151 Officer is responsible for the proper administration of the financial affairs of the Council. In discharging this duty, the S151 Officer has due regard to the relevant legislation and regulations including the Local Government Finance Act 1988 and those Accounts and Audit Regulations as are in force at the time. In addition, the Local Government Act 2003 sets out the requirements for local authorities to monitor their budgets, both for revenue and capital.</p> <p>To discharge these functions the S151 Officer places reliance upon the Financial Procedure Rules within the council's constitution which set out the requirements of budget holders and senior</p>		

managers across the council in this regard. The five-year Capital Programme (comprising several individual schemes) is part of the Budget and Policy Framework of the Council and is approved annually and at appropriate intervals as necessary in the year. Budget holder must monitor and report capital expenditure and income for all schemes within the approved capital programme and identify any variations against the approved level of expenditure. Monitoring and reporting are undertaken at intervals as specified by the S151 Officer. All budgets within the Council are owned by a named officer who is responsible for ensuring that budgeted levels of income and expenditure are accurate, and that any expected variances against budgeted levels are highlighted and reported.

To supplement ongoing day-to-day budget monitoring activities carried out by budget holders, Capital Programme monitoring reports are prepared monthly during the year. These reports are considered first by Management Team and are subsequently presented for information to each of the Council's programme committees of the council during the year.

The council is fully compliant with the requirements of the CIPFA Financial Management Code which provides guidance for good and sustainable financial management in local authorities.

With specific reference to the UKSPF monies, finance officers will directly support the nominated scheme managers in line with the above procedures to understand in detail scheme expenditure against the approved budget, to support reporting and to ensure proper financial governance of schemes within this funding stream. Monthly meetings will take place to discuss any issues that arise. All budget monitoring requirements will be met, there are adequate assurance systems in place which will ensure proper financial governance of these schemes and all governance and transparency matters will be properly addressed in line with any grant conditions.

Local Partnership Group

It is anticipated this Group will meet bi-annually to provide oversight to the processes being undertaken and to receive monitoring reports on progress against interventions and outcomes. Membership of this group includes representation from across the public, private and VCFSE sectors:

- Leader of Fylde Council
- Deputy Leader of the Council
- Chairman of the Town Centre Working Groups
- MP for Fylde
- Economic Prosperity Board Representative for Fylde Council
- Chair of St Annes Enterprise Partnership
- Chair of Lytham Business Partnership
- Chair of Kirkham Business Group
- Community Sector (VCFSE)
- Federation of Small Businesses
- Job Centre/DWP representative
- CCG/Public Health Representative for Fylde Council
- Lancashire Police
- Growth Lancashire
- YMCA
- Private sector representative from BAE
- Private sector representative from Foxes Biscuits
- Blackpool and Fylde College

Confirm all MPs covering your lead local authority have been invited to join the local partnership group.

Yes	No
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Are there MPs who are not supportive of your investment plan?

Yes	No
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(If Yes) Who are the MPs that are not supportive and outline their reasons why.

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DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?

Which interventions do you intend to collaborate on? Select all that apply.

Intervention	Tick if applicable
<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths* and ESOL) support where there are local provision gaps. This provision can include project promoting the importance of work to help people to live healthier and more independent lives, alongside building future financial resilience and wellbeing. Beyond that, this intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from ESOL support. Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence).*via Multiply.	

Describe any interventions not included in this list?

Not applicable

Who are the places you intend to collaborate with?

Selnet and Active Lancashire, and Lancashire Colleges, enables projects at risk under People and Skills to deliver greater value for money through working in partnership with a number of local authorities.

PUBLIC SECTOR EQUALITY DUTY

How have you considered your public sector equality duty in the design of your investment plan?

Yes. Fylde Council recognises that as part of The Equality Act 2010, it must have due regard to the public sector equality duty (PSED). Fylde’s Investment Plan has had due regard to the three main aims of the public sector equality duty (PSED):

- the need to eliminate discrimination,
- advance equality of opportunity and
- foster good relations between different people.

Fylde's Investment Plan has been designed to covers all geographical areas across the borough and incorporates priorities that will have benefit and impact across all sectors of the community. In particular those living and working in Fylde, those visiting for work, shopping or visiting the attractions, as well as the older population and, potentially, more vulnerable, and those who are the furthest from the workplace. The variety and scope of priorities included within the Investment Plan would address Fylde's PSED:

- Public realm improvements and enhancements
- Town centre marketing and promotional activities
- Business engagement, collaboration and support
- Supporting the rural economy
- Engaging and understanding the community, voluntary and faith sectors and social enterprises operating within Fylde to target interventions
- Building capacity and skills of volunteers
- Supporting and engaging those individuals who are considered hard to reach, economically inactive and/or NEET (or at risk of becoming)
- Investigating ways to address the gender pay gap

How will you consider your public sector equality duty when implementing your investment plan, including in the selection of projects?

Providers who wish to submit a project to support the delivery of the Investment Plan, will be reminded of the PSED specified within The Equality Act 2010 and they will be asked to demonstrate how they have considered The Equality Act 2010 in their submissions. This may be in the form of an Equality Impact Assessment or similar, which identities what measures they have in place to ensure protected individuals (who have protected characteristics under the Equality Act 2010) are also able to access their services/support/provision without discrimination (i.e. digital considerations, accessibility, etc).

RISKS

Have you identified any key risks that could affect delivery, for example lack of staff or expertise?

Yes	No
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(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.

The following risks and mitigation measures have been identified:

- **Risk:** That the Investment Plan is not signed off first time.
Mitigation measure: work with Government to resubmit
- **Risk:** Projects do not come forward or are not able to deliver as agreed.
Mitigation measure: ensure sufficient checks and balances are undertaken at the outset, engaging with colleagues as required (legal, finance, etc.), followed by regular monitoring of the position and developing a pipeline of projects which can begin if needed; continue to work closely with the Levelling Up Department for support and guidance when required.
- **Risk:** Ongoing management and delivery of the Investment Plan is more significant than foreseen:
Mitigation measure: utilise the 4% to ensure sufficient resources are available to support the management and monitoring.
- **Risk:** Staff leave before the end of the programme and knowledge is lost.
Mitigation measure: Ensure all team members are appropriately trained and understand how the UKSPF funding works and how the Investment Plan is

proceeding. Ensure adequate systems are in place in terms of reporting, monitoring and recording of information.

Risks and any mitigation required will be monitored throughout the lifetime of the Investment Plan, through their inclusion in the Council's risk register.

Have you identified any key fraud risks that could affect UKSPF delivery?

Yes

No

(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.

This risk would be in relation to any of the project providers not delivering against interventions and outcomes. Before any contract is entered into with project providers or any payments are made, due diligence will be undertaken on each project and project provider. Fylde Council's monitoring and reporting processes will identify any projects that are at risk of defaulting on their agreement, not achieving their objectives or appear to be involved in fraudulent activities and/or not using the funding if not used for the purposes for which it was intended. Clawback of funding will be a condition of the offer letter which all project applicants will sign.

Capacity and capability

In this section, we will ask you about:

- The capacity and capability of your team to manage funding
- The resources you have in place for work related to UKSPF

Your answers here will help us know how to support you with delivery. They will not affect the amount of funding you will get.

Answer as honestly as possible.

TEAM RESOURCE

How many people (FTE) will be put in place to work with UKSPF funding?

Circa 2 FTE (this would be with 50% funded from the permitted 4% administration allowance for dedicated resource working alongside several Fylde employees).

Describe what role these people will have, including any seniority and experience.

The Fylde Council Projects and Regeneration Service are an experienced multi-disciplinary service area, which includes officers with capital and revenue programme and project experience of delivery and management. In addition, there is knowledge and experience of European and domestic funding, heritage and conservation, place, employment and skills, private sector and business support interventions.

The wider Fylde Council team have a wealth of experience on programme and project management, including legal, accountancy, procurement and marketing.

A number of these individuals have been identified below. However, the allocation of the 4% for project administration/monitoring, additional resources will need to be secured to ensure sufficient capacity to deliver the UKSPF.

Head of Service: overall oversight and direction of the programme (PRINCE2 qualified, experienced in programme and project management in public & private sectors)

Economic Development & Regeneration Manager: overall management of the programme (PRINCE2, previous EU and domestic funding experience at programme & project level in both public & not-for-profit sectors and previous business-owner)

Finance Officers & Section 151 - financial support in relation to funding submissions, reporting and monitoring to ensure outcomes are delivered

Governance & Legal – support regarding the legal requirements of the UKSPF, e.g. subsidy control, developing contracts and service level agreements with project sponsors and procurement advice, and decisions required through council and committee.

Procurement Officer – Advice and support when required.

Communications Officers: promoting Fylde’s UKSPF Investment Plan and projects, using all social communication channels – championing success.

Chief Executive – visible leadership, support and promotion of the difference partners will make through the UKSPF, dedicated time set aside to support the process.

- Strong capability: Has extensive experience and/or a proven track record of delivery in this area.
- Strong capacity: High degree of confidence that there is enough staffing/resource to manage funding in this area.
- Some capability: Has previous experience of delivery in this area.
- Some capacity: Confident that there is enough staffing/resource to manage funding in this area.
- Limited capability: Does not have previous experience and/or no track record of delivery in this area.
- Limited capacity: Limited confidence that there is enough staffing/resource to manage funding in this area. Additional resource may be needed to support delivery.

CAPACITY AND CAPABILITY

How would you describe your team’s current experience of delivering funding and managing growth funds?

Very experienced	Some experience	No previous experience
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How would you describe your team’s current capability to manage funding for procurement?

Strong capability	Some capability	Limited capability
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How would you describe your team’s current capacity to manage funding for procurement?

Strong capacity	Some capacity	Limited capacity
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How would you describe your team’s current capability to manage funding for subsidies?

Strong capability	Some capability	Limited capability
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How would you describe your team’s current capacity to manage funding for subsidies?

Strong capacity	Some capacity	Limited capacity
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COMMUNITIES AND PLACE CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the Communities and Place interventions you have select?

Yes	No
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How would you describe your team’s current capability to manage funding for Communities and Place interventions?

Strong capability	Some capability	Limited capability
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Describe the key capability challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.

N/A

Describe what further support would help address these challenges.

N/A

How would you describe your team's current capacity to manage funding for Communities and Place interventions?		
Strong capacity	Some capacity	Limited capacity
Describe the key capacity challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
Without the 4% administration allowance it would provide the organisation with some capacity challenges in order to manage this new funding programme and interventions, although the knowledge and capability is available in-house, additional resource is required to enhance capacity and therefore support delivery as this is a new funding programme and new regime for Fylde Council.		
Describe what further support would help address these challenges.		
N/A		

SUPPORTING LOCAL BUSINESS CAPACITY AND CAPABILITY		
Does your local authority have any previous experience of delivering the Supporting Local Business interventions you have select?		
Yes	No	
How would you describe your team's current capability to manage funding for Supporting Local Business interventions?		
Strong capability	Some capability	Limited capability
Describe the key capability challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
N/A		
Describe what further support would help address these challenges.		
N/A		
How would you describe your team's current capacity to manage funding for Supporting Local Business interventions?		
Strong capacity	Some capacity	Limited capacity
Describe the key capacity challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
Without the 4% administration allowance it would provide the organisation with limited capacity challenges in order to manage this new funding programme and interventions, although the knowledge and capability is available in-house, additional resource is required to support delivery as this is a new funding programme and new regime for Fylde Council. Fylde Council has a demonstrable track record of delivering funding to support businesses and the local economy, with covid-recovery funding being a recent example.		

Describe what further support would help address these challenges.

The 4% administration allowance does allow Fylde Council to bring in the additional resources in required to address the challenges identified.

PEOPLE AND SKILLS CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the People and Skills interventions you have select?

Yes | No

How would you describe your team's current capability to manage funding for People and Skills interventions?

Strong capability | Some capability | Limited capability

Describe the key capability challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.

N/A

Describe what further support would help address these challenges.

N/A

How would you describe your team's current capacity to manage funding for People and Skills interventions?

Strong capacity | Some capacity | Limited capacity

Describe the key capacity challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.

Without the 4% administration allowance it would provide the organisation with capacity challenges in order to manage this new funding programme and interventions, although the knowledge and capability is available in-house, additional resource is required to support delivery as this is a new funding programme and new regime for Fylde Council.

Describe what further support would help address these challenges.

The 4% administration allowance does allow Fylde Council to bring in the additional resources it requires to address the challenges identified. To support the procurement and management of local project applications, it would be beneficial to have additional resource in the form of support and expertise to assist in devising and developing robust application processes, as although this capability and skills set is available within Fylde Council, capacity is the challenge.

SUPPORT TO DELIVERY UKSPF

All lead authorities can use up to 4% of their UKSPF allocation to support the delivery of their chosen interventions but by exception, lead authorities will be able to use more than 4%. Are you planning to use more than 4%?

Yes

No

(If Yes) Explain why you wish to use more than 4%.

N/A

Approvals

Before submitting your investment plan, you should have approval from your:

- Chief Executive Officer
- Section 151 Officer
- Leader of your lead authority

Do you have approval from your Chief Executive Officer for this investment plan?

- Yes**
- No

Do you have approval from your Section 151 Officer for this investment plan?

- Yes**
- No

Do you have approval from the leader of your lead authority for this investment plan?

- Yes**
- No

If you do not have approval from any of these people, please explain why this is:

--

Additional documents

You will have received an email giving you access to a folder where you will need to upload supporting evidence to your investment plan. All applicants must complete and upload the following spreadsheet to the folder prior to submitting their investment plan:

- UKSPF Expenditure Profile spreadsheet
- UKSPF Indicative Deliverables spreadsheet

Your investment plan submission will be considered incomplete without the required documents.

Have you completed and uploaded the two spreadsheets to the SharePoint folder as requested?

- Yes**
- No

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CORPORATE SERVICES	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	11
FULLY FUNDED REVENUE BUDGET INCREASE - HOLIDAY, ACTIVITY AND FOOD PROGRAMME (HAF)			

PUBLIC ITEM

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

SUMMARY

As part of the Government's commitment to tackling child hunger, funding has been made available to deliver a school holiday program of physical and enrichment activities, together with a healthy meal, for children in receipt of free school meals.

The objectives of the programme are for attendees to:

- eat more healthily over the school holidays
- be more active during the school holidays
- take part in engaging and enriching activities which support the development of resilience, character, and wellbeing, along with their wider educational attainment
- be safe and not socially isolated
- have a greater knowledge of health and nutrition
- be more engaged with school and other local service

Fylde has been provided with a funded budget allocation of £163,498 to deliver the HAF programme in 2023.

Committee approval is required to proceed with a project of this value.

The Environment, Health and Housing Committee, at its meeting held on 24 January 2023, would consider recommending to the Finance and Democracy Committee approval of a fully funded revenue budget increase of £27,000 in 2022/23 funded from the specific Holiday, Activity and Food Programme grant, to extend the delivery of the scheme in Fylde over the Christmas period.

RECOMMENDATION

1. The Finance & Democracy Committee is requested to approve a revenue budget increase of £163,498, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2023/2024;
2. To approve an additional fully funded revenue budget increase of £27,000 in 2022/2023, funded from the specific HAF Programme grant.

SUMMARY OF PREVIOUS DECISIONS

[Environment, Health & Housing Committee – 15 June 2021](#) resolved:

1. That the Committee support the emergency decision of the Chief Executive to proceed with the recruitment of the HAF Co-ordinator;
2. That the Committee approve delivery of the HAF project as set out in the report; and
3. That the Committee request that Finance and Democracy Committee approve a revenue budget increase of £123,000, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2021/22.

[Finance & Democracy Committee – 28 June 2021](#) resolved:

To approve a revenue budget increase of £123,000, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2021/22.

[Environment, Health & Housing – 4 January 2022](#) – Information Item update

[Environment, Health & Housing Committee – 29th March 2022](#) resolved:

1. That the Committee approve delivery of the HAF project as set out in the report; and
2. That the Committee request that Finance and Democracy Committee approve a revenue budget increase of £160,216, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2022.

[Finance and Democracy Committee – 23rd June 2022](#) resolved:

1. To approve a fully funded revenue budget increase of £160,216, from the HAF grant for the delivery of the HAF programme in Fylde in 2022/23 that the EHH committee approved 29 March 2022.

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

Background

1. The government announced that the holiday activities and food programme will be expanded across the whole of England in 2021-2024. The programme provides healthy food and enriching activities to disadvantaged children since 2018. The Government is making £220 million available to local authorities in England to coordinate the programme.
2. School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes, with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health; and more likely to experience social isolation. Free holiday clubs are a response to this issue, with the aim to make free places available to eligible children for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year.
3. Local authorities are asked to ensure that the offer of free holiday club provision is available for all children eligible for and in receipt of free school meals in their area, on a voluntary basis. Places may also be made available to other children who can pay to attend.
4. The aims of this programme are for children who attend this provision to eat more healthily over the school holidays; be more active during the school holidays; take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment; be safe and not to be socially isolated; have a greater knowledge of health and nutrition; be more engaged with school

and other local services; and for the wider family to develop their understanding of nutrition and food budgeting.

Scheme Details

1. Local authorities can deliver the programme or work with another organisation to coordinate the provision on their behalf. LAs are encouraged to work with a wide range of community and voluntary partners in the delivery of this programme.
2. The role of coordinating the holiday provision involves mapping the holiday provision to ensure that holiday provision exists and is supporting the areas of greatest need; establishing a steering group of local representatives to support implementation and delivery; drawing in wider support to enhance the local programme i.e. sponsors, food/activity providers and local businesses etc.; developing a local plan for provision in the area; ensuring that sufficient, adequate provision is available across the area for children with SEND or additional needs; awarding funding to holiday club providers to ensure there is enough provision to meet demand; supporting all providers to meet the framework of minimum standards including safeguarding requirements and maintaining food standards; supporting all providers to improve the quality of their provision; working with families to reduce dependency by educating families around purchasing and preparing healthy meals on a sustainable basis; promoting and advertising provision to encourage the most at-need children to attend; working with other local services or agencies to ensure a joined-up and efficient approach; and building local partnerships and sharing learning and good practice among local partners.
3. Local authorities will receive grant funding based on predicted participation levels and the numbers of children eligible for and in receipt of free school meals in the area. The funding will cover the provision of free holiday places and the coordination of the programme locally. Administrative costs must not exceed 10% of the total funding allocated on the costs associated with running the programme. The remaining 90% can be used flexibly to support setting up new provision where needed; paying for additional staff to expand existing provision; paying for additional staff to meet additional needs; bringing in activity providers such as sports coaches; or establishing partnerships with catering organisations. Funding can also be used to purchase equipment for the programme but should be limited to 2% of the overall programme expenditure.
4. Holiday clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families, such as Citizen's Advice; healthcare practitioners; family support services or children's services; housing support officers; Jobcentre Plus; and organisations providing financial advice.
5. All organisations and individuals (including volunteers) involved in the delivery of the holiday activities and food programme and must have relevant and appropriate policies and procedures for safeguarding; health and safety; relevant insurance policies; and accessibility and inclusiveness.

Local Provision (Fylde)

6. Fylde has been provided with an indicative budget allocation of £163,498 based on FSM numbers – this figure could increase with the fluctuating numbers of Ukrainian children coming into the area who are also entitled to the provision. The central costs are based on easter break (one week provision), summer holiday (four weeks provision) and Christmas holiday (one week provision) only.
7. There is continued allocation in the budget to extend the contact for the HAF scheme coordinator on a parttime basis, equalling to £20,644 including cost.
8. Fylde had also been provided with a funded budget allocation of £27,000 to extend the Christmas 2022 delivery. The Finance and Democracy Committee are requested to also approve a fully funded revenue budget increase of £27,000 in 2022/23 funded from the specific Holiday, Activity and Food Programme grant, for the delivery of the scheme over the Christmas 2022 period in Fylde.

IMPLICATIONS

Finance	The report sets out details of grant funding received by the council to deliver the HAF project, and requests that Finance and Democracy Committee approve a funded revenue budget increase of £163,498, fully funded from the specific HAF grant, for the delivery of the programme in Fylde in 2023/24 as detailed in the report and also to approve a fully funded revenue budget increase of £27,000 in 2022/23 funded from the specific Holiday, Activity and Food Programme grant, for the delivery of the scheme over the Christmas 2022 period in Fylde.
Legal	No legal implications arising as a result of this report
Community Safety	No Community Safety implications arising as a result of this report
Human Rights and Equalities	No Human Rights and Equalities implications arising as a result of this report
Sustainability and Environmental Impact	No Sustainability and Environmental impact implications arising as a result of this report
Health & Safety and Risk Management	No Health & Safety and Risk Management implications arising as a result of this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Edyta Paxton	Edyta.paxton@fylde.gov.uk	12 th January 2023

BACKGROUND PAPERS

Name of document	Date	Where available for inspection
NA		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	12
FULLY FUNDED REVENUE BUDGET INCREASE - EDUCATION CONTRIBUTION RELATING TO SECTION 106 AGREEMENT FOR DEVELOPMENT LAND MOSS FARM, CROPPER ROAD, WESTBY			

PUBLIC ITEM

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

SUMMARY

This report requests the transfer of Section 106 funds originally paid to Fylde Borough Council as a contribution towards the provision of additional primary school places in relation to planning application 12/0717, (Land to the rear of Moss Farm, Cropper Road) approved 16 May 2013. Lancashire County Council, in their role as local Education authority, have requested that the money that has been paid to Fylde Council by the developer of the site now be paid to fund the provision of additional primary school places to serve the needs of the development in accordance with the terms of the agreement.

RECOMMENDATIONS

1. That the Committee approve a fully funded revenue budget increase of £160,000 in 2022/23 to be met by Section106 monies held by the Council towards the improvement of local primary school places (application reference 12/0717) and that the sum of £160,000 be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed Church of England Primary School in accordance with the terms of the agreement.

SUMMARY OF PREVIOUS DECISIONS

On 18 January 2023, Planning Committee RESOLVED:

1. That the Finance and Democracy Committee is recommended to approve a fully funded revenue budget increase of £160,000 in 2022/23 to be met by Section106 monies held by the Council towards the improvement of local primary school places (application reference 12/0717).
2. Subject to the approval of the fully funded budget increase, to authorise the sum of £160,000 be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed Church of England Primary School in accordance with the terms of the agreement.

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. Planning permission was granted for a development of up to 146 dwellings at Land to the rear of Moss Farm, Cropper Road, Westby in October 2013. The planning permission was granted subject to a section 106 agreement that secured a range of contributions including a contribution towards the provision of additional primary school places to serve the needs of the residents of the development. This report relates to the first instalment of £160,000. A second payment of £218,206.74 has also been received which is still to be allocated by Lancashire County Council.
2. The agreement defines the education contribution as a contribution “... towards the funding of additional primary school place provision to serve the needs of the residents of the development...”. The agreement also makes provision for a review of the contribution due, so there is a second trigger payment still to be allocated.
3. The developer has paid Fylde Council the agreed contribution of £160,000 in line with the first trigger set out in the agreement. Following the original assessment of the impacts of the development, Lancashire County Council initially advised that there had been changes in demand for primary school places resulting in a general surplus of primary school places in the area. However, they have subsequently advised that there have been further changes in school rolls, and it is now proposed that this payment be used to assist in the provision of a further 31 additional primary school places at Heyhouses Endowed Church of England Primary School where there has been a recent increase in demand for places. Whilst there is a further primary school at Staining, Lancashire County Council have confirmed that Staining is outside their school planning areas and has not increased their admission number or net capacity, so would not serve this development.
4. Lancashire County Council consider that Heyhouses Endowed Church of England Primary School, located on Clarendon Road North, is the closest school to the development at Cropper Road and so is a local primary school that the children living at the development are most likely to attend. The transfer of funds to the Local Education Authority to increase the number of places at this school would be in line with the provisions of the legal agreement.
5. This money cannot be used other than to ensure education provision in accordance with the terms of the Section 106 Agreement. Consequently, Fylde Council will continue to ensure that the terms of any S106 reflect the requirements for appropriate education provision in the Borough. Should this contribution not be spent by the 6th July 2023 the Council will be required to repay the money to the developer.
6. Planning Committee have considered the proposal to transfer these funds to LCC to allow them to provide the additional school places at Heyhouses Endowed C of E Primary School. They recommended that this committee approve a fully funded revenue budget increase of £160,000 in 2022/23 to be met by Section 106 monies held by the council towards the improvement of local primary school places (application reference 12/0717) and that subject to that approval the sum be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed Church of England Primary School in accordance with the terms of the agreement.

IMPLICATIONS	
Finance	The report recommends Finance and Democracy Committee approve a fully funded revenue budget increase of £160,000 to be met in full by Section 106 monies held by Fylde Council for this purpose and to authorise the sum of £160,000 be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed County Primary School in accordance with the terms of the agreement.
Legal	The use of the funds for the purposes set out in the report are considered to be in line with the purposes set out in the Section 106 agreement.
Community Safety	None

Human Rights and Equalities	None
Sustainability and Environmental Impact	The monies would be used to increase the number of places available at a local school, thereby reducing the need to travel further afield.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Karen Hodgkiss	karenh@fylde.gov.uk & Tel 01253 658515	24/11/2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Planning permission 12/0717	11 October 2013	www.fylde.gov.uk

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HOUSING SERVICES MANAGER	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	13

FULLY FUNDED REVENUE BUDGET INCREASE – DOMESTIC ABUSE ACT 2021

PUBLIC ITEM

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

SUMMARY

The Environment, Health and Housing Committee, at the meeting to be held on 24 January 2023, will receive a report updating work of the service towards meeting the new Statutory Duties under the Domestic Abuse Act 2021, Part IV to provide support in safe accommodation within their Local Authority Area. Fylde Council work in partnership across Wyre Council and Fylde Coast Women’s Aid (FCWA) to support victims and their children. A Housing Outreach Worker has been appointed to engage and support female and male victims and their children, employed by FCWA working across both Authorities.

Funding for year two, 2022/23 has been awarded at £33,224 from MHCLG New Duties funding to undertake new Part IV duties under the Domestic Abuse Act 2021. Fylde Council intend to continue to work in partnership with Wyre Council and Fylde Coast Women’s Aid (FCWA) and extend the project for a further 12 months.

RECOMMENDATIONS

Committee is requested to:

1. Approve a fully funded revenue budget increase for the total of £33,224 to be met by MHCLG New Duties funding (£2,768 2022/23 and £30,456 in 2023/24 to continue Part IV duties under the Domestic Abuse Act 2021).

SUMMARY OF PREVIOUS DECISIONS

[Homeless Reduction Act 2018](#)

[Fylde Coast Homelessness Trailblazer Evaluation 05/06/18](#)

[Final update on Fylde Homelessness Strategy 2013-18 06/11/2018](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015 draft for consultation 03/09/2019](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 07/01/2020](#)

[MHCLG Next Steps Funding to support homeless households 19/10/2020](#)

[Update Fylde Council Homelessness and Rough Sleeping Strategy Dec 2020 05/01/2021](#)

[Rough Sleeper Initiative Funding 15th June 2021](#)

[Domestic Abuse Act 02/09/2021](#)

[Accommodation Project for Ex-Offenders and Rough Sleepers 02/11/2021](#)

[Update Fylde Council Homelessness and Rough Sleeping Strategy Dec 2021 05/01/2022](#)

[Lancashire Changing Futures Programme 05/01/2022](#)

[Update Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025](#)

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

√

√

Domestic Abuse Outreach Worker

1. Local Authorities have new Statutory Duties under the Domestic Abuse Act 2021. The four main objectives of the Act are to promote awareness of domestic abuse, protect and support victims, transform the justice process and improve performance from agencies in the response to domestic abuse. Tier 2 Authorities have new Part IV duties to provide support in safe accommodation within their local authority area.
2. Fylde Council, in order to take forward the new Part 4 duties work in partnership across Wyre Council and FCWA to support victims and their children.
3. A Housing Outreach Worker has been appointed to engage and support female and male victims and their children, employed by FCWA from November 2021. This enables signposting to support services and work jointly with each local authority housing service for re-housing options.
4. Fylde Council have a commissioned Sanctuary Scheme to support households experiencing domestic violence. The service enables victims of domestic abuse to remain in their own homes, where it is safe for them to do so and where it is their choice. The service also ensures that when clients move into their new home security measures can be installed.
5. Fylde Council were awarded funding for 2021/2022 totalling £33,196. Funding is paid on an annual basis in the form of un-ringfenced grants under Section 31 of the Local Government Act 2003 by MHCLG for a period of three years.
6. Funding covers 50% of the Housing Outreach role and a contribution towards legal costs totalling £18,500. The current project will be extended till the end of February 2023, due to a delay in the project being established and the project being suspended following the original worker leaving and waiting for the new Outreach Worker to be appointed.
7. Clients who approach the service as homeless as a result of Domestic Violence are referred to the Housing Outreach Worker for support. Since the project began in November 2021 a total of 34 clients to the end of September 2022 have received support.
8. The remaining funding £14,696, is placed in a separate fund, Domestic Abuse Act Initiatives, to support clients into accommodation. To date this funding has been used for storage and removals, Sanctuary Scheme measures, white goods, carpets and rent bond or rent in advance.
9. Funding for year two, 2022/23 has been awarded at £33,224 from MHCLG New Duties funding to undertake new Part IV duties under the Domestic Abuse Act 2021.
10. Fylde Council intend to continue to work in partnership with Wyre Council and FCWA to support victims and their children and commission a Housing Outreach Worker to engage and support female and male victims and their children, employed by FCWA with the remaining funding being used to enhance other support services in place, for example assistance with legal costs, above that budgeted in the project and

financial support for victims to move into new accommodation.

11. The 2022/23 funding will enable the extension of the project for a further 12 months. At the time of writing this report we are awaiting confirmation of costs for the Housing Outreach Worker and contribution to legal costs from FCWA, however a fully funded budget increase is requested to continue the Domestic Abuse Act initiatives and Housing Outreach role.

IMPLICATIONS	
Finance	The committee is requested to approve a fully funded revenue budget increase for the total of £33,224 to be met by MHCLG New Duties funding (£2,768 2022/23 and £30,456 in 2023/24).
Legal	Statutory duties under the Homeless Reduction Act 2018 and Domestic Abuse Act 2021.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine.riding@fylde.gov.uk	19/01/2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025	January 2020	Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025
Fylde Council Tenancy Support Policy	January 2020	Fylde Council Tenancy Support Policy
MHCLG Rough Sleeping Strategy	August 2018	MHCLG The Rough Sleeping Strategy
Lancashire Changing Futures Programme	September 2022	Lancashire Changing Futures Programme
Domestic Abuse Act 2021	September 2022	Domestic Abuse Act 2021
Domestic Abuse Act Duty	February 2022	2022 to 2023 Allocations

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	14
FULLY FUNDED REVENUE BUDGET INCREASE – COMMUNITY COST OF LIVING GRANTS			

PUBLIC ITEM

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

SUMMARY

As part of the government's commitment to tackling the cost-of-living crisis, NHS Lancashire and South Cumbria Integrated Care Board have allocated funding to award to Community groups who can help support Fylde residents in need of extra assistance during the winter.

The objective of the funding is for Community based providers to:

- Help support people who live in Fylde during the winter 2022/2023
- Provide support for warm spaces and food hubs.
- Consider innovative bids in the remit of supporting the community during the winter.

Fylde has been provided with a budget allocation of £80,000 to administer in grants to community sector organisations during the period of January to March 31st, 2023.

The Environment, Health and Housing Committee, at its meeting on 24 January 2023, is to consider recommending that Finance and Democracy Committee approve a revenue budget increase of £80,000 fully funded from NHS Lancashire and South Cumbria Integrated Care Board for Community Grants in Fylde for the period of January to March 2023.

RECOMMENDATION

Finance and Democracy Committee are requested to:

1. Approve a fully funded revenue budget increase of £80,000 in 2022/23 fully funded from NHS Lancashire and South Cumbria Integrated Care Board for Community Grants in Fylde for the period of January to March 2023.

SUMMARY OF PREVIOUS DECISIONS

[Environment, Health & Housing Committee – 24 January 2023](#)

To consider recommending that Finance and Democracy Committee -

1. Approve a revenue budget increase of £80,000 fully funded from NHS Lancashire and South Cumbria Integrated Care Board for Community Grants in Fylde for the period of January to March 2023.

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 cost-of-living crisis is a matter of deep concern, especially because of the impact on people in our community.
2. There is funding of £80,000 available to help community-based organisations in Fylde to support people who live in Fylde during winter 2022/23.
3. Fylde Council's immediate focus is to offer grant funding to support and encourage our community sector organisations to further enhance their services and offers to residents of their community.
4. We are looking to offer a range of support to vulnerable individuals and families that are struggling with the cost of living, especially those that have limited means. These include the provision of warm spaces and food hubs, and we are open to innovative bids that meet the remit of supporting people during winter.
5. We also want to encourage the community to socialise during the winter months through the provision of warm spaces, exercise classes, over 55s lunch clubs, cookery classes and ideas to save on food and energy costs
6. The funding will need to be used, and any schemes/organisations funded would need to be completed by 31st March 2023.
7. This funding would be used alongside the Household Support Fund to support the community
8. The NHS Lancashire and South Cumbria Integrated Care Board will sit on any panel that is convened to discuss/approve allocation of funding.
9. Fylde Council would be the host organisation for the process and would run the administration process. For clarity some of the funding can be used to pay for this.

IMPLICATIONS	
Finance	The report sets out details of grant funding received by the council to administer Community Grants, and requests that Finance and Democracy Committee approve a funded revenue budget increase of £80,000 in 2022/23 fully funded from NHS Lancashire and South Cumbria Integrated Care Board.
Legal	No legal implications arising as a result of this report
Community Safety	No Community Safety implications arising as a result of this report
Human Rights and Equalities	No Human Rights and Equalities implications arising as a result of this report
Sustainability and Environmental Impact	No Sustainability and Environmental impact implications arising as a result of this report
Health & Safety and Risk Management	No Health & Safety and Risk Management implications arising as a result of this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Edyta Paxton	edyta.paxton@fylde.gov.uk	19 January 2023

BACKGROUND PAPERS

Name of document	Date	Where available for inspection
NA		

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE (on behalf of the Trust)	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	15

LYTHAM INSTITUTE – CHARITY COMMISSION NOTE

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 25 November 2021, the council received the email from the Charity Commission set out below. Since then, the Trust has made every effort to establish the nature of the concerns referred to and whether the Commission felt that the concerns had any substance. The Commission have been unwilling to provide that information, and the Information Commissioner has ruled that the Commission is entitled to not disclose it.

The Trust is confident that it is operating in line with the legislation and guidance that apply to it and note that the Commission itself has expressed no concerns or has made any further enquiries in relation to the correspondence.

SOURCE OF INFORMATION

Charity Commission.

INFORMATION

Dear Trustees,

The Lytham Institute - 1186995

The Charity Commission has recently been made aware of concerns about how decisions have been made within the charity. Please ensure that a copy of this correspondence is circulated amongst the trustees.

You do not need to reply to this letter, it has been sent under section 15(2) of the Charities Act 2011 to provide you with information and advice to manage potential risks in your charity.

We are not taking any further action currently however we require the trustees to consider the following advice and ensure the charity is operating in line with its policies.

[CC3 - The essential trustee](#)

[CC27 – It's your decision: charity trustees and decision making](#)

[Disagreements and disputes in charities - GOV.UK \(www.gov.uk\)](#)

All information, including this letter, has been saved to the charity's records. We may write to you again if we decide to proactively investigate the concerns in future or if we receive more information that raises our level of concerns in the charity.

Yours faithfully,

Clare Houghton

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The email asked that a copy of the correspondence be circulated amongst the trustees. The council is the sole trustee, and the committee has responsibility for discharging its functions as trustee.

FURTHER INFORMATION

Contact Ian Curtis (ian.curtis@fylde.gov.uk; 01253 658506)

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF FINANCIAL OFFICER	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	16

ENERGY REBATE DISCRETIONARY SCHEME - UPDATE

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 3rd February 2022, the government announced a package of support for rising energy costs. This included a main scheme allocating £150 to the majority of households in Council Tax Bands A to D.

In addition to the main scheme, a Discretionary Fund was also announced. It is for Local Authorities to determine how best to utilise the discretionary funds by 30th November 2022; Fylde Council received an allocation of £181,350.

On 23rd June 2022 the Finance and Democracy Committee agreed proposals which have subsequently been implemented. Given that these schemes did not utilise all the funding available, a subsequent report to this committee on 28th September 2022 outlined the potential proposals for using the remaining funds.

The purpose of this information item is therefore to advise the committee how the discretionary funds were ultimately allocated in line with the previous decisions of the committee.

Discretionary Energy Rebates – FBC total allocation £181,350

Description of categories for allocation of support	Number of allocations made	Amount allocated
Per June 2022 F&D recommendation - CTRS recipients (Bands E-H)	223	£33,450
Per June 2022 F&D recommendation - Disabled Band Reduction (Bands F-H)	57	£8,550
Per June 2022 F&D recommendation - Severely Mentally Impaired Exempts (Bands E-H)	20	£3,000
Per June 2022 F&D recommendation - Severely Mentally Impaired Disregards (Bands E-H)	54	£8,100
Per June 2022 F&D recommendation - Carer Disregards (Bands E-H)	12	£1,800
Per Sept 2022 F&D recommendation - HMO/meter scheme	45	£6,750
Per Sept 2022 F&D recommendation – Chief Financial Officer delegation in consultation with the Chair of Finance and Democracy Committee - CTRS households with dependents	1,039	£119,692.80
Total	1,450	£181,342.80

The vast majority of the total allocation from the discretionary fund has therefore been awarded as set out above.

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee - 23 June 2022 – Resolved as follows:

1. To approve a fully funded revenue budget increase of £181,350 in 2022/23 from the Discretionary Fund Government Grant allocated to the council for this purpose, and to agree to the distribution of funding proposals 1-6 (contained in paragraph 5 of the report).
2. That subject to the outcome of 1 above, a further report be presented to a future meeting of the Committee to determine how the balance of funding is to be allocated.

Finance and Democracy Committee - 28 September 2022 – Resolved as follows:

1. To accept the proposed recommendations for the distribution of the remaining funding based on the information contained in the body of the report.
2. To authorise the Chief Financial Officer, in consultation with the Chairman of Committee, to determine the appropriate use for the distribution of any residual funds.

FURTHER INFORMATION

Contact: Louise Jones Louise.jones@blackpool.gov.uk

BACKGROUND PAPERS

Name of document	Date	Where available for inspection
Support for Energy Bills - Council Tax Rebate 2022-23 guidance	16/03/2022	Support for energy bills - the council tax rebate 2022-23: billing authority guidance - GOV.UK (www.gov.uk)
Council Tax Rebate Frequently Asked Questions	16/03/2022	7/2022: Council Tax information letter - 16 March 2022 - GOV.UK (www.gov.uk)

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	17

SQUIRES GATE STATION ACCESS UPDATE

PUBLIC ITEM

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

SUMMARY OF INFORMATION

In June 2019 the committee agreed that the Council should seek to purchase a small parcel of land adjacent to Squires Gate Station platform. The purpose of this acquisition was to facilitate the creation of a level accessible route onto the platform which can currently only be reached from steep steps from Squires Gate Lane. This station is the only railway station in the Fylde Borough without an accessible route to the platform.

To obtain the parcel of land the Council has proceeded with a Compulsory Purchase Order process which is nearing completion. Following this, the access onto the platform will be constructed with various agreements put into place with relevant stakeholders.

SOURCE OF INFORMATION

Head of Governance and Technical Support Manager

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To update the committee on progress towards obtaining ownership of the land required to form a level, accessible route onto Squires Gate Station platform.

FURTHER INFORMATION

Contact Andrew Loynd, andrew.loynd@fylde.gov.uk

Background

1. Access to Squires Gate Station platform is currently from Squires Gate via a steep set of steps and as such is inaccessible to those with mobility issues. It has long been a desire of Ward Councillors and the South Fylde Community Rail Partnership, on which Fylde Council is represented by the Council's Technical Support Manager, that some form of accessible access be created.
2. During 2018, with the progression of the Coastal Dunes development on the former Pontins site by Persimmon Homes, it became apparent that an accessible route onto the station platform may be possible from New Road. Officers established that although most of the land required to create the access is owned by Persimmon Homes, who included a path as part of their planning application, a small patch of land required to complete the access is unregistered. The ownership of this patch of land was claimed by an individual with

whom officers negotiated a purchase price on the understanding that they would produce a statutory declaration to claim ownership of the land.

3. On 24th June 2019 the committee reviewed a report and agreed to fund the purchase the land required to complete the access route and legal costs up to £5,400.
4. Despite apparent progress during 2019 and into 2020, officers were advised in August 2020 by the solicitor of the person who claimed ownership of the land that they had received no further instructions to proceed. Despite further efforts by Fylde Officers to pursue the purchase of the land, in February 2021 Fylde Council advised that if the situation wasn't progressed imminently then authority would be sought to start the process to obtain a Compulsory Purchase Order (CPO).
5. On 28th June 2021 the committee reviewed a report and agreed to recommend to Full Council that the CPO should be made along with agreeing to fund an additional £1,000 of legal costs. On 5th July Full Council agreed to the making of the CPO.

Compulsory Purchase Order (CPO)

6. On 7th February 2022 a further report was reviewed by Full Council stating that the preparatory steps required to make the CPO had been concluded and a detailed Statement of Reasons along with the draft CPO was provided. Council approved the making of the CPO.
7. The CPO was subsequently sealed with notices to allow for objection being displayed. With no objections received the CPO was submitted to the Secretary of State for confirmation. This confirmation was received at the end of November 2022.
8. The next step in the CPO process is for six weeks' public notice to be given of the confirmation of the order. That notice period is underway. The final part of the process will be to make and serve a General Vesting Declaration. The declaration will come into effect 3 months after it was served, after which the land will become the property of the council and will be able to be registered in the Council's name.

Next steps

9. While the CPO process has been ongoing, Lancashire County Council's Rail Development Manager has been negotiating with relevant parties, including Persimmon Homes, to ensure the access can be formed as soon as possible once the land is obtained by Fylde Council. They have advised that:

Officers from Lancashire County Council have been in discussion with the Rail Industry around the creation of the new level access arrangements which will include amendments to the station's fence-line, a new gate, tie-in surfacing between New Road, the existing footpath and the station platform, plus additional lighting and signage. Outline designs have been produced within a "GRIP 3" stage Option Selection Report which has evaluated technical compliance, constructability and has provided outline costings for the new level access path. Options to deliver the works with Network Rail, Northern Trains and Persimmon Homes are currently being evaluated with agreement to be sought between the parties at the earliest opportunity.

10. Although a timescale for the carrying out of works cannot be provided at this time, all parties are committed to completing this access as soon as possible.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CORPORATE SERVICES	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	18

CUSTOMER FEEDBACK AND COMPLAINTS HANDLING

PUBLIC ITEM

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

SUMMARY OF INFORMATION

A progress update on processes and procedures being re-introduced post pandemic relating to customer engagement and feedback including the management of reporting on complaints handling.

SOURCE OF INFORMATION

Corporate service teams including customer service specialists, communications, administration and facilities and the corporate support team.

LINK TO INFORMATION

[Contacting the Council](#)

[Complaints](#)

[The Residents Survey](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

General progress update.

FURTHER INFORMATION

Gemma Broadley (gemma.broadley@fylde.gov.uk)

Context

1. During the pandemic several council activities were ceased in response to new higher priorities, service delivery changes and resource allocation. The procedures in place for gathering direct service feedback from end users together with the process for analysing and reporting on complaints were amongst the activities ceased with the resources redirected elsewhere.
2. Post pandemic the culture and behaviours of society and the workplace have changed, the proliferation of hybrid (at home, remote, mobile, flexible) working and a cautious return to the work environment have resulted in changes to processes and procedures in parallel with the return to a new 'normal'.

3. At Fylde there has been significant employee turnover alongside a corporate review and restructure of service arrangements, a process that is ongoing with the introduction of a continuously flexible workforce. The changes led to the appointment of a new Head of Corporate Services, Gemma Broadley, who is in the process of reviewing corporate support arrangements which include customer service feedback and complaints management reporting.

Customer Feedback

4. Customer service, care and / or engagement have been cornerstones of the culture at Fylde for many years. The principle of continuously improving service based on feedback from the customer remains embedded however, formalisation of the processes along with corporate co-ordination and support was not a priority during or immediately post pandemic. Throughout this period though service areas were taking the opportunity to obtain feedback whenever possible with digital online platforms promoted and used extensively, the Residents Survey, that canvasses a view on all front-end services always remained available, with online campaigns to push awareness whenever possible.
5. The Head of Corporate Services has had the opportunity to engage with service managers and other stakeholders, to examine best practice as well as call on her own experience and expertise to revive the formal processes and support to capture customer feedback. Several service areas will be (some already are) sending a user-friendly short questionnaire to every customer that engages with the service based on the principle of 'How Did We Do'. Officers who visit customers in person at home, on site or place of business will offer the opportunity for immediate online feedback and bespoke campaigns will be planned to gather feedback that can contribute to service improvement.
6. In addition to the 'How Did We Do' questionnaire which has been designed as a generic set of questions aimed at capturing feedback from a specific service; a further generic campaign has been launched. A 'We're Here for You' campaign has been launched with the aim of allowing the customer a simple and accessible platform to submit any questions, queries, or quibbles. This campaign promotes the use of the council's generic email, listening@fylde.gov.uk managed centrally by the Customer Service Specialists.
7. The corporate service teams will facilitate direct service-based customer feedback providing the platform for the customer to easily have their say as well as the analysis and summary of what the cumulative feedback means for the service. Service managers will identify what actions have been taken in response to the feedback with the communications team supporting the message back to the customer, in most cases direct contact details will be available to provide a response to the customers who engaged in the survey. Where additional customer engagement is required in response to generic feedback or as part of a dedicated service improvement review, advice and support will be available to obtain customer feedback through the most effective means possible i.e. more in-depth questionnaire, focus group, interviews etc.
8. The corporate service teams are working with other service areas where the generic content of the 'How Did We Do Survey' requires amendments/additions bespoke to the individual service. However, the basics of the generic survey will remain consistent to allow for benchmarking and reporting purposes.

Complaints Reporting

9. The council has an established complaints procedure with a clear definition that is consistent with the guidance published by the Local Government and Social Care Ombudsman and has worked effectively for many years. The formal complaints procedure was operated and used throughout the pandemic with no cases of maladministration recorded. However, it is possible to access the council by multiple methods with an explosion of digital platforms, the customer is encouraged to engage with the council by their preferred method therefore it is easy to write, email, phone, message, call in person etc. Whilst almost all correspondences are service requests for information or to report something, complaints are made through any of the multitude of contact methods.
10. Complaints can be made and are made; they are captured, and they are addressed almost always within the five working days with an initial or full response. The process that had been ceased during the pandemic was a monthly review, reporting and publishing of the number of complaints submitted across the authority (according to the definition published) and the percentage that were responded to within the five working days target.

11. The process required resources to collate contacts from all the possible channels that are badged as complaints and review them to determine if the definition applies as a complaint against the council. For example, a resident will inform the council that there is a noise nuisance or dog fouling, these are complaints 'to' the council as opposed to 'against' the council. Equally, a report to carry out street cleansing or remove fly tipping is a service request not a complaint (unless we promise to clean it and we don't, then it is a complaint against the council). It was then possible to report performance corporately against complaints and identify any trends, patterns, or issues in particular services or at times to target support, advice, and improvement. This process is being reintroduced and at the same time will be reviewed to consider improvements that can speed up the process by reducing the time required to review the data sets each month.
12. Similar to the collation of customer feedback mentioned earlier, and in addition to streamlining the complaint channels, we are reviewing ways in which make it easier for customers to make a complaint, redirecting those with service requests to streamline the process and improve the overall customer journey.
13. The approach to customer engagement including the handling and reporting of complaints is important to continuous improvement based on identified customer need. Members of the committee can be reassured that activities which support this culture are being both reintroduced and improved post pandemic.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	19
MID-YEAR PERFORMANCE 2022/23			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2022/23. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Finance and Democracy team input data into the InPhase corporate online system from service-based performance data

LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance suite for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The performance information is relevant to the committee's terms of reference and the responsibility of the committee to monitor the performance of the services within its remit.

FURTHER INFORMATION

Contact: Alex Scrivens, (alex.scrivens@fylde.gov.uk).

Mid-Year Commentary by Performance Exception for the Finance and Democracy Committee

***** PERFORMANCE ABOVE TARGET *****

Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.

PM140: Total number of online transactions made using digital services was 16054 and last year's comparison figure was 9607, the target is 9000.

Progress has exceeded expectations as more people become familiar with making digital transactions and see the benefits of making interactions with the Council in this way.

PM141: Number of online transactions made independently by the customer was 12055 and last year's comparison figure was 7317, the target is 9798.

Progress has exceeded expectations as more people become familiar with making digital transactions and see the benefits of making interactions with the Council in this way.

PM160: Number of Twitter tweets updates was 333 and last year's comparison figure was 489, the target is 300.

Services across the Council continue to learn and understand the importance and effect of sharing information using social media platforms. More services than ever are requesting to share information using our social channels, and so this target will likely be increased to reflect this.

PM161: Number of Facebook updates was 324 and last year's comparison figure was 509, the target is 240.

Services across the Council continue to learn and understand the importance and effect of sharing information using social media platforms. More services than ever are requesting to share information using our social channels, and so this target will likely be increased to reflect this.

PM162: Number of news releases, statements and letters issued is 54 and last year's comparison figure was 72, the target is 30.

The introduction of a dedicated press officer means there is now more capacity to continually produce press releases following committee meetings, as well as day to day updates regarding council projects.

PM163: Total number of Facebook followers is 12376 and last year's comparison figure was 9316, the target is 5000.

Facebook is our most popular platform for residents to interact with us, and so this number of followers continues to grow. The target is likely to be increased to reflect this.

PM166: Total number of Twitter followers is 12143 compared to last year's 11774. The current target is 11000.

Twitter continues to be popular for residents and businesses to interact with us, and so this number of followers continues to grow. The target is likely to be increased to reflect this.

PM168: Total number of Twitter mentions is 791 compared to last year's 1084. The current target is 600.

We continue to maintain positive relationships online with both businesses and residents meaning our mentions by other pages continues to increase. The target is likely to increase to reflect this.

PM64: % satisfaction with IT service overall is 100 compared to last year's 100. The current target is 95.

Closer interaction with staff and the ability to supply feedback on every resolved helpdesk call has allowed users of the service to provide better and more detailed feedback to identify failure. This will be maintained by continuous monitoring on how we react to customer helpdesk calls coupled with continuous refresher training on core skills such as customer care in addition to technical training so as to meet our customer satisfaction expectations. In addition, on system issues, we ensure that ITIL Problem Management and root cause analysis is followed to avoid recurring issues.

PM66b: Average days processing new claims for Council Tax Reduction is 7.62 compared to last year's 12.27. The current target is 12.

We know how valuable help can be in meeting Council Tax bills, particularly in these difficult times, so we prioritise this work as much as we can. We hope to continue to process claims quickly, even if the number of claims made should increase in the future.

PM67b: Average days processing changes in circumstances for Council Tax Reduction is 5.03 compared to last year's 4.31. The current target is 7.

It's important that those claiming help with their Council Tax bills receive the correct amount of help they are entitled to so we endeavour to deal with changes in circumstance as quickly as possible. We will continue with this approach going forwards..

*******PERFORMANCE BELOW TARGET*******

Commentary is provided to explain why performance is currently not on target, with details of any corrective action.

PM02: Average number of days sickness per Full Time Employee was 8.88% compared to last year's 7.06%. The current target is 6.5%.

Sickness absence rates have increased for the first half of the year with the largest increase in absence attributed to longer term non-physical symptoms including stress, anxiety, depression, and fatigue, work related as well as non-work related. This is consistent with the trend in other similar organisations, managers are receiving advice, training and support in the prevention and management of these ailments. Change and low morale / motivation are commonly cited causes both work related and wider societal post pandemic mood.

PM05: Percentage of sickness absence because of long-term sickness was 38% compared to last year's 41.09%, the current target is 30.

Longer term sickness has increased from non-physical ailments (see comment at PM02) but there are a couple of very long-term serious illness (more than 3 month) significantly contributing to this figure.

PM07: Number of complaints not responded to within five working days was 22 compared to last year's 39, the current target is 0.

Performance is trending in the right direction, the corporate system / co-ordination of complaints has been reviewed and the definition reinforced. All employees are being regularly reminded of the requirement to respond to all contact within the five working day standard with clarity on what constitutes an acknowledgement.

PM164: Total number of Facebook engagement was 49141 compared to last year's 164871, the current target is 60000.

We continue to be comparing with 'covid years' currently, when our social channel content involved posts surrounding grants and important information relating to covid. There were also plenty of people still either working from home or isolating, meaning people had more time to spend online interacting with our content. The figure is not significantly under the target, and if we were to compare to a non-covid year such as 2019, the measure would likely not be underperforming.

PM167: Total number of Twitter impressions was 231200 compared to last year's 672800, the current target is 300000.

We continue to be comparing with 'covid years' currently when our social channel content involved posts surrounding grants and important information relating to covid. There were also plenty of people still either working from home or isolating, meaning people had more time to spend online interacting with our content. The figure is not significantly under the target, and if we were to compare to a non-covid year such as 2019, the measure would likely not be underperforming.

PM47: The number of unique hits on the Council's website www.fylde.gov.uk was 169703 compared to last year's 210796, the current target is 180000.

Previously, information on the website has included more about Covid and tourist events, such as Lytham Festival, which typically increases traffic. In this year however, Covid information and Tourist events were directed elsewhere (e.g. Lytham Festival FAQ's were hosted by the organisers and Covid information on the whole was greatly reduced). The key stat is that interactions have increased.

PERFORMANCE KEY ICON STATUS

	Over Performance – the indicator is over performing against target
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.
N/A	Not Applicable – no comparable data available. This could be due to the methodology being change or being a new measure created.

APPENDIX 1: Performance Measures mid-year performance (1st April 2022 - 30th September 2022)

Finance and Democracy						
<u>Local Key Performance Indicators</u>	<u>Frequency</u>	<u>Good Performance Is</u>	<u>Mid Year 2021</u>	<u>Mid Year 2022</u>	<u>Mid-year Target</u>	<u>Status To Date</u>
PM02: Average number of days sickness per Full Time Employee	Monthly	Smaller is Better	7.06	8.88	6.5	
PM03: Number of complaints received (Corporate)	Monthly	Smaller is Better	189	158	150	
PM05: Percentage of sickness absence as a result of long-term sickness	Quarterly	Smaller is Better	41.09	38	30	
PM07: Number of complaints not responded to within five working days	Monthly	Smaller is Better	39	22	0	
PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)	Quarterly	Bigger is Better	94.9	95.69	95	
PM140: Total number of online transactions made using digital services	Monthly	Bigger is Better	9,607	16,054	9,000	
PM141: Number of online transactions made independently by the customer	Monthly	Bigger is Better	7,317	21,696	10,998	
PM142: Number of online payments made independently by the customer	Monthly	Bigger is Better	14,408	10,757	10,998	
PM160: Number of Twitter tweets updates	Monthly	Bigger is Better	489	333	300	
PM161: Number of Facebook updates	Monthly	Bigger is Better	509	324	240	
PM162: Number of news releases, statements and letters issued	Monthly	Bigger is Better	72	54	30	
PM163: Total number of Facebook followers	Monthly	Bigger is Better	9,316	12,376	5,000	
PM164: Total number of Facebook engagement	Monthly	Bigger is Better	164,871	49,141	60,000	
PM166: Total number of Twitter followers	Monthly	Bigger is Better	11,774	12,143	11,000	
PM167: Total number of Twitter impressions	Monthly	Bigger is Better	672,800	231,200	300,000	

Finance and Democracy

Local Key Performance Indicators	Frequency	Good Performance Is	Mid Year 2021	Mid Year 2022	Mid-year Target	Status To Date
PM168: Total number of Twitter mentions	Monthly	Bigger is Better	1,084	791	600	
PM169: Percentage of Fylde Council email newsletters viewed	Monthly	Bigger is Better	46	64	60	
PM47: The number of unique hits on the Council's website www.fylde.gov.uk	Monthly	Bigger is Better	210,796	169,703	180,000	
PM49: Percentage of phone calls to 01253 658658 answered	Monthly	Bigger is Better	94.17	92.5	90	
PM64: % satisfaction with IT service overall	Monthly	Bigger is Better	100	100	95	
PM66a: Average days for processing New Claims for Housing Benefit	Quarterly	Smaller is Better	8.93	11.46	12	
PM66b: Average days processing new claims for Council Tax Reduction	Quarterly	Smaller is Better	12.27	7.62	12	
PM67a: Average days processing changes in circumstances for Housing Benefit	Quarterly	Smaller is Better	6.63	7.71	7	
PM67b: Average days processing changes in circumstances for Council Tax Reduction	Quarterly	Smaller is Better	4.31	5.03	7	
PM68: Proportion of Council Tax collected	Quarterly	Bigger is Better	55.46	55.79	60	
PM69: Percentage of Business Rates, which should have been received, received	Quarterly	Bigger is Better	45.48	60.89	60	
PM86: Percentage of FOIs responded to within the statutory deadline of 20 days	Monthly	Bigger is Better	92.2	95.6	100	
PM95: Percentage of ICT Service delivery available during core times	Monthly	Bigger is Better	100	99.23	100	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	20
CAPITAL PROGRAMME MONITORING REPORT 2022/23 – POSITION AS AT 30 NOVEMBER 2022			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 30 November 2022 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

The report is based upon information extracted from the financial ledger system of the Council for the period to 30 November 2022 and updates provided by budget holders.

LINK TO INFORMATION

Capital Programme Monitoring Report to 30th November 2022:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

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

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2022/23, together with an update on the overall Five-Year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2022/23. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 3rd March 2022. That update showed a balanced capital programme position from 2021/22 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2022. The Programme has also been rolled forward to include the year 2026/27.

2. Notes on Specific Schemes

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

(i) Town Centre Regeneration Kirkham

Following the Government's Future High Street funding initiative (FHSF), the Planning Committee resolved, in the autumn of 2019, to choose Kirkham Town Centre as its choice to pursue any bids for funding under the scheme. The first opportunity, being part of the broader FHSF, named the High Street Heritage Action Zone initiative (HS HAZ) was launched. This was a competitive process and seeks to enhance the historic environment of high streets that have conservation area status. Following the expansion of the funding for the scheme, due to unprecedented bids from a national perspective, the Kirkham bid proved to be successful, following a recommendation to Government from Historic England (HE). HE is the body responsible for administering the scheme. The grant award is £1.8m and will be match funded from a number of sources including Fylde Council, Kirkham Town Council and Section 106 payments for public realm improvements attributed to residential planning permissions. The scheme will run over 4 years, commencing in April 2020, and includes a wide range of projects.

In line with many other authorities, due to COVID 19, the implementation of the scheme has been delayed and a revised project plan, which sets out the projects to be delivered and the associated funding, has been agreed with Historic England.

A further bid for £9.1m was also submitted under the main body of the Future High Street Fund during 2020 and proposed to deliver a number of schemes across the whole of the town centre including the re-purposing of buildings, traffic management measures, building reuse and enhancement and public realm projects. This was once again a competitive process. The bid was well founded, and the economic case was very strong. In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5th July 2021. A report was approved by Planning Committee and Council in December 2021 to authorise various property acquisitions as part of the project.

The Kirkham Futures Regeneration Programme, which encompasses the funding streams identified above is a complex multi-stranded programme with strict delivery timeframes. As such the Programme has been added to the Council's Strategic Risk Register in order that the identified risks can be managed.

(ii) St Annes Sea Wall

St Annes Seawall is 660m long and was constructed in 1935. It reduces the risk of coastal erosion and flooding to over 400 properties. The seawall surrounds The Island, which is one of three strategic headlands which are critical to maintaining healthy beaches, dunes and reducing the risk of coastal erosion along Fylde Council's frontage. St

Annes Seawall is at the end of its design life and is in poor condition; it is cracking and crumbling and is subject to ongoing repairs and maintenance. Voids have previously been identified resulting in settlement of the promenade. The crest level is low and overtopping during storms results in damage to the promenade and flooding of the car park, swimming pool and fitness centre plant room, and flooding up to the thresholds of the cinema, casino, amusement, and restaurant complex.

In 2020 the council were awarded £300k Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case. Following this a bid has now been submitted to the Environment Agency formally for their appraisal and consideration and if EA funding is approved the planning phase will commence consisting of technical surveys including topographical, geotechnical, detailed design, ecological and bird surveys and an environmental impact assessment. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) licence. The scheme will be in the sum of £11.8m funded by Environment Agency grant of £9.5m and the council's contribution of £2.3m towards the total project cost which was approved at Council on the 5th July 2021. EA have now approved the scheme and the final award is a total scheme cost of £12.1m funded by EA Grant of £9.7m and the council's contribution of £2.4m. This has now been reflected within the capital programme. Following the planning phase it is proposed to start the construction in 2 phases. Phase 1 is anticipated to commence in Autumn 2023 and complete in late Spring 2024. Phase 2 will commence in Autumn 2024 and complete late Spring 2025 to minimise business disruption.

(iii) Fairhaven Lake and Gardens Heritage Lottery Scheme

In December 2018, the council was notified that it had been successful in securing the second round capital grant from the Heritage Lottery Fund in the sum of £1.4m for the restoration of Fairhaven Lake & Gardens, with further match funding provided by Fylde Council and other external financial contributions. All capital works apart from the lake package were completed in September 2021, with the defect period and all snags due to be completed by the end of November 2022. The refurbished buildings are all now in use, with the new interpretation and activity scheme in place. The final evaluation report for the project is available on request.

The final package of works to be completed is the lake infrastructure and dredge. Design work is ongoing with the package ready for tender in January 2023, all work is due to be completed by April 2023. Until the scheme is fully delivered there remains the possibility of additional contract costs beyond those in the approved budget.

(iv) St Annes Regeneration Schemes

The next section of works has been agreed along St. Annes Road West between The Pier and The Square (known as the Square-Pier Link). A scheme designed to the available budget was presented and approved by Planning Committee, but the Regeneration Manager was asked to look at extending the scheme, potentially widening pavements to provide an enhanced pedestrian ambience and increased paving space capacity to absorb high levels of footfall that is encountered at peak times. As matters stand, the potential for achieving these enhancements to the scheme is being discussed with Lancashire County Council as any further amendments would have to be agreed, since there would be changes to the highway configuration. It is now proposed to pursue the scheme as part of a wider programme of works in the town centre following the preparation of a masterplan which has been commissioned.

(v) Lytham Regeneration Schemes

Work has commenced on the redesign and re-planning of the public realm of Lytham Centre. The Corporate Plan currently programmes the commencement of the Clifton Street Works (£750k) during 2022/23. Additional funding has been applied for as part of the UK Shared Prosperity Fund (UKSPF) submission, the outcome of which is expected in October/November. The UK SPF funding award will be phased and so delivery of the project will need to be reviewed accordingly. The Lytham Beach Lighting Scheme (£50k) is programmed for delivery during the current financial year.

(vi) Better Care Fund (Formerly Disabled Facilities Grants)

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

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the budget for 2022/23 (including slippage) totals £1.503m which provides for the delivery of disabled adaptations. It is anticipated that for 2022/23 all identified need for disabled adaptations can be met from the existing resource.

(vii) M55 Link Road (Inc. S106 monies for design work)

The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024. It is expected that LCC will require the funding to be transferred to them during the latter stages of the project and so is likely to be spent during 2022/23.

(viii) St Annes Masterplan – Levelling Up Fund Capital Bid Submission Round 2 - £14.6m

A Levelling Up Fund capital bid was submitted on the 27th July 2022 for £14.6m and the outcome is expected in Autumn 2022. Consultants were appointed to prepare a comprehensive masterplan to shape the future development of St Annes Town centre and the Island site on the Promenade and to help the council to access external funding. The views of the public and key stakeholders have been sought during a consultation exercise and these views had helped to shape the development of the masterplan. A bid was prepared and submitted to the second round of the governments Levelling Up fund. The round had three investment themes being transport; regeneration and town centre investment, and cultural investment. There was an opportunity to secure funding to help deliver different phases of the masterplan, in particular the public realm improvement to the area around the train station, dedicated pedestrian and cycle links, an events space in the Square and improving the connection to the town centre and the sea front. If successful it is expected that the bid will deliver a transformation of the town centre with 4 hectares of new public realm and 460 metres of active travel links, encouraging increased walking and cycling and an enhanced events programme to increase both day and overnight visitors to Fylde.

3 Conclusions

- 3.1 Actual expenditure to 30th November 2022 is £2.609m against a full year budget of £18.637m. This equates to 14.0% of the latest budget. Progress on the delivery of a number of schemes has been delayed due to the continuing economic recovery from the coronavirus pandemic, together with supply chain challenges and higher inflation leading to a review on the original costings of capital schemes. This is noted as appropriate in the analysis at Appendix A. Consequently, the phasing of some schemes may have to be adjusted or re-phased into 2023/24 as part of the information that is provided from budget holders on a scheme by scheme basis and this will be reflected in future Financial Forecast updates during the year.
- 3.2 UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for November 2022 registered 10.7% year on year, down from 11.1% in October 2022.

Increasing inflation is exerting significant upward pressure on prices for utilities and on supplies and services across all sectors of the economy, which in turn increases the base costs for both revenue and capital budget items. The situation is particularly acute in the construction sector where supply chain issues and price increases are combining to put increased risks on the delivery of capital programme schemes. This is likely to be a continuing issue for the council during 2022/23 and this has resulted in current scheme delays and reviews on scheme costings.

- 3.3 Capital Receipts to date total £99,321 against a total in year budgeted figure of £100,000 made up of Right to Buy Receipts and General Asset Sales. Any changes to this will be reflected in future Financial Forecast updates during the year.
- 3.4 The current Capital Programme as updated is showing a balanced position for 2022/23 onwards. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2023/24.
- 3.5 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However, Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2022 was £6.094m. Of this £2.835m is already committed to deliver existing approved capital schemes leaving an uncommitted balance of £3.259m. A further budgeted contribution into the reserve of £0.568m in 2022/23 and £0.176m in 2023/24 was reported in the latest Medium Term Financial Strategy (MTFS) forecast presented in November 2022, which would result in an unallocated balance on the reserve at 31st March 2024 of £4.003m. The estimated transfer in are subject to change as costs and income will undoubtedly fluctuate over the next 2 financial years.

To Note: Council in July 2022 approved the underwriting to the sum of £942,589 for 2022/2023 financial year from the Capital Investment Reserve in the event that approval is not ultimately confirmed from the Future High Street Fund team at DLUHC for the Kirkham Futures programme for Public Realm phase 1 works (this underwriting being required in order for the contract to be awarded for delivery of the public realm works) so the potential Capital Investment Reserve balance would be £3.060m if approval from DLUHC was not ultimately received.

An updated position in respect of the Capital Investment Reserve will be included within future updates of the Financial Forecast presented to the Finance and Democracy Committee and to Council. Additional future projects will be subject to further consideration as part of the budget setting process for 2023/24. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

Attached Documents:

- Appendix A – Capital Programme – 2022/23 in-year Scheme Monitoring Reports – as at 30.11.2022**
- Appendix B – Updated 5 Year Capital Programme 2022/23 to 2026/27 – By Scheme**
- Appendix C – Updated 5 Year Capital Programme 2022/23 to 2026/27 – Financing**
- Appendix D – Updated 5 Year Capital Programme 2022/23 to 2026/27 - Summary**

CAPITAL PROGRAMME - 2022/23 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/22

Appendix A

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
FINANCE & DEMOCRACY COMMITTEE										
Z188	Purchase of Land Adjacent to Squires Gate Station	Darren Bell	Capital Investment Reserve	0	6		6		6	This project is ongoing. As agreed at Full Council, the compulsory purchase of the land was initiated. It is expected that the process will be completed by the end of 2022/23.
Z232	Public Offices Capital Works	Darren Bell	Capital Investment Reserve	0	0	65	65	4	61	Contractors currently on site. Work to to be complete by March 2023.
Sub total				0	6	65	71	4	67	
TOURISM & LEISURE COMMITTEE										
Z112	Fairhaven Lake & Promenade Gardens Restoration	Mark Wilde	Capital Investment Reserve	0	250	70	320	30	290	Building and landscape capital works are complete. Defect period is the end of September 2022. Final condition surveys will be completed detailing any outstanding works. Lake package to be completed during this financial year. Engagement with consultants regarding further designs has commenced with the lake dredge removal from the original schedule of programmed capital works and subsequently re-scoped within the 5 year management and maintenance plan due to time constraints with obtaining licenses from the marine authority. This will all be contained within existing approved budgets. Addition £70,000 approved to undertake repairs and improvements to the pathways at Fairhaven Lake (03/11/22)
Z097	Promenade Footways	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	155	0		155		155	This funding has been identified to improve the footway surface around St Annes Promenade bandstand and boating pool. The scheme is linked with the Square to Pier Link and Gateway scheme to be delivered through the Planning Committee with the intention that works will run concurrently by the same contractor. These works are currently delayed with an unknown start date. When the Pier scheme is progressed this scheme will be finalised and a draw-down report for funding presented to the committee.
Z176	Staining Playing Fields Development Scheme	Mark Wilde	S106 Developer Contributions / Capital Investment Reserve	0	43		43	30	13	Plans for landscaping works are currently being developed with project completion anticipated to be during 2022/23.
Z179	Coastal Signage Improvements	Darren Bell	Capital Investment Reserve	0	61		61	1	60	Phases 1, 2 and 3 (Consolidation / Rationalisation, Digital Beach Signs and Beach Safety Signs) have been completed. Phases 3 and 5 (Waymarking & Directional and Heritage & Interpretation) are currently being modelled. Remaining scheme delivery completion is anticipated to be during 2023/24.
Z192	Fylde Sand Dunes Improvement Scheme	Mark Wilde	S106 Developer Contributions / Specific Grants	0	11		11		11	All works successfully completed. Awaiting final invoices.
Z197	Blackpool Road North Playing Fields Drainage	Darren Bell	Capital Investment Reserve	0	26		26		26	Works are substantially complete. Remaining funding for additional works on the maintenance of football pitches is to be utilised as match-funding for an external funding bid to further improve the football pitches.
Z212	Park View Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve	39	0	25	64	40	24	Works are substantially complete. Remaining funding for additional works on the maintenance of football pitches is to be utilised as match-funding for an external funding bid to further improve the football pitches.
Z213	Fairhaven Boathouse - Remodelling and Refurbishment Scheme	Darren Bell	Capital Investment Reserve	217	0		217		217	This scheme is currently scheduled for delivery later in 2023/24.
Z214	Play Area Improvements	Mark Wilde	Capital Investment Reserve	0	43		43	43	0	All works successfully completed to budget.
Z215	Friends of Newton Community Park Improvement Scheme	Charlie Richards	S106 Developer Contributions	0	0	37	37		37	Approved at Council 12/10/22
Z219	Fairhaven Kiosk / Ice Cream Bar Project	Darren Bell	Funding Volatility Reserve	340	5		345	7	338	Scheme approved at Council 5th July 2021. Project currently under review.
Z220	Boating Pool Safety Improvements	Mark Wilde	Capital Investment Reserve	0	51		51	26	25	All major works successfully completed. Sign/safety fencing is outstanding and due to be completed March 2023.
Z221	North Beach Windsports Centre	Darren Bell	Capital Investment Reserve	0	200	81	281	281	0	Project completed with an overspend of £31k that has been funded from a scheme underspend on the Cemetery and Crematorium - Infrastructure Phase 3b
Z223	Petanque Court	Mark Wilde	Capital Investment Reserve	13	0		13		13	Design and construction is scheduled for winter 2022/23.
Z224	Play Area - Blackpool Road North Playing Field	Mark Wilde	Capital Investment Reserve	125	0		125	121	4	Opportunity for the design and build of a new play area was advertised on the 16th March 2022 via the CHEST procurement portal which attracted six submissions. The contract has now been awarded.
Z225	Improvements to Children's Play Areas	Mark Wilde	Capital Investment Reserve	100	0		100		100	Following a tender exercise, formal contract has now been awarded to Kompan Play Ltd. Works will commence February 2023 and completed by March 2023.
Z231	Lytham St Annes Art Collection Display Options	Mark Wilde	Capital Investment Reserve	0	0	65	65		65	Finance & Democracy Committee (June 22) approved a new scheme of £65k fully funded from the Capital Investment Reserve.
Sub total				989	690	278	1,957	579	1,378	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
OPERATIONAL MANAGEMENT COMMITTEE										
Z038	Replacement Vehicles	Mark Wilde	Borrowing	306	322		628	97	531	It is anticipated that part of the replacement vehicle purchases for this financial year will be required to be re-phased in future updates of the financial forecast due to expected longer lead times from the tenders. This will be reviewed later in the year and the forecast will be updated if required.
Z049	Car Park Improvements	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	30	30		60		60	Capital funding is being built up to enable the resurfacing of Fairhaven Rd and/or Swimming Pool Car Parks once the St Annes hard sea defences have been completed. The forecast will be updated to reflect the latest position.
Z165	Public Transport Improvements	Darren Bell	S106 Developer Contributions	30	120		150		150	This scheme relates to developer contributions (s106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the s106 agreement allows for payments to be made up until 2028.
Z130	Fairhaven and Church Scar Coast Protection Scheme	Darren Bell	Specific Government Grant (Environment Agency) / Capital Investment Reserve	0	10		10	10	0	This is the residual Sand Dune improvement works on the Dunes North of Fairhaven Lake. This was an outstanding condition of the Fairhaven Coastal Defence scheme which Environment Agency Grant in Aid can be claimed. Dunes project team currently reviewing with the aim to deliver by March 2023.
Z207	St Annes Sea Wall	Charlie Richards	Specific Government Grant (Environment Agency)	2,571	29		2,600	485	2,115	Funding was secured in 2021/22 to initiate the development and delivery phase of this project. The planning phase has now commenced consisting of technical surveys including topographical, geotechnical, detailed design, ecological and bird surveys and an environmental impact assessment. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) licence. The EA have now approved the scheme and the final award is a total cost of £12.1m funded by EA Grant of £9.7m and the council's contribution of £2.4m. Following the planning phase it is proposed to start the construction phase Autumn 2023.
Z190	Charging Infrastructure for Electric Taxis	Darren Bell	Specific Government Grant	0	27		27	19	8	Project completed within budget.
Z195	Cemetery and Crematorium - Infrastructure Phase 3b	Darren Bell	Capital Investment Reserve	0	35	-31	4	3	1	The main project is now complete with an underspend of £32k. £31k has been vired to the North Beach Windsports Centre scheme to fund the scheme overspend.
Z199	Outdoor Digital Signage	Mark Evans	Capital Investment Reserve	0	20		20		20	The outdoor digital signage proposal has been referred to the Town Centres Working Group in order to consider alternative siting proposals that will be more suitable in the conservation area location in which they are proposed. Various options are currently being examined and it is expected that the projects will be delivered during 2022/23.
Z216	Staining Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve / Staining Parish Council	65	0		65		65	Plans for landscaping works are currently being developed with project completion anticipated to be during 2022/23.
Z226	North Beach Car Park Public Conveniences	Darren Bell	Capital Investment Reserve	150	0		150	35	115	Purchase order for the unit has been issued. Site surveys for construction of concrete base have been completed. Expected completion March 23.
Z227	Stanner Bank Public Conveniences Refurbishment	Darren Bell	Capital Investment Reserve	58	0	20	78	13	65	Contractor on site works currently underway. Public Convenience's element completion end of January 23. Footpath access to the rear of the building complete March 23.
Z228	Carbon Neutral Vehicles	Mark Wilde	Capital Investment Reserve	34	0		34		34	Budget Council approved a new scheme for Carbon Neutral vehicles and it's recommended that two operational vehicles are replaced with electric vehicles during 2022/23 followed by the replacement of the mayoral car in 2023/24.
Z229	Cleaning Mechanical Sweeper Vehicle	Mark Wilde	Capital Investment Reserve	60	0		60		60	Machine has been ordered following a tendering process and delivery is expected shortly.
Z222	Changing Places	Darren Bell	Capital Investment Reserve / Specific Grant	0	0	40	40	30	10	External funding awarded March 22. Full Council agreed 10% match funding and draw down for Phase 1 (April 2022). Total funding to deliver 3 changing places facilities by March 2024 is £120,000. The first facility at North Beach Windsports Centre is complete. Initial £45k external funding received. Negotiations for Lowther and Kirkham sites have been initiated with potential options being explored.
Sub total				3,304	593	29	3,926	692	3,234	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
	ENVIRONMENT, HEALTH & HOUSING COMMITTEE									
Z101	Disabled Facilities Grants (DFG) Programme	Ian Williamson	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,130	186	187	1,503	818	685	The grant programme is now progressing as normal and all of the funding is expected to be fully committed by the end of the financial year.
Z159	Affordable Warmth Scheme - Housing	Ian Williamson	Specific Grant (Lancashire County Council)	0	0	60	60			Approved on 15/11/22. Project is up and running and expected to spend in full by March 2023.
Z161	Housing Needs Grant	Ian Williamson	DFG Grant Repayments	0	55		55		55	Housing Needs grant awards are dependent on the repayments received by the sale of properties where DFG grant has previously been provided. The funding to be used where professional services have been provided, such as architectural fees, but the DFG grant has not gone ahead in 2022/23.
Z107	CCTV Replacement Schemes	Ian Curtis	Specific Grant (LSP Performance Reward Grant)	0	1		1		1	Four WCCTV rapid deployable cameras with accessories have been purchased and two have been deployed at Lytham Windmill and Park View. The other two are available for deployment on submission of an application. This is the residual funding.
Z201	Hydration Points	Darren Bell	Capital Investment Reserve	0	60		60	6	54	A drawdown request for a small number of hydration points was approved in March 2022. Four wall mounted units have been installed with signage being designed. Two free-standing units were installed Autumn 22 though won't be commissioned until Spring 23 to avoid freezing pipes.
Z205	Fylde Affordable Housing Delivery Programme	Mark Evans	S106 Developer Contributions	0	41		41		41	Housing Survey now completed. Draw down to complete the survey was above that required following procurement.
Z208	Affordable Housing Scheme, Lytham Road, Warton	Mark Evans	S106 Developer Contributions	0	260		260		260	Council (19/10/20) approved a scheme for affordable housing on Lytham Road Warton, utilising S106 funding. phased equally over two financial years (2020/21 and 2021/22), the sum of £260,000 to be fully funded from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement ref: 12/0717 - Moss Farm, Cropper Road, Westby). Scheme is now completed..
Z230	Replacement of Town Centre CCTV Systems	Ian Curtis	Capital Investment Reserve	79	0		79		79	The Council have jointly with Wyre Council appointed a consultant to review the current system, provide a specification for the new system and assist with the procurement process and project management of the contractor. Following the consultant's assessment, we are looking to go out to tender for the supply, installation and maintenance of the new system before Christmas. Currently there is uncertainty about if the project can be delivered by the end of March 2023 but we will have a clearer understanding of timescales once we receive the consultants' report.
Z186	Tree Planting Scheme	Mark Evans	Capital Investment Reserve	0	19		19		19	Take up of trees for the "15 Trees for 15 Parishes" scheme was not as high as envisaged. The Carbon Neutral Working Group asked that the funds be slipped to allow planting during the 2022/23 planting season.
	Sub total			1,209	622	247	2,078	824	1,194	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
PLANNING COMMITTEE										
Z138	St Annes Regeneration Schemes	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	0	123		123		123	The funding was specifically aimed at delivering the Wood Street (Phase 3) Scheme. Works commenced but, despite being suspended due to the covid situation, have now been completed on phase 3a (north side). There are some works that have not yet been invoiced, which are currently undergoing a snagging process prior to final sign off. Any residual amounts unspent will be directed towards the implementation of an enhanced Pier Link project in accordance with the decision made by Planning Committee on 22 June 2020. The Pier Link project now forms part of a wider suite of works proposed as part of the St Annes Town Centre Masterplan, which are in turn subject to a bid to the Levelling Up Fund. The scope of the project will be reviewed once the outcome of the bid is known.
Z185	St Annes Road West – Square to Pier link and Gateway	Charlie Richards	Capital Investment Reserve	110	0		110		110	This project was referred back to the Planning Committee by the Finance and Democracy Committee. It has subsequently been resolved to pursue the delivery of the Pier Link as part of a wider programme of investment in St Annes Town Centre that will be guided by a Town Centre Masterplan, which in turn is subject to a bid to the Levelling Up Fund. The scope of the project will be reviewed once the outcome of the bid is known.
Z139	Lytham Regeneration Schemes	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	800	0		800	55	745	Work has commenced on the redesign and re-planning of the public realm of Lytham Centre. The Corporate Plan currently programmes the commencement of the Clifton Street Works (£750k) during Q2 of 2022/23. Additional funding has been applied for as part of the UK Shared Prosperity Fund (UKSPF) submission, the outcome of which is expected in October/November. The UK SPF funding award will be phased and so delivery of the project will need to be reviewed accordingly. The Lytham Beach Lighting Scheme (£50k) is programmed for delivery during the current financial year.
Z136	Kirkham Public Realm Improvements	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	0	2		2		2	This is a residual amount from the last phase of regeneration works allocated for signage which will now be delivered as part of the Kirkham Future High Street Fund / Heritage Action Zone programme.
Z158	M55 Link Road (Inc. S106 monies for design work)	Mark Evans	S106 Developer Contributions / M55 Link Road Reserve	2,000	121		2,121		2,121	The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024. It is expected that LCC will require the funding to be transferred to them during the latter stages of the project and so is likely to be spent during 2022/23.
Z172	St Annes Pier - Coastal Revival Fund	Mark Evans	Specific Grant	0	5		5		5	This scheme is funded by a specific grant from MHCLG for which Fylde Council is acting as the accountable body. The spend of the remaining funds rests with the owners of the Pier, but is anticipated to be completed during 2022/23.
Z193	Future High Street Fund: Kirkham	Charlie Richards	Specific Grant	4,417	551	520	5,488	97	5,391	In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5th July 2021. During 2021/22 the Council purchased 2 properties within Kirkham Town Centre for restoration alongside the Kirkham Heritage Action Zone Scheme. Council approved a funded budget increase of £845k (£520k in 2022/23 and £325k in 2023/24) in July 2022 fully funded from Lancashire County Council grant.
Z203	Elswick Village Green	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	0	115	-55	60	60	0	Planning Committee in April 2022 approved that, subject to the Parish Council entering into a legally binding agreement to return the funding should it not be utilised in accordance with the agreed terms, Committee authorise transfer of £60,000 (£35,000 funded from Sn 106 monies held to improve the public realm in Elswick Village and £25,000 from the approved capital programme) to Elswick Parish Council for use in the formation of a new village green in Elswick village in line with the details approved under planning permission 20/0390. The project is now completed and the funds have been transferred to the Parish Council.
Z204	Kirkham Heritage Action Zone	Charlie Richards	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	1,030	716		1,746	148	1,598	This is a 4 year programme (2020-2024) with spending being spread across the programme period. Delays have resulted from the Coronavirus pandemic and officers have been working with Historic England to agree a reprofiling of the spend to minimise the loss of grant. Historic England have confirmed that £224k has been removed from the scheme funding and the programme has been adjusted for this reduction in grant and the related expenditure.
Z218	25 Victoria Road St Annes Y-Pad Scheme	Ian Williamson	S106 Developer Contributions	150	0		150	150	0	Scheme approved at Finance & Democracy Committee 29th March 2021. It was phased over two financial years (2021/22 and 2022/23) for £200,000 with 25% being paid at the start of being on site and the remaining 75% on project completion upon the units being allocated to Fylde Coast YMCA, after regard and consideration of the compliance with the financial regulations. The project has now been completed and all payments transferred.
Sub total				8,507	1,633	465	10,605	510	10,095	
Total Expenditure				14,009	3,544	1,084	18,637	2,609	15,968	

UPDATED 5 YEAR CAPITAL PROGRAMME 2022/23 TO 2026/27 - BY SCHEME

	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000
FINANCE & DEMOCRACY COMMITTEE					
2188 Purchase of Land Adjacent to Squires Gate Station	6				
2232 Public Offices Capital Works	65				
Sub total	71	0	0	0	0
TOURISM & LEISURE COMMITTEE					
2132 Fairhaven Lake & Promenade Gardens Restoration	320				
2097 Promenade Footways	155	40	40	40	40
2176 Staining Playing Fields Development Scheme	43				
2179 Coastal Signage Improvements	61				
2192 Fylde Sand Dunes Improvement Scheme	11				
2197 Blackpool Road North Playing Fields drainage	26				
2212 Park View Drainage Improvement Scheme	64				
2213 Fairhaven Boathouse - Remodelling and Refurbishment Scheme	217				
2214 Play Area Improvements	43				
2215 Friends of Newton Community Park Improvement Scheme	37				
2219 Fairhaven Kiosk / Ice Cream Bar Project	345				
2220 Boating Pool Safety Improvements	51				
2221 North Beach Windsports Centre	281				
2223 Petanque Court - Budget Council March 2022	13				
2224 Play Area - Blackpool Road North Playing Field - Budget Council March 2022	125				
2225 Improvements to Children's Play Areas - Budget Council March 2022	100				
2231 Lytham St Annes Art Collection Display Options	65				
Sub total	1,957	40	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
2038 Replacement Vehicles	628	971	791	1,251	359
2049 Car Park Improvements	60	30	30	30	30
2165 Public Transport Improvements	150				
2130 Fairhaven and Church Scar Coast Protection Scheme	10				
2207 St Annes Sea Wall	2,600	7,480	1,870		
2190 Charging Infrastructure for Electric Taxis	27				
2195 Cemetery and Crematorium - Infrastructure Phase 3b	4				
2199 Outdoor Digital Signage	20				
2216 Staining Drainage Improvement Scheme	65				
2226 North Beach Car Park Public Conveniences	150				
2227 Stanner Bank Public Conveniences Refurbishment	78				
2228 Carbon Neutral Vehicles	34	27			
2229 Cleaning Mechanical Sweeper Vehicle	60				
2222 Changing Places	40	80			
Sub total	3,926	8,588	2,691	1,281	389
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
2010 Disabled Facilities Programme	1,503	1,317	1,317	1,317	1,317
2159 Affordable Warmth Scheme - Housing	60				
2161 Housing Needs Grant	55				
2107 Rapid Deployment CCTV Replacement Projects	1				
2201 Hydration points	60				
2205 Fylde Affordable Housing Delivery Programme	41				
2208 Affordable Housing Scheme, Lytham Road, Warton	260				
2230 Replacement of Town Centre CCTV Systems - Budget Council March 2022	79				
2186 Tree Planting Scheme	19				
Sub total	2,078	1,317	1,317	1,317	1,317
PLANNING COMMITTEE					
2138 St Annes Regeneration Schemes	123				
2185 St Annes Road West – Square to Pier link and Gateway	110				
2139 Lytham Regeneration Schemes	800				
2136 Kirkham Public Realm Improvements	2				
2158 M55 Link Road (Inc. S106 monies for design work)	2,121				
2172 St Annes Pier - Coastal Revival Fund	5				
2193 Future High Street Fund: Kirkham	5,488	1,008			
2203 Elswick Village Green	60				
2204 Kirkham Heritage Action Zone	1,746	622			
2218 25 Victoria Road St Annes Y-Pad Scheme	150				
Sub total	10,605	1,630	0	0	0
Total Expenditure	18,637	11,575	4,048	2,638	1,746

UPDATED 5 YEAR CAPITAL PROGRAMME 2022/23 TO 2026/27 - FINANCING

	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000
FINANCING:					
Capital Receipts - General Asset Sales	75	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,260	1,237	1,237	1,237	1,237
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	55				
Section 106 Monies - St Annes	73				
Section 106 Monies - Lytham	130				
Section 106 Monies - M55 Link-Road	121				
Section 106 Monies - Public Transport Improvements	150				
Section 106 Monies - Elswick Village Green	35				
Section 106 Monies - Kirkham Heritage Action Zone	263	168			
Section 106 Monies - Fylde Affordable Housing Delivery Programme	41				
Section 106 Monies - Affordable Housing Scheme, Lytham Road, Warton	260				
Section 106 Monies - Progress Housing Buy Backs	0				
Section 106 Monies - 25 Victoria Road St Annes Y-Pad Scheme	150				
Section 106 Monies - Newton Community Park Improvement Scheme	37				
Capital Investment Reserve	2,808	27			
M55 Link-Road Reserve	2,000				
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	345				
Funding Volatility Reserve - St Annes Sea Wall	0	2,300			
Other External Finance (see analysis below)	10,187	6,802	1,950	80	80
Direct Revenue Finance	0				
Prudential Borrowing	622	971	791	1,251	359
Total Financing	18,637	11,575	4,048	2,638	1,746
Total surplus (-) / shortfall in year	0	0	0	0	0
Cumulative surplus (-) / shortfall	0	0	0	0	0

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

Other External Finance: Analysis					
LSP Performance Reward Grant Reserve	1				
Environment Agency - Fairhaven and Church Scar	10				
Environment Agency - St Anne's Sea Wall	2,600	5,180	1,870		
Coastal Revival Fund - St Annes Pier	5				
Central Government Grant - Future High Street Fund: Kirkham	4,968	683			
Staining Parish Council	10				
New Fylde Housing - DFG Contribution	243	80	80	80	80
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	11				
Heritage Lottery Fund - Fairhaven Restoration Project (Remainder of £1.476m)	366				
Lytham Schools Foundation - Fairhaven Restoration Project	5				
Central Government - Charging Infrastructure for Electric Taxis	27				
Wesham Town Council	0				
Elswick Parish Council (Elswick Village Green)	0				
Kirkham Town Council (Kirkham Heritage Action Zone)	95				
External Grants - Lancs Env Fund (Elswick Village Green)	0				
External Grants - Pocket Parks (Elswick Village Green)	0				
External Grants - Historic England (Kirkham Heritage Action Zone)	661	272			
External Grants - Historic England - Additional Grant (Kirkham HAZ)	29	10			
Private Sector / Other (Kirkham Heritage Action Zone)	548	172			
Changing Places - Department for LevellingUp, Housing and Communities	28	80			
Lancashire County Council - Affordable Warmth Scheme	60				
Lancashire County Council - Kirkham Futures	520	325			
	10,187	6,802	1,950	80	80

UPDATED 5 YEAR CAPITAL PROGRAMME 2022/23 TO 2026/27 - SUMMARY

	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000
Committee:					
Finance & Democracy Committee	71	0	0	0	0
Tourism & Leisure Committee	1,957	40	40	40	40
Operational Management Committee	3,926	8,588	2,691	1,281	389
Environment, Health & Housing Committee	2,078	1,317	1,317	1,317	1,317
Planning Committee	10,605	1,630	0	0	0
Total Expenditure	18,637	11,575	4,048	2,638	1,746
Financing:					
Capital Receipts - General Asset Sales	75	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,260	1,237	1,237	1,237	1,237
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	55				
Section 106 Monies - St Annes	73				
Section 106 Monies - Lytham	130				
Section 106 Monies - M55 Link-Road	121				
Section 106 Monies - Public Transport Improvements	150				
Section 106 Monies - Elswick Village Green	35				
Section 106 Monies - Kirkham Heritage Action Zone	263	168			
Section 106 Monies - Fylde Affordable Housing Delivery Programme	41				
Section 106 Monies - Affordable Housing Scheme, Lytham Road, Warton	260				
Section 106 Monies - Progress Housing Buy Backs	0				
Section 106 Monies - 25 Victoria Road St Annes Y-Pad Scheme	150				
Section 106 Monies - Newton Community Park Improvement Scheme	37				
Capital Investment Reserve	2,808	27			
M55 Link-Road Reserve	2,000				
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	345				
Funding Volatility Reserve - St Annes Sea Wall	0	2,300			
Other External Finance (see analysis below)	10,187	6,802	1,950	80	80
Direct Revenue Finance	0				
Prudential Borrowing	622	971	791	1,251	359
Total Financing	18,637	11,575	4,048	2,638	1,746
Total surplus (-) / shortfall in year	0	0	0	0	0
Cumulative surplus (-) / shortfall	0	0	0	0	0
<i>See note below for external funding available to finance the above schemes:</i>					
Other External Finance: Analysis					
LSP Performance Reward Grant Reserve	1				
Environment Agency - Fairhaven and Church Scar	10				
Environment Agency - St Anne's Sea Wall	2,600	5,180	1,870		
Coastal Revival Fund - St Annes Pier	5				
Central Government Grant - Future High Street Fund: Kirkham	4,968	683			
Staining Parish Council	10				
John Lees Charitable Trust					
New Fylde Housing - DFG Contribution	243	80	80	80	80
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	11				
Heritage Lottery Fund - Fairhaven Restoration Project (Remainder of £1.476m)	366				
Lytham Schools Foundation - Fairhaven Restoration Project	5				
Lancashire Environmental Fund - Fairhaven Restoration Project					
Central Government - Charging Infrastructure for Electric Taxis	27				
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External Grants - Lancs Env Fund (Elswick Village Green)	0				
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External Grants - Historic England (Kirkham Heritage Action Zone)	661	272			
External Grants - Historic England - Additional Grant (Kirkham HAZ))	29	10			
Private Sector / Other (Kirkham Heritage Action Zone)	548	172			
Changing Places - Department for LevellingUp, Housing and Communities	28	80			
Lancashire County Council - Affordable Warmth Scheme	60				
Lancashire County Council - Kirkham Futures	520	325			
	10,187	6,802	1,950	80	80

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	21
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2022/23 - POSITION AS AT 30 NOVEMBER 2022			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30 November 2022 and specifically for those areas under the remit of the Committee.

SOURCE OF INFORMATION

The report is based upon information extracted from the financial ledger system of the Council for the period to 30 September 2022 and feedback and commentary received from budget holders.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 30th November 2022:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

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

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2022/23

POSITION AS AT 30 NOVEMBER 2022

Summary

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30 November 2022. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30 November 2022.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2022/23 budget at its meeting on 3rd March 2022. Subsequently on 23 June 2022 the Finance and Democracy Committee approved the financial outturn position for 2021/22. The impact of those approvals, including savings and growth items approved at the Council budget meeting, along with slippage from 2021/22 as approved by the Finance and Democracy Committee, are now reflected in the financial ledger. Therefore, this report monitors expenditure and income against the updated approved budgets for 2022/23.

2. Budget Rightsizing Exercise

For a number of years, the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process has been repeated during 2022/23 and the resulting changes have been reflected in the latest budgets and updates to the Councils Financial Forecast.

3. Conclusions

The Council has seen particular volatility in expenditure and income levels since the commencement of the pandemic which has required that the Council continues the approach to continually seek opportunities to achieve savings and efficiencies to enable a balanced budget position and financial stability to be maintained.

As a consequence of the uncertainty about the impact of the pandemic on national public finances, the Government implemented a one-year Spending Review for 2022/23 and the Council, as with all Local Authorities, received a one-year funding settlement for the year. This was the second year running that the funding settlement was for one-year only. The MTFs report presented to Council in March 2022 sets out the full context of the financial landscape of the council, including an assessment of the key financial risks which primarily relate

to uncertainties around reviews of the future funding regime for local government. The report can be found at this link: [MTFS Report March 2022](#).

UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for November 2022 registered 10.7% year on year, down from 11.1% in October 2022. Increasing inflation is exerting significant upward pressure on prices for utilities and on supplies and services across all sectors of the economy, which in turn increases the base costs for both revenue and capital budget items. The situation is particularly acute in the construction sector where supply chain issues and price increases are combining to put increased risks on the delivery of capital programme schemes. This is likely to be a continuing issue for the council during 2022/23 and this has resulted in current scheme delays and reviews on scheme costings.

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

External pressures outside the Council's control are impacting on all local authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies wherever possible.

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

In light of the potential for future general reductions in central government funding from 2023/24 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and provided contributions to reserves over recent years.

Through continued focus on the importance of financial stability the Council has delivered a significant savings programme in recent years and has continued to reduce overheads wherever possible. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain high quality frontline services to customers. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach continues and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to the challenges ahead.

We are now past the mid-point of the 2022/23 financial year and much uncertainty exists with respect to the remainder of the year. Therefore, it is not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out to Council in March 2022 and updated to Finance & Democracy Committee in June 2022 remain alongside the significant additional risks presented by the pandemic. Instructions issued by Management Team that budget holders remain prudent are still in place, and the overall financial position of the council will be captured in the next update of the financial forecast in the Medium Term Financial Strategy which will be presented to members in the forthcoming committee cycle.

Attached Document:

Appendix A – Revenue Monitoring 2022/23 – Period 8 to 30 November 2022 (Variances in excess of £5k)

REVENUE MONITORING 2022/23 - Period 8 to 30th November 2022 (Variances in excess of £5K)

Appendix A

NB: Some budget variances occurring as a result of budget profiling issues where no variance is expected to remain by year-end, or variances to be resolved by virements, are excluded from the list below.

Key

BLUE
GREEN
AMBER
RED

Variance currently showing but expected to be on target at year end
Favourable variance against latest budget
Adverse variance against latest budget
Projected adverse outturn variance

FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	10,836,339	7,381,539	7,292,075	-89,464	FAVOURABLE	GREEN	All Budget Holders	The budget forecast which was approved by Council in March 2022 assumed employee cost savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2022/23 onwards. The actual spend to date includes the impact of the agreed pay award of £1,925 per pay point (pro-rata'd for the year to date) which equates to c6.75% on the pay-bill.
Utilities	Electricity	180,778	120,564	65,162	-55,402	FAVOURABLE	BLUE	Andrew Loynd	Underspend as a result of phasing of expenditure and awaiting bills. Overall it is expected that, with the increase in utility costs and the corresponding budgets being adjusted as part of the previous financial forecast the expenditure the costs will be contained within the revised budgets. The budgets will be kept under review and adjusted as necessary as part of any future financial forecast updates.
	Gas	88,700	59,164	39,174	-19,990	FAVOURABLE	BLUE		Underspend as a result of phasing of expenditure and awaiting bills. Overall it is expected that, with the increase in utility costs and the corresponding budgets being adjusted as part of the previous financial forecast the expenditure the costs will be contained within the revised budgets. The budgets will be kept under review and adjusted as necessary as part of any future financial forecast updates.
	Water Charges - Metered	95,900	63,968	40,561	-23,407	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
	Sewerage & Environmental Services	12,611	8,430	-4,673	-13,103	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Human Resources	Training Exps - qualifications	25,000	16,668	1,750	-14,918	FAVOURABLE	BLUE	Alex Scrivens	Phasing of expenditure - anticipated to be spent to budget at year end.
Organisational Improvement	Organisational Improvement Costs	24,620	16,416	8,198	-8,218	FAVOURABLE	BLUE	Allan Oldfield	Phasing of expenditure - anticipated to be spent to budget at year end.
Computer Services	Technical Training	16,000	10,668	0	-10,668	FAVOURABLE	BLUE	Ross McKelvie / Carrie Clarke	Phasing of expenditure - anticipated to be spent to budget at year end.
	Purchase of Computer Equipment	444,427	296,346	256,922	-39,424	FAVOURABLE	BLUE		The budgets shown include a healthy slippage from previous years which will be used to develop the device, virtual infrastructure and enhancement of cyber going forward, with an exploration of solutions currently underway which should see normalisation through both budgets shown after implementation.
Miscellaneous Properties	Café Rent	-22,000	-22,000	-27,083	-5,083	FAVOURABLE	GREEN	Philip Haworth	Increase due to rent uplift following lease renewal. This will be reflected in the next update of the council's MTFS.
	Other Rent	-240,109	-160,104	-212,462	-52,358	FAVOURABLE	GREEN		Rental income increased due to rent reviews. This will be reflected in the next update of the council's MTFS.
Pleasure Island/Salters Wharf	Consultants Fees	120,000	80,016	100,257	20,241	ADVERSE	BLUE	Philip Haworth	Phasing of expenditure - anticipated to be spent to budget at year end.
	LCC - Lancashire Economic Recovery Grant	-108,000	-72,016	0	72,016	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
	Rent of Stands/Site	-82,306	-54,880	-61,908	-7,028	FAVOURABLE	BLUE		Phasing of income - no anticipated variance at year end.
Carr Bridge Wood Caravan Site	Rent of Stands/Site	-31,870	-21,250	-15,935	5,315	ADVERSE	BLUE	Philip Haworth	Phasing of income - no anticipated variance at year end.
Local Land & Property Gazetteer	Computer - Program Licence Chgs	6,138	4,094	-3,057	-7,151	FAVOURABLE	BLUE	Andrew Stell	Following changes to the supplier of back office IT systems, payment profiles have become out of sync and so will need to be reprofiled. The costs of IT licences are expected to be broadly in line with budgets by the end of the financial year.
Legal Services Team	Books and Periodicals	25,000	16,672	43,154	26,482	ADVERSE	RED	Ian Curtis	Invoices paid in advance therefore a prepayment is needed at year-end which will reduce the overspend. There will be an overspend on outturn due to the annual increase in the council's two online law subscriptions.
Electoral Registration	Elections Act 2022	14,161	9,444	0	-9,444	FAVOURABLE	BLUE	Hazel McNicoll	Phasing of expenditure - anticipated to be spent to budget at year end.
	Postage	26,000	17,338	10,483	-6,855	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Elections - LCC	Other Reimbursements	0	0	-12,056	-12,056	FAVOURABLE	BLUE		FBI to be completed for the Personal Identifier Refresh project.

TOURISM AND LEISURE COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Sports Development	Weight Management Activities	41,791	31,627	8,362	-23,265	FAVOURABLE	BLUE	Alex Scrivens / Ian Brookes	Phasing of expenditure - anticipated to be spent to budget at year end.
	Business Health Matters Initiatives	29,630	19,754	0	-19,754	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
St. Annes-Leisure (Strategic)	Consultants Fees	10,000	6,668	0	-6,668	FAVOURABLE	BLUE	Lisa Foden	Phasing of expenditure - anticipated to be spent to budget at year end.
St. Annes-Parks (Strategic)	Trade Refuse Collection	14,250	9,502	1,255	-8,247	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Lytham-Parks (Non-Strategic)	General Maintenance of Grounds	4,106	2,738	8,242	5,504	ADVERSE	AMBER	Lisa Foden/Gail Ibister	Essential maintenance costs incurred during 2022/23. The budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the financial forecast update.
External Contract - Misc Income	Miscellaneous Receipts	-10,000	-6,668	0	6,668	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
External Contract - Blackpool Housing	Other Fees And Charges	-332,458	-221,682	-110,763	110,919	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
External Contract - Kirkham Town Council	Floral Displays	15,000	15,000	20,691	5,691	ADVERSE	BLUE		This is the full year expenditure for floral displays. Additional income / FBI outstanding from Kirkham Town council to offset most of the overspend
Parks Devlpmnt - Lytham & St Annes	Drives and Paths	18,000	12,000	0	-12,000	FAVOURABLE	BLUE	Lisa Foden / Amy Docherty	Phasing of expenditure - anticipated to be spent to budget at year end.
	Hard Landscape Schemes	17,127	11,419	4,148	-7,271	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Fairhaven Lake and Gardens	Purchase of Equipment	15,000	10,000	24,218	14,218	ADVERSE	BLUE	Tim Dixon/Nick Skiba	New mower purchase that will be received in 2023/24. Ordered in present financial year to save on expected price increases. Budget to be rephased in the January MTFS.
	Boats Maintenance Etc	10,000	6,672	13,679	7,007	ADVERSE	RED		Fuel charges for boats increased, plus purchase of treatments to keep the Lake weed free to allow for continuation of the boat service through the season.
	Adventure Golf	-165,000	-110,020	-126,446	-16,426	FAVOURABLE	GREEN		Extra visitors due to promotional activities and boat / golf combi ticket. To be kept under review.
	Combined Tickets/Other Fees	-7,500	-5,000	-10,992	-5,992	FAVOURABLE	GREEN		Higher than expected revenue due to warm weather during the summer and marketing campaigns. This will be updated in the next financial forecast update.
Fylde Tourism	1940's Lytham Wartime Festival	35,000	35,000	40,461	5,461	ADVERSE	RED	Tim Dixon/Chantelle Vickers	Unexpected costs on increased fuel prices, generator and flying display. The event costs will be reviewed for 2023 with different suppliers where possible to absorb any costs increases.
	Golf Event	38,000	38,000	43,586	5,586	ADVERSE	RED		Cost increase on hire of Clubs. Competitor price rise in place for 2023 which will be the last year as a Council event before it passes to a 3rd party to continue and take all costs and liabilities.

OPERATIONAL MANAGEMENT COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Fylde Waste Schemes	Training Exps - Seminars	10,000	10,000	16,845	6,845	ADVERSE	RED	Clare Blyth/Gareth Matthews	Compliance with mandatory refresher training to ensure continuation of skills in both Waste and Fleet teams. New driver training to ensure continued service delivery.
	Replacement Waste Containers	100,000	66,676	80,810	14,134	ADVERSE	RED		Increased supplier contact cost, driven by a global rise in energy costs. Member approval to increase customer charges in October to absorb some of the additional cost.
	Printing	20,000	13,336	19,988	6,652	ADVERSE	AMBER		Annual green bin subscription stickers are offset again garden waste income.
	Bulky Waste Collection	62,122	41,422	36,268	-5,154	FAVOURABLE	BLUE		Service increased from 3 days to 4 days as agreed by committee. Service delivery deficit will be reduced by increased income.
Trade Waste Service	LCC-Landfill Levy/Tipping Chgs	134,000	89,352	132,000	42,648	ADVERSE	BLUE	Clare Blyth/Simon Chambers	Phasing of expenditure - anticipated to be spent to budget at year end.
	Bulk Bin Disposal Charges	-175,000	-116,688	-168,712	-52,024	ADVERSE	AMBER		Increased income. This will be reflected in the next update of the Council's MTFs.
Public Conveniences	Public Conveniences Contract	221,043	147,391	128,942	-18,449	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Highways Cleansing	Weed Control	22,000	22,000	27,810	5,810	ADVERSE	RED		3 year contract agreed. This will be reflected in the next update of the Council's MTFs.
Fleet & Plant	FMS Material Costs	140,670	93,878	112,015	18,137	ADVERSE	AMBER	Clare Blyth/Darren Wardle	There are a number of adverse and favourable variances in respect of vehicle costs. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.
	Repairs by Commercial Garage	43,400	29,034	40,278	11,244	ADVERSE	AMBER		
	Fuel Costs	329,032	219,440	236,870	17,430	ADVERSE	AMBER		
	Tyres - Renewal	34,636	23,186	15,766	-7,420	FAVOURABLE	GREEN		
	Agrippa signage	11,005	7,365	0	-7,365	FAVOURABLE	GREEN		
	Hire of Plant	0	0	10,519	10,519	ADVERSE	AMBER		
Car Parks General	Fylde Residents Parking Permits	-3,400	-2,268	-7,416	-5,148	FAVOURABLE	GREEN		Increased income. This will be updated in the next forecast update.
Stanner Bank Car Park	Ticket Issuing Machines	0	0	10,156	10,156	ADVERSE	AMBER	Andrew Loynd	These are costs associated with operating and maintaining the barrier system out of hours. The budget will be kept under review during the remainder of the financial year.
Car Parking Fees	Car Parking Fees	-755,000	-503,434	-513,738	-10,304	FAVOURABLE	GREEN		Due to the good weather and increased visitors earlier in the year it is anticipated that the annual income will be greater than expected. Any updates will be reflected in the next financial forecast.
Coast Protection	Other General Repairs and Mtce	30,000	30,000	39,415	9,415	ADVERSE	AMBER	Stephen Ball	Additional unbudgeted costs associated with weed removal. The budget will be kept under review and adjusted in future financial updates if required.
Pumping Stations	Other General Repairs and Mtce	10,757	7,173	1,535	-5,638	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Footway Lighting	Other General Repairs and Mtce	20,000	13,336	4,577	-8,759	FAVOURABLE	BLUE	Peter Downs	Phasing of expenditure - anticipated to be spent to budget at year end.
	Street Lighting - Electricity	29,200	19,472	14,108	-5,364	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
St Annes Square (Maintenance)	Reps & Mtce of Capital Schemes	45,000	30,004	2,668	-27,336	FAVOURABLE	BLUE		£25k allocated to Regen team, to be used as match-funding for funding bids. A programme of works currently being delivered in St Annes Square. Anticipated to be spent to budget at year end.
Other Miscellaneous Repairs	Other Miscellaneous Repairs	189,445	126,344	177,361	51,017	ADVERSE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Property Management Team	Surveys / Valuation Fees	15,000	10,000	17,890	7,890	ADVERSE	BLUE	Philip Haworth	The valuations for the current year are in progress and this budget will be fully spent by year end.
Cemetery and Crematorium	Crematorium Furnace Repairs	22,500	15,004	37,511	22,507	ADVERSE	AMBER	Rebecca Riley/lan Phillips	Essential replacement of major cremator components scheduled for November 2022 in order to keep the facilities operational. Virements are being explored to fund these works.
	Other Fees	10,000	6,672	13,535	6,863	ADVERSE	AMBER		Invoice for annual digital service charge plus one-off cost for installation of broadband extension touch screen controller. Virements are being explored to fund these works.
	Memorials	15,000	10,000	21,041	11,041	ADVERSE	AMBER		It was necessary to exceed the current budget to extend the area available for memorial tablets in response to demand. This occurs every few years in order to continue to provide, and draw income from, this service. Virements are being explored to fund these works.
	Interments	-200,000	-133,360	-162,780	-29,420	FAVOURABLE	GREEN		There is increased demand for plots post pandemic. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.
	Cremations	-1,050,000	-700,140	-629,191	70,949	ADVERSE	AMBER		There has been a reduced demand for services from residents outside of the borough. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.
	Memorial Income	-40,000	-26,672	-15,800	10,872	ADVERSE	AMBER		There has been a reduced demand for services from residents outside of the borough. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.

ENVIRONMENT HEALTH & HOUSING COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Community Grants	Community Projects Fund	20,000	13,336	7,619	-5,717	FAVOURABLE	BLUE	Alex Scriven/Jo Collins	Another award has been made and it is hoped with extra publicity the fund will be fully utilised by year end.
Health & Wellbeing	LCC - Holiday Activities & Food Programme	-160,216	-160,216	-165,216	-5,000	FAVOURABLE	BLUE	Alex Scriven/Edyta Paxton	An additional £5k funding has been received by LCC for the HAF project. This will be added to later this month by a further £28k to extend the funding to March 2023. A report will be going to the January EHH requesting approval to continue with the project.
Ukraine Scheme	Ukraine Sponsors 'Thank you' Payment	0	0	74,900	74,900	FAVOURABLE	BLUE	Alex Scriven/Edyta Paxton	Lancashire County Council are to be invoiced for the total cost of thank you payments incurred by the Council.
	Ukraine Community Fund	30,000	20,004	9,998	-10,007	FAVOURABLE	BLUE		The Government funding for the Ukraine Scheme is to cover a three year period. It is difficult to determine the expected demand on these budgets and any undespended will be carried forward into 2023/24.
	B&B	125,000	83,348	2,100	-81,248	FAVOURABLE	BLUE		
Covid-19 Support	Unringfenced Covid Grant	178,320	118,904	0	-118,904	FAVOURABLE	AMBER	Tracy Manning	The Government provided un-ringfenced Covid support grant to all local authorities in 2021/22, with Fylde receiving £392k for the year and this is the remaining balance. This budget will be kept under review as part of the ongoing response to the Covid pandemic throughout the remainder of the current financial year.
	LCC - Practical Support for Self-Isolation	0	0	-137,155	-137,155	FAVOURABLE	AMBER		It is anticipated that LCC will seek a return of this uncommitted expenditure.
Covid-19 Contain Management Outbreak	COMF Expenditure	188,516	125,677	138,501	12,823	ADVERSE	AMBER		This budget will be kept under review as part of the ongoing response to the Covid pandemic throughout the remainder of the current financial year.
Comm Safety - Delivery Costs	Fylde CCTV Costs	44,480	29,660	21,756	-7,904	FAVOURABLE	BLUE	Ben McCabe	Phasing of expenditure - anticipated to be spent to budget at year end.
Homelessness	Storage and Removal Costs	5,000	3,336	16,365	13,029	ADVERSE	AMBER	Kirstine Riding/Jerry Friel	The homeless service continues to see high demand for temporary accommodation with limited move on opportunities. This has a direct impact on storage costs as there is a legal requirement to store clients belongings to whom we have a statutory housing duty.
	CAB - Debt Advice Service	18,772	12,516	806	-11,710	FAVOURABLE	GREEN		Service is operated by Blackpool Debt Advice Service and costs are per client referred in from 21/22. Originally service was set up with CAB and included staffing costs which is no longer the case. There is an expected under spend at the end of every financial year.
	Ex-Offender Initiatives	34,172	22,784	6,000	-16,784	FAVOURABLE	BLUE		Project is progressing as expected. Funding merged with Rapid Rehousing programme and taken out for procurement as Ex offenders and Rough Sleeping Programme.
	Bed & Breakfast Costs	71,750	47,842	175,416	127,574	ADVERSE	RED		The homeless service continues to see unprecedented levels of demand for temporary accommodation coupled with limited move on opportunities. The overspend is partially offset by additional Housing Benefit income. The full year budget has been increased since 30th November (by internal virements and external funding) to £162k for the full year, but this is still insufficient to cover the expected outturn position will be in excess of the full year budget.
	NFH - Floating Support	24,000	16,004	21,251	5,247	ADVERSE	AMBER		Cost of floating support contract has been increased over past several years in line with inflation. The provision of this service is to be reviewed in 2023.
	Void Loss/Recharge Costs	14,290	9,528	4,489	-5,039	FAVOURABLE	BLUE		Due to demand units allocated as soon as void and available to relet. Budget covers damage to units. Void and damage invoiced quarterly by Progress.
	Rapid Re-housing Programme	29,000	19,340	6,312	-13,028	FAVOURABLE	BLUE		Project is progressing as expected. Funding merged with Ex-offenders programme and taken out for procurement as Ex offenders and Rough Sleeping Programme.
	Changing Futures Programme	18,962	12,646	0	-12,646	FAVOURABLE	BLUE		Funding is to provide a Changing Futures Hub in Fylde. Accommodation secured at old YMCA Face to Face Offices on St Albans Road. License to take unit for 12 months in preparation.
	MHCLG - Domestic Abuse -Support to Victims	-23,264	-15,512	-56,488	-40,976	FAVOURABLE	BLUE		22/23 allocation of £33,224 received and due to be committed for Year 2 of project in Jan 23 EHH. 21/22 carry over of £23,264. Project delayed start from 01/11/21 and extended to Feb 23 due to suspension of project in 2022 as no member of staff in post.
Miscellaneous Income	-2,000	-1,336	-23,533	-22,197	FAVOURABLE	BLUE	Invoices raised for clients in employment as contribution to temporary accommodation costs in B&B. Contributions from clients for storage costs at £50 in and out of storage and weekly charge £10 per week. Where clients have caused damage to temporary accommodation, costs are passed on as an invoice.		
Housing Standards	Disabled Facilities Grant Fees	-160,000	-106,688	-94,204	12,484	ADVERSE	BLUE	Kirstine Riding/Cheryl Bennet	Delivery of grant is being delivered as expected with the full budget expected to be committed by the end of the financial year.
Community Safety Initiatives	Community Safety Initiatives	25,041	16,697	430	-16,267	FAVOURABLE	GREEN	Chris Hambly/David Kessack	The delivery of Community Safety Initiatives is currently under review and there may be some slippage of this budget at outturn.
Other Public Health Risk	National Assistance Burials	5,550	3,704	11,282	7,578	ADVERSE	RED	Chris Hambly/Carolyn Bland	There has been more public health funerals carried out than expected, it is a statutory requirement to provide this service. The financial forecast will be updated to reflect this additional cost.
Licensing Act 2003	Premises Licences 2003 Act	-85,000	-56,676	-69,526	-12,850	FAVOURABLE	BLUE	Carolyn Bland/Andy Hough/Joanne Gallagher	Phasing of income - no anticipated variance at year end.

PLANNING COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Development Management	Planning Application Fees	-650,000	-433,420	-350,576	82,844	ADVERSE	RED	Andrew Stell	Income from application fees is dependant upon the number and nature of planning applications submitted by third parties and so is outside the direct control of the council. It is anticipated that income will be approximately £150k below the level currently budgeted for and the budget will be adjusted as part of the January forecast.
Planning Enforcement	Enforcement Costs	40,000	26,672	0	-26,672	FAVOURABLE	BLUE	Andrew Stell	Court action regarding the case this funding was set aside for was suspended due to the Coronavirus pandemic in line with Government guidance. Processing of the enforcement case has recommenced, although expenditure may be delayed as the courts recover from their backlog of cases.
Planning Policy	Local Devlpmnt Framework Costs	15,000	10,000	0	-10,000	FAVOURABLE	BLUE	Julie Glaister	The council is in the process of preparing two Supplementary Planning Documents alongside commissioning work to inform the next iteration of the local plan, all of which will require funding from this budget later in the financial year.
Regeneration Team	UKSPF Investment Plan Support Fees	0	0	9,000	9,000	ADVERSE	BLUE	Charlie Richards	The government have committed an allowance of £20,000 to each local authority to support the preparation and submission of their UKSPF investment plan. The Council appointed Reay Associates to support the preparation of the UKSPF investment plan, of which the final commission totalled £9,000. Fylde's Investment Plan has now been approved and the funds for year 1 spend (including the £9000) will be allocated by the government in Winter 2022/2023.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	22

BUDGET SETTING – REVENUE BUDGET 2023/24 - FIRST DRAFT

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2023/24 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2023/24 – First Draft

LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/budget-book-2023-24-first-draft/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2023/24 Revenue Budget to the Council's Programme Committees allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee Lead Officer, Service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2023/24 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2023/24 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2023 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2023/24 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 2nd March 2023.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer or the relevant budget holder.
Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk