



FYLDE BOROUGH COUNCIL



## Meeting Agenda

**Community Outlook Scrutiny Committee**  
**Town Hall, Lytham St Annes**  
**9 November 2006, 7:00pm**

# COMMUNITY OUTLOOK SCRUTINY COMMITTEE

## MEMBERSHIP

CHAIRMAN - Councillor Kiran Mulholland  
VICE-CHAIRMAN – Councillor John Prestwich

### **Councillors**

John Dolan	William Thompson
Richard Fulford Brown	Stephen Wall
Louis Rigby	Colin Walton
Thomas Threlfall	

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



## **CORPORATE OBJECTIVES**

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

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

## **CORE VALUES**

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

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



## A G E N D A

<b><u>PART I - MATTERS DELEGATED TO COMMITTEE</u></b>	
<b>ITEM</b>	<b>PAGE</b>
<b>1. DECLARATIONS OF INTEREST:</b> <i>In accordance with the council's code of conduct, members are reminded that any personal/prejudicial interests should be declared as required by the council's code of conduct adopted in accordance with the local government act 2000.</i>	4
<b>2. CONFIRMATION OF MINUTES:</b> <i>To confirm as a correct record the minutes of the community outlook scrutiny committee held on 7 September 2006.</i>	4
<b>3. SUBSTITUTE MEMBERS:</b> <i>details of any substitute members notified in accordance with council procedure rule 26.3</i>	4
<b>4. LGA/IDEA REPUTATION CAMPAIGN</b>	5 – 10
<b>5. INTEGRATED RISK MANAGEMENT PLAN: THE PROPOSED REMOVAL OF A FIRE APPLIANCE FROM ST ANNES FIRE STATION</b>	11 – 13
<b>6. INTERIM REPORT OF THE LOCAL STRATEGIC PARTNERSHIP TASK AND FINISH GROUP</b>	14 – 26
<b>7. LOCAL AREA AGREEMENTS</b>	27 – 28

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	9 <sup>TH</sup> NOVEMBER 2006	4

## LGA/IDEA REPUTATION CAMPAIGN

### Public item

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

### Summary

Included in the Council's Corporate Plan for 2006-07 is the key action: 'To enhance the reputation of the council through the Local Government Association/Improvement & Development Agency (LGA/IDeA) 'Reputation' toolkit (4 year action)'. This report includes a costed Action Plan to enable the Council to achieve 'Gold' standard in all criteria of the Local Government Reputation campaign.

### Recommendation

1. The Committee is requested to consider the proposed actions and make recommendations to the Cabinet as to which actions/options should be implemented.

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Customer Relations & Partnerships:

Councillor Albert Pounder

### Report

1. At its meeting of 7<sup>th</sup> September 2006, the Scrutiny Committee received a report on the LGA/IDeA Local Government Reputation Campaign. It subsequently resolved that officers formulate an action plan for the council to meet the objectives of the Reputation Campaign and report this to a future meeting of the committee.

2. A costed Action Plan is appended to this report. The actions are aimed at enabling the Council to reach and maintain 'Gold' standard in each of the twelve Reputation criteria. Many of these actions can be addressed using existing resources. However, others have a financial implication and their implementation would be dependent on budgetary provision in 2007/08.
3. The Committee is requested to consider the proposed actions and make recommendations to the Cabinet as to which actions/options should be implemented.

IMPLICATIONS	
Finance	The Action Plan has financial implications. Any increase in costs would be subject to the 2007/08 budget planning process.
Legal	There are no direct legal implications.
Community Safety	There are no direct community safety implications.
Human Rights & Equalities	There are no direct human rights implications.
Sustainability	There are no direct sustainability implications.
Health & Safety and Risk Management	Poor reputation can have a direct impact on the Council's CPA scoring.

Report Author	Tel	Date	Doc ID
Dave Joy	(01253) 658700	29 <sup>th</sup> Oct. 2006	

List of Background Papers		
Name of document	Date	Where available for inspection
The Local Government Reputation Campaign	July 2005	<a href="http://www.lga.gov.uk/ProjectReputations.asp?lsection=59&amp;ccat=965">http://www.lga.gov.uk/ProjectReputations.asp?lsection=59&amp;ccat=965</a>

#### **Attached documents**

1. Appendix 1 – Reputation Action Plan

## REPUTATION ACTION PLAN

**Cleaner, Greener, Safer.**

<b>Criteria (Status)</b>		<b>Progress to date</b>	<b>Action required</b>	<b>Timescale</b>	<b>Costs 2007- 08</b>	<b>Officer Responsible</b>
<b>1</b>	<b>Branded cleaning operation</b> (Silver)	Corporate branding policy in place. Council vehicles and uniforms are branded.	Review uniform requirements and branding on vehicles to ensure all frontline staff, especially street cleaning staff, have a full branded uniform and present a clean and professional image to the public.	Jan 2007	None	JD
<b>2</b>	<b>No gaps in cleaning contracts</b> (Silver)	The council has incorporated the street cleaning and parks services into the Streetscene business unit.  Streetscene (SS) and Consumer Wellbeing & Protection (CWP) units have been working together to tackle cleanliness issues, fly tipping, mis-representation of household waste etc.	Review arrangements within Streetscene for litter removal in parks, town centres and other public open spaces.	March 2007	None	JD / DB
			Review procedures within SS & CWP with regard to collection of commercial waste – enforcement of non-paying trade customers. Closer collaboration between SS and CWP is required to ensure waste isn't just left uncollected.	Jan 2007	None	JD / MW
<b>3</b>	<b>One environmental number</b> (Silver)	Council has a dedicated number for fly tipping 01253 658657.	Extend use of dedicated number (01253 658657) to cover other environmental issues – abandoned cars, graffiti, litter etc.	March 2007	None	JD
			Provide necessary training for One Stop Shops and review procedures / Flare codes accordingly.	Jan 2007	None	MW
<b>4</b>	<b>Deal with 'grot spots'</b> (Silver)	Lower Lane ('taking a stand'), Central Ward & Wesham clean sweeps.  'Eyes and Ears' campaign.	Develop location-specific plans to target action to address known grot spots / fly tipping hot spots – consider use of CCTV.	March 2007	None	MW
			Relaunch 'Eyes and Ears' campaign using	Jan 2007	None	JD

			dedicated environmental number.			
Criteria (Status)		Progress to date	Action required	Timescale	Costs 2007- 08	Officer Responsible
5	<b>Abandoned cars / fly tipping</b> (Bronze)	Fly tipping hotline (01253 658657), advertising, leaflets and procedure in place. Current response times allow 3 days to investigate and 3 days for removal.	Review response times and develop closer / joint working with EA and neighbouring Las.	Jan 2007	None	MW
		Abandoned vehicles - currently removing 100% within 24 hours from when the notice has expired but only responding to 50% within 24 hours of initial notification.	Continue and develop close working between CWP & SS to ensure fly tipping is investigated and removed as required.	Jan 2007	None	MW / JD
			Review current reporting procedures to improve initial response times for abandoned vehicles.	Jan 2007	None	JD
6	<b>Green Flag award</b> (Gold)	Two Green Flags awarded in 2006.	Ensure current Green Flag status and consider other sites.	Summer 2007	None	DB
7	<b>Educate &amp; enforce</b> (Bronze)	Some limited enforcement action has taken place regarding fly tipping. Since April 2006 a total of 13 x £50 Fixed Penalty Notices (EPA Section 88) have been issued.	The enforcement role needs dedicated staff resources to have the necessary impact. Two dedicated Enforcement Officers are required to undertake this work that can focus on enforcement issues and follow actions through from their outset to conclusion as required.	June 2007	£46,000	MW
		Visits to schools have started (since October 2006) to raise awareness of recycling, waste and litter issues.	Continue school visits and develop to include wider cleanliness issues such dog fouling.	Dec 2006	None	JD



## Communication

Criteria (Status)		Progress to date	Action required	Timescale	Costs 2007- 08	Officer Responsible
8	<b>Managing the media</b> (Gold)	Joint media arrangement with Blackpool	Maintain joint arrangement with Blackpool. Undertake survey with media contacts	March 2007	None	PN
9	<b>A-Z Guide</b> (Gold status currently unsustainable)	Currently provide A-Z on website and existing leaflet (needs update)	Guide to be annual and delivered to all households:  <u>Option 1</u> is a stand-alone guide, distributed to every household with Council Tax bills.  <u>Option 2</u> is 4 extra pages in Fylde in Focus	March 2007  June 2007	£15,000 to print  £1000	PN
10	<b>Magazine/news paper</b> (Gold status but not following all recommended guidelines)	Currently bi-annual Fylde in Focus ( LSP)	Produce magazine/paper 4 times per year:  Option 1 – continue with existing arrangement  Option 2 – Produce FBC newspaper (costed per edition to print and distribute)	June 2007  May 2007	None  £10,000 per edition	PN
11	<b>Council branding</b> (Silver)	Corporate logo policy and templates are available on intranet for staff use. Publications, press releases, the website, signage and adverts, both internally/ externally, follow branding guidelines.	Carry out audit of usage of Corporate identity and develop action plan to address gaps in provision	April 2007	None	PN

<b>Criteria (Status)</b>		<b>Progress to date</b>	<b>Action required</b>	<b>Timescale</b>	<b>Costs 2007- 08</b>	<b>Officer Responsible</b>
<b>12</b>	<b>Internal comms (Silver)</b>	Grapevine, fortnightly staff news letter. Weekly Members newsletter, revised intranet, fortnightly Management Team meetings with a standing feedback items, regular staff briefings at all levels of the structure, paper based newsletters for staff without access to e- mail, group leader briefings and selective use of 'all staff' emails.	Undertake staff surveys to gauge satisfaction with internal communications.	Dec 2006	None	PN

Officer Responsible – Key:

JD – Jamie Dixon, Senior Operational Services Manager, Streetscene

MW – Mike Walker, Environmental Protection Manager, Consumer Wellbeing & Protection

DB – Darren Bell, Parks Manager, Streetscene

PN – Paul Norris, Executive Manager, Customer and Cultural Services

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES AND MEMBER SUPPORT	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	9 <sup>TH</sup> NOVEMBER 2006	5

## INTEGRATED RISK MANAGEMENT PLAN: THE PROPOSED REMOVAL OF A FIRE APPLIANCE FROM ST ANNES FIRE STATION

### Public Item

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

### Summary

This report details the intention of the Lancashire Fire and Rescue service to reduce the service availability at St Annes Fire Station to one wholtime appliance. This proposal is outlined in the Draft Integrated Risk Management Plan (I.R.M.P.) which is out for consultation until the 15th November.

### Recommendations

1. That members note the report.
2. The Committee is asked to make appropriate comments for incorporation in a Council response to the draft Integrated Risk Management Plan consultation exercise.

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Community and Social Wellbeing:

Councillor Patricia Fieldhouse

## **Report**

### **Lancashire Fire and Rescue Integrated Risk Management Plan**

1. The Lancashire Combined Fire Authority has set out a programme to modernise local District Fire Services across the County. The first step in this process involves the production of an Integrated Risk Management Plan (I.R.M.P.). The Draft Plan details the intentions of the Lancashire Fire and Rescue Service for the forthcoming year and is out for consultation until the 15<sup>th</sup> November.

### **Implications for Fylde**

2. There are currently three fire stations in the Fylde District, two retained stations Wesham and Lytham and one wholetime/retained station St Annes. The IRMP document does not propose any changes to the retained services held at Wesham or Lytham. However, if these proposals do go ahead, the available service at St Annes will be reduced to a single wholetime appliance (fire engine). There are currently 4 available fire engines and should the proposal be approved this would represent a decrease for Fylde of 25%. It is the belief of the staff at St Annes Fires Station that this proposal will place the residents and businesses of St Annes and the rest of Fylde in a more vulnerable position.
3. The Community Outlook Scrutiny Committee has been requested via the Leader of the Council to consider the effect that these proposals will have on the residents of Fylde. Members are requested to comment in response to this presentation in order to formulate an official written response from the Community Outlook Scrutiny Committee with specific reference to the proposals relating to St Annes Fire Station. A representative from the Fire Service will be present at the Committee to explain the effects and answer questions from Members.

<b>IMPLICATIONS</b>	
Finance	
Legal	
Community Safety	
Human Rights and Equalities	
Sustainability	
Health & Safety and Risk Management	

Report Author	Tel	Date	Doc ID
Carolyn Whewell	01253 658423	26 <sup>th</sup> October 2006	IRMP St Annes

List of Background Papers		
Lancashire Fire and rescue Integrated Risk Management Plan – Draft Year 4 Action Plan 2007-08	2006	<a href="http://www.lancsfire.gov.uk/irmp/index.asp">http://www.lancsfire.gov.uk/irmp/index.asp</a>
Document name		Council office or website address

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES AND MEMBER SUPPORT	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	9 <sup>TH</sup> NOVEMBER 2006	6

## INTERIM REPORT OF THE LOCAL STRATEGIC PARTNERSHIP TASK AND FINISH GROUP

### Public Item

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

### Summary

The Community Outlook Scrutiny Committee set up a Task and Finish Group to review the Local Strategic Partnership. Detailed in this report are the interim findings and recommendations of the Task and Finish Group.

### Recommendations

1. That the Committee endorses the recommendations detailed in the main body of the report.

### Cabinet Portfolio

The item falls within the following Cabinet portfolios:

Customer Relations and Partnerships:

Councillor Albert Pounder

Leader of the Council:

Councillor John Coombes

### Report

#### Background

1. In May 2006, the Community Outlook Scrutiny Committee agreed to nominate a Task and Finish Group to carry out an in depth scrutiny review of the Local Strategic Partnership (LSP), following concerns from Members that they knew little about the structure of the LSP and how Members could get involved. It was proposed that this

review presented an opportunity to address the role of the scrutiny process in monitoring the LSP following the publication of the results of the Government consultation on shaping the future of Local Strategic Partnerships'. Results were due at the end of September but have since been postponed.

2. The first meeting of the Task and Finish Group was in June 2006. The terms of reference were agreed and these are set out below:
  - To develop a full and greater understanding of Fylde Local Strategic Partnership (LSP) on behalf of all Councillors.
  - To review the role of the LSP, its composition and accountability
  - To set out the role of scrutiny in future monitoring of the LSP to ensure the Council works in partnership with the LSP to deliver services.
  - To make recommendations as appropriate to Cabinet and Council
3. Since the first meeting, the Task and Finish Group have carried out an information gathering exercise with a view to pulling together the relevant information about the LSP. Following the resignation of the LSP Manager, Penny Rose early in the review, the Task and Finish Group initially suffered a setback in that the necessary information was not readily available. The appointment of an Interim Manager, Christine Miller, enabled the Task and Finish Group to proceed with the review as planned

### **Methodology**

4. To date, the Task and Finish Group have undertaken the following:
  - A literature review of scrutiny reviews of Local Strategic Partnerships from elsewhere
  - A review of available literature from the LSP
  - A series of Interviews with the LSP Manager
  - Interview with the Chairman of the LSP Executive
5. Detailed in the main body of this report is a summary of the main findings to date and some interim recommendations to the Local Strategic Partnership.

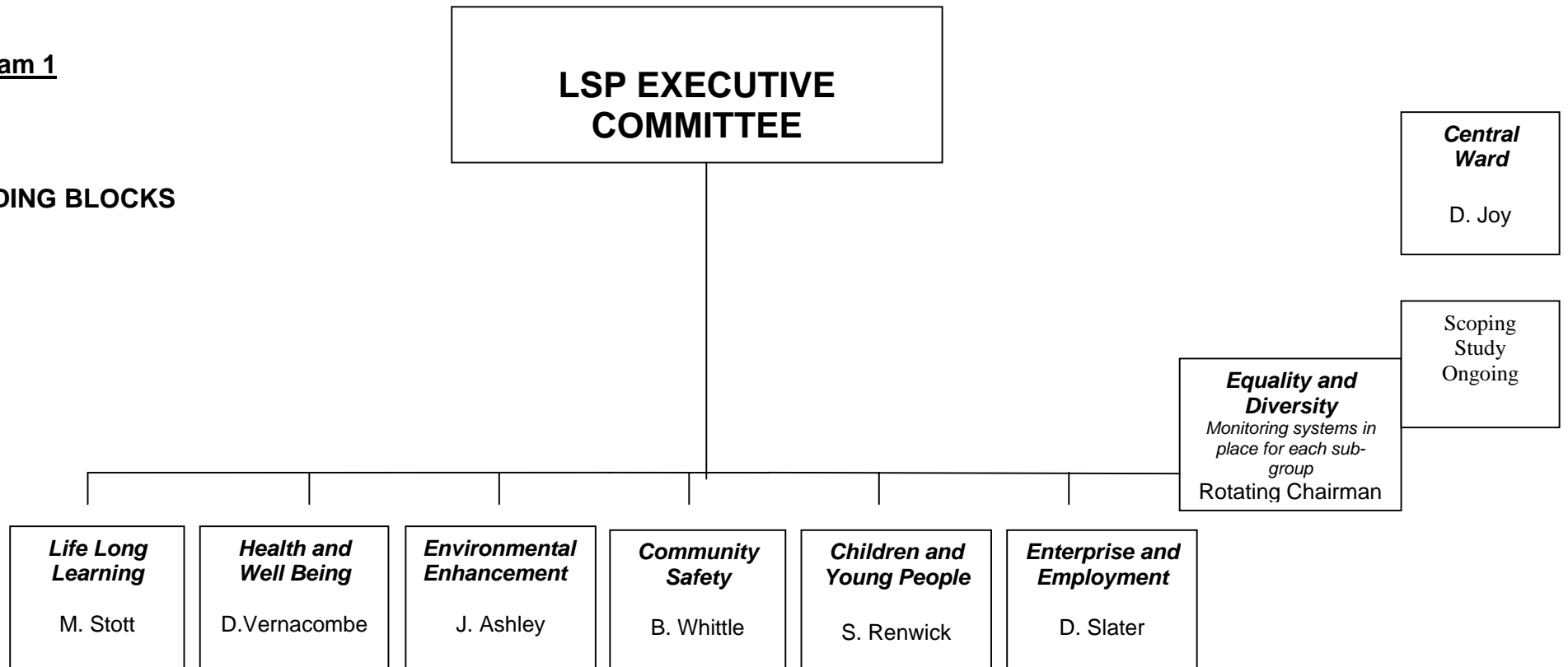
### **Task and Finish Group Findings**

#### **LSP Structure**

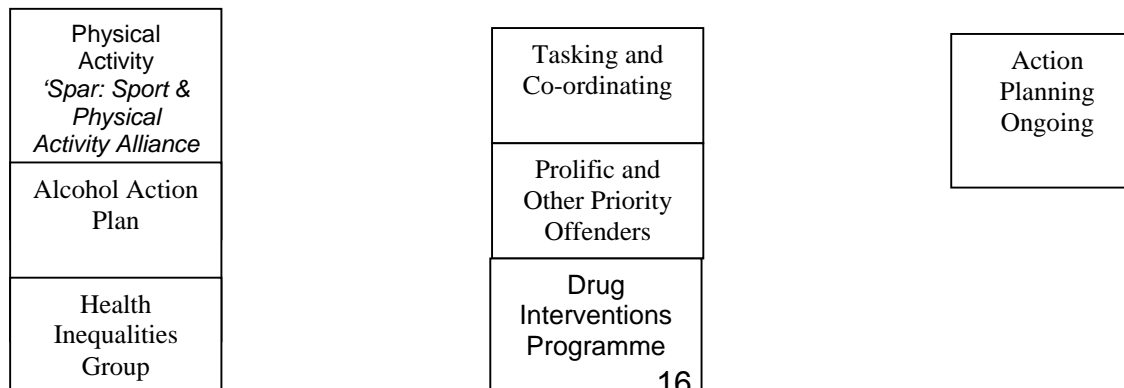
6. The Fylde Local Strategic Partnership (LSP) is a partnership of local public, private and voluntary organisations set up in 2003 to implement the actions in "*A Vision for Fylde: Community Plan 2003-2013*". The LSP, also known as "Fylde Vision", comprises the LSP Forum, the LSP Executive with Equality and Diversity sub-group and the LSP Thematic Groups. Diagram 1 maps the structure of the LSP and its existing working priorities.

**Diagram 1**

**BUILDING BLOCKS**



**SUB GROUPS**



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## **LSP Executive**

7. The LSP Executive is the main decision making body within the LSP. The remit of the Executive as laid out within the terms of reference is:

- To allocate tasks and activities to the Thematic Groups
- To co-ordinate, monitor and review the activities of the Thematic Groups and ensure that national and regional issues are addressed
- To make recommendations to the LSP Forum
- To co-ordinate liaison with the Voluntary and Community sectors and ensure community inclusion
- To prepare an annual report for the LSP Forum
- To co-ordinate the LSP Forums' consultation and communication activities
- To develop, monitor and keep under review the effectiveness of the Community Plan
- To seek the support of relevant agencies and partners in achieving the aims and objectives of the Community Plan
- To agree the Action Plans developed by the working groups

8. The "*Local Strategic Partnerships: Government Guidance*" paper published by the Office of the Deputy Prime Minister (ODPM) in 2001 recommends that an equal number of partners from the public, private and voluntary and community sectors are represented on the LSP Executive. The Executive follows this guidance with a total of twelve members, four members from each of these sectors. Membership of the LSP Executive is static although the Chairmen of the Thematic Groups do attend the meetings. Membership is detailed in the table below

**TABLE 1: EXECUTIVE MEMBERSHIP**

<b>Role</b>	<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Replacement</b>
Chairman	Michael Wren-Hilton		Churches Together	
Dep Chairman	John Coombes	Councillor	Fylde Borough Council	
Chairman	Jayne Ashley	Deputy Conveyor	Fylde Real World Group	
Chairman	Mick Piela	District Team Manager	LCC, Youth and Community Service	
Chairman	David Slater	Business Development Manager	Business Link Lancashire Ltd	
Chairman	Bernard Whittle	Councillor	Lancashire County Council	
	Andy Howe	Director of Public	Blackpool PCT	Deana

Continued....

Chairman		Health		Verncombe
Att	Debbie Thompson	District Partnership Officer	Lancashire County Council	
Public	Philip Woodward	Chief Executive	Fylde Borough Council	
Pubic	Russ Weaver	Chief Superintendent	Lancashire Constab., Western Div	
Public	Julie Goulding	Chief Executive	Fylde Primary Care Trust	Mike Bullock
Business	Hugh Evans		N&W Lancas Chamber of Commerce	
Business	John Hayfield		Newfield Jones Homes	
Business	Paul Rollings	Chairman	HALSA	
VCF	Pam Hill	Area Manager	Connexions Lancashire	
VCF	Tony Finn	Managing Director	New Fylde Housing	
VCF	Rosie Jolly	Chief Officer	Age Concern	
VCF	David Keylock		Blackpool, Wyre and Fylde CVS	

9. It is not laid out within the existing terms of reference how members of the Executive or the LSP are selected. The current membership evolved from the working group formed to develop the Community Plan and set up the LSP. It is worth noting that there is no specific criterion set by Central Government other than the requirement for an equal split between public, private and voluntary sector representatives. Members of the Executive are not selected for a specific term. Membership nomination has not been revisited and there has not been any withdrawal to spark the discussions. It is possible that the LSP could write this process into the terms of reference or a constitution if they are revisited.
10. The selection of the Chairman and Deputy Chairman of the LSP Executive is laid out within the terms of reference. The Terms of reference state that the “*Chairman and Deputy Chairman of the LSP Forum are the Chairman and Deputy Chairman of the LSP Executive. Selection of the Chairman and Deputy Chairman of the LSP Forum/Executive shall take place at the LSP Forum AGM each November. Each member organisation of the LSP Forum may make a single nomination for each post*”. The current Chairman of the Executive was the only nomination during the first election and has been in the post ever since however this arrangement seems to work well.
11. The Executive has previously discussed the possibility of reviewing membership and this is recorded in the minutes of the Executive meetings. The LSP Manager is currently looking into the possibility of rewriting the terms of reference. The Task and Finish Group fully support this proposal and recommend that all of these procedures be recorded to make up a constitution for the LSP.

**Recommendation: The Task and Finish Group support the proposal to develop a constitution for the LSP detailing specific terms of reference for the LSP and the selection of members for the Executive.**

## **Thematic Groups**

12. The Thematic Groups of the LSP are formed to complement the priorities agreed in the Community Plan. Members are usually local organisations, businesses, voluntary groups, community groups, public bodies and individuals that have an interest or specialised knowledge in the topic area. Individual Action Plans are developed and agreed by the Groups and are based on actions and priorities within the Community Plan. The Action Plans form the basis of the projects that are developed within the Thematic Group meetings and carried out by the individual partners who then report back to the meetings. The Thematic Group Chairmen report progress back to the Executive.
13. All projects allocated funding must be developed within the Thematic Groups and attract full support from the partners. Once approved by the Thematic Group, the Chairmen take the project to a group meeting of all the Chairmen who will discuss any linkages or crosscutting issues so ensure that no project is duplicated. The Chairmen may be sent back to the relevant Thematic Group with questions if appropriate. The project is then sent to the Executive for final approval.
14. Once the Executive has approved the project, a service level agreement is drawn up and the funds administered up front. The Thematic Groups then monitor the progress of the project via the meetings.
15. There are currently 7 Thematic Groups within Fylde LSP. They are:
  - Environmental Enhancement and Protection
  - Safer Communities (Fylde Community Safety Partnership)
  - Lifelong Learning
  - Health and Wellbeing
  - Enterprise and Employment
  - Children and Young People
  - Central Ward (time limited project group)
16. Membership of the Thematic Groups is open to any local organisation or individual. The members select the Chairman from within the Thematic Group. The Thematic Groups are free to draw in additional members who can enhance the group's ability to address a specific topic or initiative. Consequentially, membership of each of these groups is fluid depending on if the members have an interest in a project that may be ongoing. The Local Strategic Partnership Manager does keep a list of membership of each of the Thematic Groups although it should be noted that this list is of those who receive information and does not include a list of those that actively attend the groups on a regular basis.
17. It is the responsibility of the Chairman of each Thematic Group to arrange meetings as and when they are required. It is often the case that meetings of different Thematic Groups may take place at the same time and it is difficult for the LSP Manager to keep track of all the meetings taking place, as there appears to be no formal frequency of meetings.
18. The LSP does not currently host a website to publish any minutes or meeting schedules. The Task and Finish Group were concerned that this would severely limit

opportunities for members of the public to access details of the LSP. It was also considered that a website would act as a driver for the thematic groups to update their action plans regularly thereby helping with performance management of the LSP

19. The Task and Finish Group were initially concerned that there appeared to be a lack of engagement with British Aerospace Engineering (BAE) who are the largest employers within the borough. The LSP has invited BAE to meetings however, to date they have not attended. Further attempts to engage BAE in LSP activity are now being carried out by the Chief Executive of Fylde Borough Council.
20. The Task and Finish Group has noted that the Community Safety Thematic Group appears to have a more structured core membership than the other groups. This is primarily because it is a statutory partnership with a requirement for specific organisations such as the Police and Fire Service to be members. This structure appears to work well and membership is still open.

**Recommendation: The Task and Finish Group recommend that the LSP review its membership structure to enable a core membership of each of the Thematic Groups.**

**Recommendation: The Task and Finish Group recommend that the LSP Thematic Groups publish a meeting schedule with set dates and times for all groups.**

**Recommendation: The Task and Finish Group recommend that the LSP set up a website with up to date relevant information established via a link to the FBC website.**

### **The LSP Forum**

21. The LSP Forum is held twice a year and is open to all interested organisations and individuals in Fylde. The Forum provides an opportunity for interested individuals to request membership of any of the Thematic Groups. The remit of the LSP Forum is:

- To define the vision of the Community Plan and review the LSP's aims and objectives.
- To steer the work programme of the Executive to ensure delivery of the Community Plan.
- To receive an annual report and keep under review the delivery and implementation of the Community Plan.
- To act as a networking body for participating organisations and individuals.

**Recommendation: At least one member of the Community Outlook Scrutiny Committee should attend each meeting of the LSP Forum**

### **Publicity and Branding**

22. The LSP funds Fylde in Focus, a publication that goes out to every residence in the Borough. Fylde in Focus publicises many of the achievements of the Local Strategic Partnership using a particular brand adapted to include the slogan of the relevant Thematic Group. The Task and Finish Group has been advised that further measures are being considered to encourage Thematic Group partners to produce the content of future editions of Fylde in Focus.

**Recommendation: That the Committee supports the principle that all content of Fylde in Focus should be driven by LSP Partners with clear branding to identify and publicise the relevant Thematic Group.**

### **Fylde Borough Council Representation**

23. Until recently, Fylde Borough Council representation has been uncoordinated. Representation has tended to reflect the personal interests of individual Councillors or reflected the corresponding Member Champion role however this again has been inconsistent. However, the introduction of the new Cabinet in February 2006 presented an opportunity for Fylde Borough Councils representation to become more streamlined with each Cabinet Portfolio holder attending the Thematic Group most representative of their Portfolio. The proposed changes are detailed below:

**Table 2 Fylde Vision - Membership of groups (current - based upon mailing lists)**

<b>Group</b>	<b>CURRENT FBC OFFICER representation</b>	<b>Current FBC Member representati on</b>	<b>Proposed FBC Officer representation</b>	<b>Proposed FBC Member representati on</b>
Forum				
Executive	Phil Woodward	John Coombes	Phil Woodward	John Coombes
Health and Social Wellbeing	Claire Platt Stuart Glover Paul Norris John Cottam	Elizabeth Oades (LCC) Colin Walton (LCC)	Claire Platt Stuart Glover Paul Norris John Cottam	Pat Fieldhouse
CDRP	Dave Joy (Chairman steering gp) Christine Miller	Pat Fieldhouse/ Dawn Prestwich John Coombes	Dave Joy (Chairman steering gp) Christine Miller	Dawn Prestwich
Lifelong Learning		Bill Thompson (LCC)	Paul Norris	
Environmental Enhancement	Mike Walker Tony Donnelley Jamie Dixon Paul Drinnan Liz Cam	Simon Renwick Thomas Threlfall Alfred Jealous (LCC)	Mike Walker Tony Donnelley Jamie Dixon Paul Drinnan Liz Cam	Tim Ashton Thomas Threlfall Maxine Chew
Enterprise and Employment	Viv Wood Paul Drinnan/ Steve Smith Tony Donnelly	Fabian Wilson Roger Small	Viv Wood Paul Drinnan/ Steve Smith Tony Donnelly	Fabian Wilson Roger Small
Children and Young People	Stuart Glover	Simon Renwick	Stuart Glover	Simon Renwick

		Linda Nulty		
Sub/Steering Groups:				
Fylde In Focus editorial Group	Christine Miller			Albert Pounder
Equality and Diversity Group	Lorraine Charlesworth Dave Joy	Stephen Carpenter	Lorraine Charlesworth Dave Joy	Sue Fazackerley
Central ward steering group			Dave Joy Claire Platt Paul Drinnan Christine Miller	Central Ward Members
Alcohol steering group	Christine Miller		Christine Miller	
Skills improvement steering group				
Sports and Physical Activity Alliance	Stuart Glover		Stuart Glover	
NB The LSP Manager sits on all the above groups				

**Recommendation: Fylde Borough Council representation is amended to reflect the changes in Table 2**

### **Administrative Arrangements**

24. The administrative arrangements of each of the Thematic Groups have been reliant upon the LSP Manager or the administrative support provided by the Chairmen of the Group. The LSP Manager and Community Safety Partnership Officer have provided some support in the form of agenda preparation and minute taking for the Executive and some of the Thematic Groups and the Chairmen of other Thematic Groups have provided support where this is available.

25. Consequentially, administrative support has not been consistent among the Groups. This problem has been recognised by the Executive and they have recently appointed an Administrative Officer to support this function. This post will be funded by the LSP but will be based within Fylde Borough Council. The Task and Finish Group is satisfied that this appointment will address this issue.

### **Funding Arrangements**

26. LSP is allocated a budget of approximately £300k per annum, which is mostly funded from second homes Council Tax collected from within the borough. These funds are usually distributed in the appropriate proportions to the other public bodies funded through Council Tax, i.e. Lancashire County Council – 80%, Police Authority – 7.5% and Fire authority – 3.5%. However, all the relevant public bodies have agreed that the additional funds raised through this mechanism should be allocated to the Local Strategic Partnership.

27. The contributions donated by the Police and Fire Authorities are directly allocated to the Community Safety Partnership. An additional £25000 is allocated to the Community Projects Fund. The primary purpose of the Fund is to provide small grants up to £5000 to enable community groups to carry out projects to benefit the community. Match funding from the organisation/group is required to qualify for the fund. The bids for funds follow a simple set of criteria and are assessed quarterly. This process is currently under review.
28. A proportion of this money is allocated to central expenses broken down (please note figures are approximate) as follows
- LSP Manager Total Costs £37k
  - Community Safety Partnership - £38k
  - Community Projects Fund £25k
  - Fylde in Focus - £16k
  - Citizens Panel - £12k (based on an average of 3 consultations per annum)
  - Meeting/Admin expenses - £4-5k
29. The LSP Executive allocates the rest of the funds, to projects that develop from within the Thematic Groups.
30. Fylde Borough Council acts as host for LSP funds. This means that, although the LSP Executive makes funding decisions, all accounts are done through Fylde Borough Councils accounting system. Consequentially, the LSP accounts are subject to internal and external audit in the same way the Councils funds would be. The LSP Protocol for Governance and Financial Management sets out the terms for this process as follows.

### **Accounting Arrangements**

1. The District Council shall act as host authority and banker for the second home funds of the LSP and shall hold all the money raised by the two authorities from this source.
2. The host authority shall create and maintain a clearly identifiable accounting structure for the second home funds.
3. The contributions to the LSP by the contributing authorities will be reflected in their normal revenue accounts.
4. The host authority shall prepare a memorandum final year-end account for the second home fund expenditure within the statutory accounting timetables of the contributors.
5. The host authority shall also prepare, in October of each year, an interim monitoring report on LSP spending to 30 September and projected spend for the remainder of the year. This shall be for presentation to the LSP and copies for information are to be forwarded to the contributing authorities.
6. Unused funds arising from the current and earlier years' contributions may be carried forward into the following financial year with the proviso that the total carry-forward must not exceed 25% of the latest year's contributions.

7. Any surplus funds in excess of this threshold shall be repaid to contributors pro rata to their contributions.
8. However, with the agreement of the contributing authorities, LSPs may carry forward amounts in excess of the threshold if the funds are firmly and specifically earmarked for a purpose in the future. This would apply to projects that have been approved but where the start is delayed or to projects that will not be required to start until a future date.
9. Funds must not be committed by the LSP in excess of the budget available. However, if, for reasons beyond the control of the LSP or of the host authority, an overspending of the available funds should occur, the overspending shall be temporarily funded by the contributing authorities pro rata to their contributions for the year but recouped by commensurate reductions in the amounts payable to the LSP by the contributing authorities in the following year. The host authority shall be responsible for ensuring that, in normal circumstances, there are uncommitted funds in the LSP budget to cover outgoing payments.

### **Internal Accountability**

31. Partners who are allocated funds are accountable to the LSP Thematic Group from which the project was funded. All projects agreed and funded are required to sign a service level agreement and report progress back to the Executive on a regular basis. Currently, funds are allocated to the LSP annually and thus projects have, to date been funded up front. This process is currently under review with the intention of long-term commitment being mainstreamed within the partner organisations.

### **Performance Management Framework**

32. It states within the terms of reference of the Community Outlook Scrutiny Committee that the Committee is responsible for monitoring the performance of the LSP. The LSP at present does not have a formal Performance Management Framework by which the Community Outlook Scrutiny Committee can assess performance however the Task and Finish Group have been advised that this is currently under review.

**Recommendation: The Committee supports the development and implementation of a Performance Management Framework for the LSP.**

### **Member Engagement**

33. Members of this Committee have raised concerns that they have little understanding of how the LSP works and therefore could not effectively scrutinise performance. To address this lack of knowledge on the Committee this report will be accompanied by a brief introductory presentation from the LSP Manager Christine Miller. Mr Michael Wren Hilton, Chairman of the LSP Executive will also be present to answer questions.
34. The Task and Finish Group have also considered how this issue may be tackled across the board and are satisfied that there are sufficient opportunities for members to get involved with the work of the LSP. However, lack of knowledge across the board may prevent this therefore the Task and Finish Group recommend that all Members should be offered basic training on the LSP as part of the Member Induction Programme or



ongoing training and development. The introduction of such measure will ensure member engagement and partnership working with the LSP.

**Recommendation: All members to be offered a briefing on the structure and work of the LSP as part of the Member Induction Programme or as part of their ongoing training and development.**

### **Role of Community Outlook Scrutiny Committee**

35. As mentioned above, it is the role of the Committee to monitor the performance of the LSP. To date, the Committee has received regular updates from the LSP Manager on the achievements of the Thematic Groups. It is hoped that the introduction of a Performance Management Framework will make this task easier to facilitate.

36. Members were made aware of a Central Government consultation exercise entitled "*Local Strategic Partnerships: Shaping their Future*". This consultation exercise was intended to produce clearer guidelines for the role of scrutiny in the monitoring of LSPs'. The results of this consultation were due to be published at the end of September 2006 however the publication has been delayed with no set date for release.

37. The next stage of the Scrutiny review is to fully establish the role of this committee in relation to the LSP. Members of the Committee are invited to comment on this process. It is intended that the final report will be presented back to the Committee in January 2007.

IMPLICATIONS	
Finance	None Arising
Legal	As the lead authority, the council has a responsibility to familiarise itself with and provide guidance to the LSP. At the same time, members need to understand that the LSP is not a committee or other appendage of the council and is not subject to direct control by the council. A key governance control would be for council representatives on the LSP executive, forum and Thematic Groups to be given clear mandates for their involvement and structured channels for reporting back on those mandates
Community Safety	None Arising
Human Rights and Equalities	None Arising
Sustainability	None Arising
Health & Safety and Risk Management	None Arising

Report Author	Tel	Date	Doc ID
Carolyn Whewell	(01253) 658423	12 <sup>th</sup> October 2006	LSP Interim

List of Background Papers		
Name of document	Date	Where available for inspection
Minutes of the Community Outlook Scrutiny Committee 11 <sup>th</sup> May 2006	11 <sup>th</sup> May 2006	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Local Strategic Partnerships – Government Guidance	2001	<a href="http://www.gos.gov.uk/gol/docs/182629/232141">http://www.gos.gov.uk/gol/docs/182629/232141</a>

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES AND MEMBER SUPPORT	COMMUNITY OUTLOOK SCRUTINY COMMITTEE	9 <sup>TH</sup> NOVEMBER 2006	7

## LOCAL AREA AGREEMENTS

### Public Item

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

### Summary

This report details the proposal to provide an information pack on Local Agree Agreements to all Committee Members in preparation of the item coming before the Community Outlook Scrutiny Committee in January 2007.

### Recommendation

1. To note the report

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:  
Customer Relations and Partnerships

Councillor Albert Pounder

### Report

It is within the Terms of Reference of the Community Outlook Scrutiny Committee to monitor the progress of the Lancashire Local Area Agreement (LAA). The first update report will come before the Committee early next year and will detail the progress made to date. As members of the Community Outlook Scrutiny Committee have never reviewed LAAs' and, in order to fully prepare Members for the forth coming report, the Overview and Scrutiny Team will provide an information pack on LAAs' to be presented at the Community Outlook Scrutiny Committee meeting in November.

IMPLICATIONS	
Finance	None arising from this report
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability	None arising from this report
Health & Safety and Risk Management	

Report Author	Tel	Date	Doc ID
Carolyn Whewell	(01253) 658423	30 <sup>th</sup> October 2006	LAA Agreements

List of Background Papers		
Name of document	Date	Where available for inspection
None		Council office or website address

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