



# Agenda

## Finance and Democracy Committee

Date:	Monday, 24 January 2022 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	<b>Declarations of Interest:</b> 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	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">22 November 2021</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Covid-19 Additional Relief Fund (CARF)</b>	3 - 5
5	<b>Financial Forecast Update 2021/22 to 2025/26</b>	6 - 17
6	<b>Budget Setting - Fees and Charges 2022/23</b>	18 - 25
7	<b>Lytham Institute - Charity Reporting</b>	26 - 45
8	<b>Public Convenience Contract for Cleansing and Maintenance</b>	46 - 51
9	<b>Fully Funded Revenue Budget Increase - Household Support Grant</b>	52 - 55

10	Fully Funded Revenue Budget Increase - Public Health Update - Lateral Flow Testing and Contact Tracing	56 - 58
11	Fully Funded Revenue Budget Increase - Changing Futures: Changing Systems to Support Adults Experiencing Multiple Disadvantage	59 - 61
12	Fully Funded Revenue Budget Increase - Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025	62 - 66
13	Fully Funded Revenue Budget Increase - Green Loop Project	67 - 69
14	In Year Funded Budget Increase - North Beach Windsports Centre	70 - 83
15	Fully Funded Budget Increase - Boating Pool Safety Improvements	84 - 86
	<b>INFORMATION ITEMS:</b>	
16	Domestic Abuse Act 2021 - Funding for Enhanced Support Services	87 - 91
17	Budget Setting - Revenue Budget 2022/23 - First Draft	92
18	General Fund Revenue Budget Monitoring Report 2021/22 - Position as at 30 <sup>th</sup> November 2021	93 - 101
19	Capital Programme Monitoring Report 2021/22 - Position as at 30 <sup>th</sup> November 2021	102 - 111
20	Performance Reporting 2020/21	112 - 121
21	Corporate Plan Action Update	122 - 124

Contact: Sharon Wadsworth - Telephone: (01253) 658504 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at

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

**© Fylde Council copyright 2022**

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context.

The material must be acknowledged as Fylde Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at [www.fylde.gov.uk](http://www.fylde.gov.uk)

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk).

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	4
<b>COVID-19 ADDITIONAL RELIEF FUND (CARF)</b>			

### PUBLIC ITEM

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

### SUMMARY

On 25 March 2021, the government announced the new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The fund was made available to support those businesses affected by the COVID-19 outbreak, which are ineligible for existing support linked to business rates.

Since the initial announcement in March 2021 councils have been waiting further details of the fund. Legislative changes finally received Royal Assent on 15th December 2021 and the Department for Levelling Up, Housing and Communities published guidance on 16th December 2021 to support councils in administering the COVID-19 Additional Relief Fund. The funding is to be offered in the form of relief from business rates which would otherwise be payable for eligible businesses. It is for Local Authorities to determine how best to utilise these funds during 2021/22; Fylde Council have received an allocation of £1,250,984.

The report sets out proposals for the administration of this funding.

### RECOMMENDATIONS

1. That members accept the proposed recommendation for the distribution of the funding based on the information in the main body of the report.

### 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

1. On 25 March 2021 the Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The fund will be available to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates.
2. Since the initial announcement in March 2021 councils have been waiting further details of the fund. Legislative changes finally received Royal Assent on 15th December 2021 and the Department for Levelling Up, Housing and Communities published guidance on 16th December 2021 to support councils in administering the COVID-19 Additional Relief Fund. The funding is to be offered in the form of relief from business rates which would otherwise be payable for eligible businesses. Fylde Council have received an allocation of £1,250,984.
3. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether to grant relief under section 47 of the Local Government Finance Act 1988. The relief is available to reduce chargeable amounts in respect of 2021/22 so must be awarded to Business Rate accounts prior to 31<sup>st</sup> March 2022. The Government will reimburse local authorities where relief is granted using discretionary relief powers under section 47.
4. In developing and implementing their schemes local authorities must:
  - not award relief to ratepayers who for the same period of the relief either received, or would have been eligible and did not apply, for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),
  - not award relief to a hereditament for a period when it is unoccupied (other than hereditaments which have become closed temporarily due to the government's advice on COVID-19, which should be treated as occupied for the purposes of this relief), and
  - direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.
5. In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, certain precepting authorities (e.g. a parish, town or county council) or a functional body, within the meaning of the Greater London Authority Act 1999. The relief should be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied e.g. small business rate relief, mandatory charitable relief etc. The award is subject to the UK's domestic and international subsidy control obligations (formerly State Aid).
6. In addition to exclusions stated in the guidance it is proposed that the following categories are removed from the application process. These additional exclusions have been determined on the basis that they are deemed to not have been adversely affected by the pandemic. However, if there are additional enquiries from businesses who believe they would be eligible then these will be considered on a case by case basis. Proposed further exclusions:
  - Educational premises (schools/colleges/ higher education institutions)
  - Government properties (Police, Courts, Land Registry, DWP, HMRC, NHS), legislative bodies and the armed forces
  - Utilities and communications infrastructure, including telephone masts
  - Waste transfer sites
  - Advertising right / station and premises
  - Network supplying utilities and associated properties
  - Cemeteries
  - Petrol stations

7. Removal of businesses which are not intended to be assisted as listed in the guidance or have been excluded for other reasons as shown in section 6 leaves approximately 391 businesses who may wish to apply for the relief. These eligible businesses will predominantly be offices, warehouses, workshops, manufacturing units and industrial storage units and they will be invited to apply.
8. It is proposed that an application process is made available to these businesses and they apply for the discount. Given the tight timescales to award the relief, they will be expected to complete a self-declaration to confirm they comply with the requirements to receive a relief as stated in the guidance and that they have been adversely affected by the pandemic and have been unable to adequately adapt to that impact and be able to produce accounts and bank statements confirming this, if they are asked to. It is proposed that once the relief has been awarded there is some level of post assurance checks are put in place.
9. Once the application process deadline has passed, we will be able to determine how many businesses have applied and then allocate the £1,250,984 funding accordingly as a fixed percentage off their business rates payable. That percentage will only be able to be confirmed once the application process has closed when we know how many businesses have applied. By using this methodology we will be able to automatically allocate the relief using existing system parameters. This will need to be completed prior to 31<sup>st</sup> March 2022 to meet the requirements of the scheme. Everyone will receive the same percentage off their rates payable so the scheme will be equitable across all eligible businesses.

## **RECOMMENDATION**

The committee is recommended to approve the proposal for allocation of the CARF funding.

<b>IMPLICATIONS</b>	
Finance	Fylde Council has been allocated £1,250,984 additional funding for CARF from the national £1.5billion funding, as detailed in 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

<b>LEAD AUTHOR</b>	<b>CONTACT DETAILS</b>	<b>DATE</b>
Louise Jones – Head of Revenues and Benefits (Shared Service)	Louise.Jones@blackpool.gov.uk	10 Jan 2022

<b>BACKGROUND PAPERS</b>		
Name of document	Date	Where available for inspection
COVID-19 Additional Relief Fund (CARF): Local Authority Guidance	16/12/2021	<a href="#">CARF Guidance.docx (publishing.service.gov.uk)</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF FINANCIAL OFFICER	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	5
<b>FINANCIAL FORECAST UPDATE 2021/22 TO 2025/26</b>			

### 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 2021/22 to 2025/26. The main purpose of this iteration of the forecast is to reflect the impact of the provisional 2022/23 Local Government Finance Settlement, details of which were announced on 16<sup>th</sup> December 2021. The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information is made available.

### RECOMMENDATIONS

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 7<sup>th</sup> February 2022; and
2. To note that following the confirmation of the amount of New Homes Bonus grant to be received for 2022/23, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £61,807 in accordance with the decision of the Finance and Democracy Committee on this matter at the meeting of 22<sup>nd</sup> November 2021.

### SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2021/22 at the meeting of 4<sup>th</sup> March 2021. 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 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

### 1. PURPOSE OF THE FINANCIAL FORECAST UPDATE

- 1.1 This report updates the financial forecast which was considered by this Committee in November 2021. Attached at Appendix A is the financial forecast position reported to Members at that time. Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C sets out the latest changes and Appendix D sets out the supporting narrative to the latest changes. **Appendix E details the latest updated forecast position.**
- 1.2 The forecast has been updated to reflect the impact of the 2022/23 Local Government Finance Settlement, announced on 16<sup>th</sup> December 2021.
- 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 2021;
  - Review and update the currently identified risks and opportunities;
  - Alert Members to any new specific risks and opportunities;
  - Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
  - Provide a basis on which Members can begin to make future spending decisions.

### 2. THE CAPITAL PROGRAMME

- 2.1 The in-year position on the Capital Programme, along with the associated financial risks, was reported at the November cycle of programme committee meetings.
- 2.2 Any future capital financing issues facing the Council will be addressed as part of the Council's budget proposals for 2022/23 which will be published in mid-February 2022.

### 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 2021 and Council in December 2021 remain. The changes to the General Fund Revenue Forecast are those arising from the Local Government Finance Settlement, together with some further in-year revenue budget changes. These are detailed below:

#### **The 2022/23 Local Government Finance Settlement**

On 16 December 2021, 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 2022/23. The papers can be viewed by [clicking here](#).

The 2022/23 local government finance settlement is again for a single year only and is based on the Spending Review 2021 funding levels.

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

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

No papers were published relating to the Fair Funding Review or the Business Rates Reset. It would appear the government intend to make further announcements in 2022, before then consulting on any potential changes.

Consequently, the finance settlement for 2022/23 is a single-year only settlement.

**b) Confirmation of acceptance of the bid by Lancashire authorities to continue to operate a Business Rate Pooling arrangement for 2022/23**

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2022/23, 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 2022/23. The latest in-year monitoring and future modelling suggest that continued participation in a Lancashire Business Rate Pool for 2022/23 will be of financial benefit to Fylde Council, as it has been since participation in the pool commenced.

**c) Confirmation of a single year New Homes Bonus allocation in 2022/23 and an ongoing review of the scheme**

The provisional settlement confirms that a review of the New Homes Bonus scheme is ongoing and that the 2022/23 grant allocation is for one year only (as it was for 2020/21 and 2021/22) and not an annual allocation for a four year period as was the case for earlier years.

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

The forecast of New Homes Bonus income for 2022/23 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 2023/24 onwards are in line with the forecast as approved by Council in March 2021.

**d) Confirmation of further Government Grants for 2022/23**

Additional grants were also announced in respect of 2022/23 as part of the provisional settlement which for Fylde Council were as follows:

- Lower Tier Services Grant – an allocation of un-ringfenced grant of £88,813; and
- 2022/23 Services Grant - an allocation of a new “one-off” un-ringfenced grant of £133,416

Both of these additional grant allocations have been reflected in the summary at Appendix E to this report.

It is understood that these grants are allocated in order to ensure there is no reduction in an authority's 'Core Spending Power' which is the measure used by the government of the total financial resources available to local authorities to fund service delivery. The purpose of these grant allocations is to ensure that a local authority does not suffer a reduction in resources for 2022/23, as compared to 2021/22, on the assumption that Council Tax is increased to the maximum level for 2022/23 without the requirement for a local referendum, details of which are set out in the following paragraph.

**e) Confirmation of the 2022/23 General Council Tax Referendum Principles**

As part of the 2022/23 provisional settlement the government announced the general council tax referendum principles (the upper limit on the year-on-year increase that can be applied without the requirement for prior approval through a local referendum) as the higher of a 1.99% increase or an increase of £5.00 (as was the case for 2021/22).

(An increase of £5.00 for a Band D property in Fylde for 2022/23 would equate to a percentage increase of around 2.3%).



Referendum principles will not be extended to town and parish councils for 2022/23 but could be applied to these councils in future years.

#### **f) Employee Costs**

**Pay award:** The employee pay award for the current year is yet to be agreed, with recent negotiations leading to both sides reaffirming their respective positions: the employer's offer is full and final; the unions will be conducting ballots for strike action. Budget provision for 2.75% pay award is included each year throughout the forecast based upon last year's agreed pay award.

**Health and Social Care NI contribution:** Following the government's announcement in September 2021 regarding an additional health and social care NI contributions of 1.25% from April 2022, the estimated cost of this increase has now been built into this forecast update.

#### **Other Revenue Budget Adjustments**

#### **g) New Homes Bonus Distribution to Town and Parish Councils**

The Finance and Democracy Committee meeting of 22<sup>nd</sup> November 2021 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 2022/23. Following the confirmation of the amount of New Homes Bonus grant as part of the 2022/23 financial Settlement, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £61,807 in line with the recommendation from the committee. The financial consequence of this decision is contained within the summary Financial Forecast at **Appendix E** to this report and individual allocations to Town and Parish Councils are shown at **Appendix F**.

#### **h) Other budget adjustments**

A 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 2022/23 which was finalised in December 2021.

### **3.2 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 2021 remain. These are:

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

Full details of each of these can be found within the November 2021 Financial Forecast report via the following link: [www.fylde.gov.uk/](http://www.fylde.gov.uk/)

#### 4. CONCLUSIONS

- 4.1 The 2022/23 Local Government Financial Settlement has not fundamentally changed the general financial standing of Fylde Council. The additional grants detailed in paragraph 3.1 (d) are to be welcomed as they improve the financial position of the Council in the short term. There remains (as reported in the November 2021 Financial Forecast update to this committee) a projected surplus for 2021/22 and 2022/23 followed by a period of uncertainty as the national framework for the financing of local government will be subject to review.
- 4.2 The confirmation of the continuation of a Business Rates Pool amongst Lancashire authorities is welcomed. Developments with regard to future proposals (the implementation of a 'Fair Funding Review' encompassing a possible re-assessment of relative need within local government generally) will be followed closely and any implications reported within future Financial Forecast updates when known.
- 4.3 Estimations of central government funding beyond 2022/23 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.
- 4.4 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.
- 4.5 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.
- 4.6 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 2022

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 2020/21 – 2024/25	Budget Council meeting 4 <sup>th</sup> March 2021	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
MTFS – Outturn Position For 2020/21 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 29 <sup>th</sup> July 2021	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Revenue Budget Monitoring Report 2021/22 – to 30 <sup>th</sup> September 2021	Finance and Democracy Committee meeting 22 <sup>nd</sup> November 2021	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Capital Programme Monitoring Report 2021/22 – to 30 <sup>th</sup> September 2021	Finance and Democracy Committee meeting 22 <sup>nd</sup> November 2021	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2021/22 – 2025/26	Finance and Democracy Committee meeting 22 <sup>nd</sup> November 2021	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

#### Attached documents

Appendix A - Forecast approved at Council on 4<sup>th</sup> March 2021

Appendix B - Schedule of general assumptions underpinning the financial forecast

Appendix C - Schedule of changes to the forecast

Appendix D - Explanation of changes to the forecast

Appendix E - Updated latest forecast position

Appendix F - New Homes Bonus Grant Allocations to Town & Parish Councils 2022/2

**General Fund Budget Forecast 2020/21 to 2024/25 - Approved at Budget Council March 2021**

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Adverse / Favourable
<b>Forecast approved at Council on 4th March 2020</b>	10,450	10,652	10,869	11,394	11,394	
Forecast Changes - as itemised in March 21 MTFS report - General	186	554	226	374	513	Adverse
Forecast Changes - as itemised in March 21 MTFS report - Covid Related	63	- 31	2	2	2	Adverse
Revenue Budget Growth Items - as itemised in March 21 MTFS report		42				Adverse
Use of Reserves - Funding Volatility Reserve - as itemised in March 21 MTFS report	- 250	- 283	- 97	- 73		Favourable
<b>Forecast Budget Requirement</b>	<b>10,449</b>	<b>10,934</b>	<b>11,000</b>	<b>11,697</b>	<b>11,909</b>	
<b>Financed by:</b>						
<b>Council Tax Funding:</b>						
Council Tax - Precept	6,456	6,657	6,866	7,081	7,302	
Council Tax - Share of Previous Years Surplus/(Deficit)	109					
<b>Sub Total - Council Tax Income</b>	<b>6,565</b>	<b>6,657</b>	<b>6,866</b>	<b>7,081</b>	<b>7,302</b>	
<b>Business Rates Funding:</b>						
Retained Rates (including pooling benefit & pilot impact 2019/20)	3,951	4,501	2,600	2,600	2,600	
<b>Sub Total - Business Rates Income</b>	<b>3,951</b>	<b>4,501</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	
<b>Other Funding:</b>						
Lower Tier Services Grant		379				
New Homes Bonus (NHB)	1,822	1,161	1,136	1,136	1,136	
Less - NHB distribution to Town & Parish Councils	- 76	- 58				
	1,746	1,482	1,136	1,136	1,136	
<b>Forecast Financing</b>	<b>12,262</b>	<b>12,640</b>	<b>10,602</b>	<b>10,817</b>	<b>11,038</b>	
<b>Forecast surplus(-)/deficit for year</b>	<b>- 1,813</b>	<b>- 1,706</b>	<b>398</b>	<b>880</b>	<b>871</b>	
<b>Reserves</b>						
<b>Forecast surplus/deficit (-) for year from above:</b>	1,813	1,706	- 398	- 880	- 871	
Less: Proposed Transfer to Capital Investment Reserve	- 1,813	- 1,706				
<b>Balance of surplus/deficit(-) remaining:</b>			- 398	- 880	- 871	
<b>Balance of General Fund Reserves b/f</b>	4,272	4,272	4,272	3,874	2,994	
Less transfer to/from(-) General Fund Reserves in year			- 398	- 880	- 871	
<b>Forecast Reserves at Year End</b>	<b>4,272</b>	<b>4,272</b>	<b>3,874</b>	<b>2,994</b>	<b>2,123</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£210.71</b>	<b>£214.91</b>	<b>£219.19</b>	<b>£223.56</b>	<b>£228.01</b>	
<b>Band D Average Council Tax Increase</b>	<b>£4.11</b>	<b>£4.20</b>	<b>£4.28</b>	<b>£4.37</b>	<b>£4.45</b>	
<b>Band D Average Council Tax Increase</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	

### 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 2020/21 agreed by the Finance and Democracy Committee in July 2021 have been slipped into 2021/22;
- Pay award - assumed to be 2.75% per annum for 2021/22 and each year thereafter;
- Employers Pension Contributions – the Council's contribution to the Lancashire pension fund scheme is set in accordance with the outcome of the 2019 Triennial Pension Review at 17.9% plus deficit recovery lump sum payment for the period to 2022/23; with future years estimates provided on a continuation basis;
- Employer's National Insurance contributions – the forecast reflects the statutory contribution rates currently in place;
- Council tax increases – assumed at 1.99% increase per annum from 2022/23 onwards;
- New Homes Bonus Grant – the forecast for 2023/24 onwards assumes a reduced level of New Homes Bonus based broadly upon the current year's allocation. No allocation of New Homes Bonus grant to town and parish councils has been assumed beyond next year at this point pending the outcome of the recent consultation exercise;
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2021. 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 2022 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2021/22 onwards; and
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no additional cost to the Council from 2021/22 onwards.

## Appendix C

### General forecast changes since Council December 2021

	2021/22	2022/23	2023/24	2024/25	2025/26	
	£000	£000	£000	£000	£000	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
<b>1 CHANGES AS A RESULT OF MEMBER APPROVALS:</b>						
F&D Committee - 22/11/21 - FBI - Accommodation Project for Ex-Offenders and Rough Sleepers - Expenditure	34	0	0	0	0	ADVERSE
F&D Committee - 22/11/21 - FBI - Accommodation Project for Ex-Offenders and Rough Sleepers - Grant	-34	0	0	0	0	FAVOURABLE
F&D Committee - 22/11/21 - FBI - Business Health Matters - Expenditure	27	27	27	0	0	ADVERSE
F&D Committee - 22/11/21 - FBI - Business Health Matters - Grant	-27	-27	-27	0	0	FAVOURABLE
Council - 06/12/21 - Unfunded Revenue Budget Increase - Bulky Waste Collection Service	0	27	27	27	27	ADVERSE
<b>2 BUDGET RIGHTSIZING EXERCISE:</b>						
Revenue impact of budget right-sizing across all budget areas of the Council	-53	0	0	0	0	FAVOURABLE
<b>3 STAFFING COSTS:</b>						
Estimated additional N.I costs - 1.25% Increase 2022/23 onwards	0	64	66	68	71	ADVERSE
<b>4 UPDATED ESTIMATES OF INCOME BUDGETS:</b>						
Land Charges - additional fee income	-10	0	0	0	0	FAVOURABLE
Building Control - additional fee income	-19	0	0	0	0	FAVOURABLE
Planning Applications - additional fee income	-25	0	0	0	0	FAVOURABLE
Cemetery & Crematorium - reduction in fee income (interment & cremations)	100	0	0	0	0	ADVERSE
Car Parking - additional fee income	-79	0	0	0	0	FAVOURABLE
Public Conveniences - additional fee income	-20	0	0	0	0	FAVOURABLE
Property Management - ad hoc fees generated through management of asset portfolio	-9	0	0	0	0	FAVOURABLE
<b>5 OTHER FORECAST CHANGES</b>						
Mayoralty - reduced expenditure due to cancellation of events	-7	0	0	0	0	FAVOURABLE
Elections - Neighbourhood Plan Referenda	-26	0	0	0	0	FAVOURABLE
Members Training Expenses - Seminars	-4	0	0	0	0	FAVOURABLE
Fleet Savings - Materials - £30k / Fuel - £70k	-100	0	0	0	0	FAVOURABLE
Festival Support/Club Days - Reduced expenditure due to cancellation of events re-phased to help support Jubilee Cost:	-6	6	0	0	0	NEUTRAL
Re-phasing of St Annes Square Maintenance - 2021/22 expenditure funded from Welcome Back Fund	-25	25	0	0	0	NEUTRAL
Re-phasing of I.T. expenditure budgets from 2021/22 into 2022/23	-100	100	0	0	0	NEUTRAL
<b>TOTAL</b>	<b>-383</b>	<b>222</b>	<b>93</b>	<b>95</b>	<b>98</b>	

## **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 2021 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

The agreed 2.75% per annum pay award for 2021/22 has been assumed in each future year of the forecast and the additional 1.25% for National Insurance from 2022/23 onwards.

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

- Land Charges fee income;
- Building Control fee income;
- Planning Application fee income;
- Cemetery & Crematorium fee income;
- Car Parking fee income;
- Public Conveniences fee income.

(5) Other Forecast Changes:

A number of other changes have been made to the forecast as itemised in the appendix, including the re-phasing of revenue expenditure and in year savings from fleet.

**Latest General Fund Budget Forecast 2021/22 to 2025/26 - as at January 2022**

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Adverse / Favourable
<b>Forecast approved at Council on 4th March 2021</b>	10,934	11,000	11,697	11,909	11,909	
Forecast Changes approved at Council December 2021	615	132	125	158	450	<b>Adverse</b>
Forecast Changes - January 2022 - Appendix C	- 383	222	93	95	98	<b>Adverse</b>
<b>Forecast Budget Requirement: TOTAL</b>	<b>11,166</b>	<b>11,354</b>	<b>11,915</b>	<b>12,162</b>	<b>12,457</b>	
<b>Financed by:</b>						
<b>Council Tax Funding:</b>						
Council Tax - Precept	6,656	6,881	7,096	7,317	7,544	
<b>Sub Total - Council Tax Income</b>	<b>6,656</b>	<b>6,881</b>	<b>7,096</b>	<b>7,317</b>	<b>7,544</b>	
<b>Business Rates Funding:</b>						
Retained Business Rates	4,501	3,580	2,800	2,800	2,800	
<b>Sub Total - Business Rates Income</b>	<b>4,501</b>	<b>3,580</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	
<b>Other Funding:</b>						
Lower Tier Services Grant	379	87				
2022/23 Services Grant		133				
New Homes Bonus (NHB)	1,161	1,236	1,136	1,136	1,136	
Less - NHB distribution to Town & Parish Councils	- 58	- 62				
<b>Sub Total - Other Income</b>	<b>1,482</b>	<b>1,394</b>	<b>1,136</b>	<b>1,136</b>	<b>1,136</b>	
<b>Forecast Financing: TOTAL</b>	<b>12,639</b>	<b>11,855</b>	<b>11,032</b>	<b>11,253</b>	<b>11,480</b>	
<b>Forecast surplus (-) / deficit for year</b>	<b>- 1,473</b>	<b>- 501</b>	<b>883</b>	<b>909</b>	<b>977</b>	
<b>Reserves</b>						
Forecast surplus/deficit (-) for year from above:	1,473	501	- 883	- 909	- 977	
Less: Proposed Transfer to Capital Investment Reserve	- 1,473	- 501				
<b>Balance of surplus/deficit(-) remaining:</b>			- 883	- 909	- 977	
<b>Balance of General Fund Reserves b/f</b>	<b>4,571</b>	<b>4,571</b>	<b>4,571</b>	<b>3,688</b>	<b>2,779</b>	
Less estimated transfer to/from(-) General Fund Reserves in year			- 883	- 909	- 977	
<b>Forecast Reserves at Year End</b>	<b>4,571</b>	<b>4,571</b>	<b>3,688</b>	<b>2,779</b>	<b>1,802</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£214.91</b>	<b>£219.19</b>	<b>£223.56</b>	<b>£228.01</b>	<b>£232.55</b>	
<b>Band D Average Council Tax Increase</b>	<b>£4.20</b>	<b>£4.28</b>	<b>£4.37</b>	<b>£4.45</b>	<b>£4.54</b>	
<b>Band D Average Council Tax Increase</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	



## New Homes Bonus - allocations to Town &amp; Parish Councils 2022.23

	NHB Allocation 2022.23 - £
Bryning-with-Warton	19,655
Newton-with-Clifton	13,025
St.Annes	11,130
Westby-with-Plumpton	7,578
Kirkham	4,736
Little Eccleston-with-Larbreck	2,605
Medlar-with-Wesham	2,368
Treales, Roseacre & Wharles	710
<b>Total Allocation 2022.23</b>	<b>61,807</b>
Elswick	Nil growth in excess of baseline
Ribby-with Wrea	Nil growth in excess of baseline
Freckleton	Nil growth in excess of baseline
Weeton-with-Preese	Nil growth in excess of baseline
Singleton	Nil growth in excess of baseline
Greenhalgh-with-Thistleton	Nil growth in excess of baseline
Staining	Nil growth in excess of baseline

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	6
<b>BUDGET SETTING – FEES AND CHARGES 2022/23</b>			

### 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 2022/23 is accessible at the link below:

<https://www.fylde.gov.uk/council/finance/draft-fees-and-charges-2022-23/>

### 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:**

1. To recommend to Council a proposed schedule of fees and charges applicable for 2022/23; and
2. To note that the final fees and charges for 2022/23 will be approved by the Budget Council in March 2022.

### 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 2022/23.

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 2022.

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 2022.
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 2021

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

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
--	-------------	----------------	--------------------------------------------------------	-----------------------------------------	--------------------------------------

<b><u>FINANCE AND DEMOCRACY COMMITTEE</u></b>					
<b><u>Revenues &amp; Benefits Service</u></b>					
<b>Council Tax Administration</b>					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	<b>72.50</b>
<b>Business Rates (NNDR) Administration</b>					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	<b>72.50</b>
<b><u>Electoral Services</u></b>					
<b>Register of Electors</b>					
Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	<b>20.00 plus £1.50 per 1000 names (or part)</b>
- (b) Printed Format	d	Each	P	10.00 plus £5.00 per 1000 names (or part)	<b>10.00 plus £5.00 per 1000 names (or part)</b>
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	P	0.20	<b>0.20</b>
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)	<b>10.00 plus £2.00 per 1000 names (or part)</b>
- (b) Data Format	d	Each	P	10.00 plus £1.00 per 1000 names (or part)	<b>10.00 plus £1.00 per 1000 names (or part)</b>

**VAT Codes:**

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

## Fees and Charges 2022/23

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
--	-------------	----------------	--------------------------------------------------------	-----------------------------------------	--------------------------------------

<b><u>Estates</u></b>					
<b>Fees for Disposal of Freehold (including lease premiums / reverse premiums)</b>					
<b>Commercial, Charities and Community Groups:</b>					
Up to £5,000	c	Per transaction	D	500.00	<b>500.00</b>
£5,000 - £10,000	c	Per transaction	D	825.00	<b>825.00</b>
£10,000 - £25,000	c	Per transaction	D	1,000.00	<b>1,000.00</b>
£25,000 - £50,000	c	Per transaction	D	1,250.00	<b>1,250.00</b>
Over £50,000	c	Per transaction	D	3% of transaction	<b>3% of transaction</b>
<b>Fees for Disposal of Leaseholds</b>					
<b>Commercial:</b>					
New Lease Rent up to £7,500 pa	c	Per transaction	D	750.00	<b>750.00</b>
New Lease Rent over £7,500 pa	c	Per transaction	D	950.00	<b>950.00</b>
Lease Renewal	c	Per transaction	D	500.00	<b>500.00</b>
<b>Fees for Disposal of Leaseholds continued</b>					
<b>Charities and Community Groups:</b>					
New Lease Rent up to £7,500 pa	c	Per transaction	D	300.00	<b>300.00</b>
New Lease Rent over £7,500 pa	c	Per transaction	D	400.00	<b>400.00</b>
Lease Renewal	c	Per transaction	D	200.00	<b>200.00</b>

### VAT Codes:

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

## Fees and Charges 2022/23

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
--	-------------	----------------	--------------------------------------------------------	-----------------------------------------	--------------------------------------

<b>Fees for Easements, Licences and Agreements</b>					
<b>Commercial:</b>					
Less than 1 year	c	Per transaction	D	350.00	<b>350.00</b>
Over 1 year	c	Per transaction	D	500.00	<b>500.00</b>
Licence Renewals	c	Per transaction	D	150.00	<b>150.00</b>
<b>Charities and Community Groups:</b>					
Less than 1 year	c	Per transaction	D	50.00	<b>50.00</b>
Over 1 year	c	Per transaction	D	150.00	<b>150.00</b>
Licence Renewals	c	Per transaction	D	50.00	<b>50.00</b>
<b>Fees for Assignment, Alterations and User Clause</b>					
<b>Commercial:</b>					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	750.00	<b>750.00</b>
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	950.00	<b>950.00</b>
Licence to alter / vary terms within a lease	c	Per transaction	D	950.00	<b>950.00</b>
<b>Commercial:</b>					
Change of User Clause	c	Per transaction	D	Negotiable – minimum £850	<b>Negotiable – minimum £850</b>
<b>Charities and Community Groups:</b>					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	250.00	<b>250.00</b>
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	350.00	<b>350.00</b>

### VAT Codes:

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

## Fees and Charges 2022/23

## Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<b>Fees for Assignment, Alterations and User Cause continued</b>					
<b>Charities and Community Groups:</b>					
Licence to alter / vary terms within a lease	c	Per transaction	D	500.00	<b>500.00</b>
Change of User Clause	c	Per transaction	D	450.00	<b>450.00</b>
<b>Fees for Surrender /Re-Gear of Leasehold Interest</b>					
<b>Commercial:</b>					
Surrender	c	Per transaction	D	750.00*	<b>750.00*</b>
Re-Gear of Leasehold	c	Per transaction	D	1,250.00*	<b>1,250.00*</b>
* represents a minimum – premium fees apply					
<b>Fees for Statutory Management / Covenant Breach</b>					
<b>Commercial:</b>					
S146 Notice	c	Per transaction	D	750.00	<b>750.00</b>
Other Covenant Breaches	c	Per transaction	D	650.00	<b>650.00</b>
<b>Charities and Community Groups:</b>					
S146 Notice	c	Per transaction	D	250.00	<b>250.00</b>
Other Covenant Breaches	c	Per transaction	D	150.00	<b>150.00</b>
<b>Note – All Transactions</b>					
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	<b>500.00-1500.00</b>

### 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 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<b>Filming and Photography</b>					
Licence Agreement*	c	Per transaction	D	350.00	<b>350.00</b>
Student Filming and Photography	c	Per transaction	D	50.00	<b>50.00</b>
*Plus additional charge for use of land, property, parking and overnight storage / welfare facilities per request	c	Per transaction	D	Negotiable	<b>Negotiable</b>
<b><u>Civic Room Hire</u></b>					
<b>Civil and Naming Ceremonies</b>					
Monday - Friday	c	Per Ceremony	D	350.00	<b>350.00</b>
Saturday - Sunday and Bank Holidays	c	Per Ceremony	D	550.00	<b>550.00</b>
Corkage Charge – Celebratory drinks package with customers own drinks	c	Per Bottle	D	10.00	<b>10.00</b>

**VAT Codes:**

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

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OF RESOURCES	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	7
<b>LYTHAM INSTITUTE – CHARITY REPORTING</b>			

### PUBLIC ITEM

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

### SUMMARY

This report outlines the information that the corporate trustee (the Council) 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:

Approve the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2021 as shown at the appendices to this report for submission to the Charity Commission by the statutory deadline of 31<sup>st</sup> January 2022.

### SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 25 January 2021: To approve the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2020 as shown at the appendices to [the] report for submission to the Charity Commission by the statutory deadline of 31<sup>st</sup> January 2021. *(N.B. The annual report and accounts were in fact not required to be and could not be submitted last year as the charity was then deemed to be newly registered)*

### 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

- 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 as required under section 145 of the Charities Act 2011. 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	<a href="mailto:ian.curtis@fylde.go.uk">ian.curtis@fylde.go.uk</a> or 01253 658506	13 January 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Lytham Institute Trustees Annual Report to 31 <sup>st</sup> March 2021		Town Hall, Lytham St Annes
Lytham Institute Annual Accounts to 31st March 2021		Town Hall, Lytham St Annes

### Attached Documents:

Appendix A - Lytham Institute Trustees Annual Report to 31<sup>st</sup> March 2021

Appendix B - Lytham Institute Annual Accounts to 31st March 2021



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

**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	<b>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</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with several community groups. Activity has been limited during the pandemic and following the library operator ceasing its activities from the building. Lytham Heritage Group and the Civic Society occupy rented space on the first floor of the premises.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustee has had regard to Charity Commission guidance on public benefit</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>NA</b>
Policy on social investment including program related investment	Para 1.38	<b>NA</b>
Contribution made by volunteers	Para 1.38	<b>Several community groups, including the Heritage Group &amp; Civic Society, have an involvement in the use of the building historically.</b>

Other		The charity has invited the Charity Commission to make a scheme to amend its charitable objects. Following the making of a scheme, the charity proposes to 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, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society.	Para 1.20	<p>Following the library/registrars operator ceasing its activities from the building use has been limited to the following community activities:</p> <ul style="list-style-type: none"> <li>• yoga</li> <li>• slimming club</li> <li>• music society / judo</li> <li>• dog agility classes</li> <li>• Lytham Heritage Group storage</li> <li>• Lytham Civic Society office</li> </ul>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NA
Performance of fundraising activities against objectives set	Para 1.41	NA
Investment performance against objectives	Para 1.41	NA
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The financial statements for the Trust are contained in a separate document appended to this report.</b>
---------------------------------------------------------------------	-----------	-------------------------------------------------------------------------------------------------------------

### 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	<b>Fylde Borough Council is presently the sole funder of the charity, excluding any income from hire of rooms.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>NA</b>
A description of the principal risks facing the charity	Para 1.46	<b>NA</b>
Other		<b>NA</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Indenture dated 29 September 1917</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association</b>
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	<b>No trustees have been appointed since 1917. The sole trustee expects to review its trusts to (inter alia) enable it to appoint additional trustees.</b>

## 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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**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)**

A

**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		

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 MARCH 2021  
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 2021**

	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 8
Detailed Statement of Financial Activities	9 to 10

**THE LYTHAM INSTITUTE****REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. 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 trustees.

**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 2021

### 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 a number of community groups. Activity has been limited during the pandemic and following the library operator ceasing its activities from the building.

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

A number of community groups have an involvement in the use of the building historically although its future use is to be the subject of consultation going forward.

### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building during 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

Approved by resolution of the sole trustee 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 2021, which are set out on pages four to eight.

## 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 2021

		2021 Unrestricted fund £	2020 Total funds £
	Notes		
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		14,500	1,000
Activities for generating funds	2	<u>15,078</u>	<u>49,890</u>
<b>Total incoming resources</b>		29,578	50,890
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income	3	27,432	36,631
<b>Governance costs</b>		<u>2,146</u>	<u>14,259</u>
<b>Total resources expended</b>		29,578	50,890
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>-</u>	<u>-</u>

The notes form part of these financial statements

## THE LYTHAM INSTITUTE

BALANCE SHEET  
AT 31 MARCH 2021

		2021 Unrestricted fund £	2020 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	6	1,000	1,000
<b>CREDITORS</b>			
Amounts falling due within one year	7	(1,000)	(1,000)
		_____	_____
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		(1,000)	(1,000)
		_____	_____
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		-	-
		_____	_____
<b>NET ASSETS</b>		-	-
		=====	=====
<b>FUNDS</b>	8		
Unrestricted funds		-	-
		_____	_____
<b>TOTAL FUNDS</b>		-	-
		=====	=====

The financial statements were approved by resolution of the sole trustee on  
 ..... and were signed on its behalf by:

.....  
 Chief Financial Officer

The notes form part of these financial statements



## THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**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**

	2021	2020
	£	£
LCC Library contribution	-	26,604
Room rental	1,592	8,064
Funded by Fylde Council	<u>13,486</u>	<u>15,222</u>
	<u>15,078</u>	<u>49,890</u>

## THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2021**3. COSTS OF GENERATING VOLUNTARY INCOME**

	2021	2020
	£	£
Staff costs	1,004	4,101
Rates and water	5,154	6,891
Insurance	2,333	2,322
Light and heat	3,376	3,087
Sundries	-	179
Repairs and maintenance	3,079	3,816
Support costs	<u>12,486</u>	<u>16,235</u>
	<u>27,432</u>	<u>36,631</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**5. STAFF COSTS**

	2021	2020
	£	£
Wages and salaries	<u>14,836</u>	<u>23,245</u>

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

2021	2020
<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, these duties have fallen on the staff employed by Fylde Council as sole Trustee who carry the duties in good faith in the interests of the Trust. The figure of £14,836 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 2021

## 6. TANGIBLE FIXED ASSETS

	Freehold property £
<b>COST</b>	
At 1 April 2020 and 31 March 2021	<u>1,000</u>
<b>NET BOOK VALUE</b>	
At 31 March 2021	<u>1,000</u>
At 31 March 2020	<u>1,000</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 £1,773m<sup>2</sup> which when applied to the Gross Internal Floor Area of the building of 953m<sup>2</sup> 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

	2021 £	2020 £
Other creditors	<u>1,000</u>	<u>1,000</u>

## 8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>TOTAL FUNDS</b>	<u>-</u>	<u>-</u>	<u>-</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	29,578	(29,578)	-
<b>TOTAL FUNDS</b>	<u>29,578</u>	<u>(29,578)</u>	<u>-</u>

## THE LYTHAM INSTITUTE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	-	1,000
Grants	<u>14,500</u>	<u>-</u>
	14,500	1,000
<b>Activities for generating funds</b>		
LCC Library contribution	-	26,604
Room rental	1,592	8,064
Funded by Fylde Council	<u>13,486</u>	<u>15,222</u>
	<u>15,078</u>	<u>49,890</u>
<b>Total incoming resources</b>	29,578	50,890
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Agency staff	1,004	4,101
Rates and water	5,154	6,891
Insurance	2,333	2,322
Light and heat	3,376	3,087
Sundries	-	179
Repairs and maintenance	<u>3,079</u>	<u>3,816</u>
	14,946	20,396
<b>Governance costs</b>		
Wages	1,346	2,909
Accountancy	800	1,000
Professional fees - structural building and energy performance survey	<u>-</u>	<u>10,350</u>
	2,146	14,259
<b>Support costs</b>		
<b>Management</b>		
Wages	10,868	12,325
<b>Finance</b>		
Wages	<u>1,618</u>	<u>3,910</u>
<b>Total resources expended</b>	29,578	50,890

This page does not form part of the statutory financial statements

## THE LYTHAM INSTITUTE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
	<hr/>	<hr/>
Net income	<hr/> <hr/> -	<hr/> <hr/> -

This page does not form part of the statutory financial statements

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	JANUARY 2022	8

### PUBLIC CONVENIENCE CONTRACT FOR CLEANSING AND MAINTENANCE

#### PUBLIC ITEM

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

#### SUMMARY

Danfo (UK) Ltd 'Danfo' has carried out the contract for the provision, maintenance, and cleansing of the public convenience units in Fylde for the last 15 years; this arrangement comes to an end in March 2022. The Public Contracts Regulations normally requires contracts to be subject to competition, after advice from legal and procurement officers an open tender procedure under the Public Contracts Regulations 2015 was implemented to award a new contract.

Tender documents were issued on the 25<sup>th</sup> October 2021, with compliant bids received from two potential suppliers: Danfo UK Ltd and Healthmatic Ltd. Both companies passed compliance checks prior to the evaluation based on a 60:40 quality-price ratio, Danfo was the successful bidder based on the evaluation model. Danfo's overall submission was high quality providing the panel with complete assurance that they will be able to deliver requirements to the high standards expected and which they currently deliver.

Provisional outcome letters have been sent to both bidders on the 10th December, providing a 10-day standstill period for the bidders to seek further clarification on the decision if required. The new contract start date is 1<sup>st</sup> April 2022 subject to Member ratification and will run for a period of 15 years with an option to extend up to a period of 5 further years, subject to termination clauses contained with the contract terms and conditions.

This decision is being put to the Finance and Democracy Committee following a recommendation from Operational Management due to the requirement for an unfunded revenue budget increase of £51,543 on the budgeted contract price. This will subsequently be referred to the February council meeting for final approval because it is an increase in service delivery price on a required contract, providing sufficient time for Danfo to mobilise ahead of the new contract start date.

#### RECOMMENDATION

1. The Finance and Democracy Committee is asked to note the recommendations of the Operational Management Committee included below and to include any appropriate feedback to support full council awarding the retendered Public Convenience contract for cleansing and maintenance to Danfo UK Ltd for a period of 15 years based on the tender submission and evaluation assessment identifying Danfo as the best value for money option.
2. That Full Council approve an unfunded revenue budget increase of £52,543 per annum (plus CPI increases from year 3 onwards) to meet the additional cost of the contract covering the cleansing and maintenance of public conveniences and additional services which include maintenance, inspection of hydration points (£8,300 per annum) as well as programmed improvements and refurbishments (£33,356 per annum).

## SUMMARY OF PREVIOUS DECISIONS

An information update item was presented at the 9<sup>th</sup> November Operational Management Committee to inform Members of the latest position with regards to the retendering of the public convenience contract, including the cleansing and maintenance of the existing facilities across the borough.

At a meeting of the Operational Management Committee on the 12<sup>th</sup> January 2022, it was RESOLVED:

1. To recommend that full council award the retendered the retendered Public Convenience contract for cleansing and maintenance to Danfo UK Ltd for a period of 15 years based on the tender submission and evaluation assessment identifying Danfo as the best value for money option.
2. That Full Council approve an unfunded revenue budget increase of £52,543 per annum (plus CPI increases from year 3 onwards) to meet the additional costs of the contract covering the cleansing and maintenance of public conveniences and additional services which include maintenance, inspection of hydration points (£8,300 per annum) as well as programmed improvements and refurbishments (£33,356 per annum).
3. That on an annual basis, a report is presented to the Operational Management Committee at the first meeting after the end of each financial year to provide details of the improvements and refurbishments delivered across the service in the previous financial year under the agreed contract.
4. That due to the size of the contract and the impact on the revenue budget, the decision is referred to the next meeting of the Finance and Democracy Committee, prior to full council.

## 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. Local authorities do not have a statutory obligation to provide public conveniences however, adequate, high quality provision of the service is deemed necessary in Fylde because as a popular tourist destination with many outdoor recreational attractions. For the past 15-years, Danfo (UK) Ltd 'Danfo' has carried out the contract for the provision, maintenance, and cleansing of the public convenience units in Fylde; this arrangement comes to an end in March 2022. To put in place arrangements beyond the contract end date an open tender procedure was required and carried out under the Public Contracts Regulations 2015.
2. Two compliant bids were received from Danfo UK Ltd and Healthmatic Ltd ([www.healthmatic.com](http://www.healthmatic.com)) both national leading companies for toilet provision, maintenance and cleansing with Danfo UK Ltd having existing contracts in Lancashire and the North West. There are other toilet cleansing companies, but they do not offer repairs or maintenance on facilities which was a requirement in the tender documents issued on 25<sup>th</sup> October 2021.
3. The bids were required to pass the initial compliance checks through the completion of a standard selection questionnaire confirming supplier information, any exclusion grounds, financial standing and technical and professional ability; the bids then progressed through to the award stage based on a 60:40 quality-price ratio evaluation assessment, this is a pre-agreed standard model used at Fylde intended to identify the best value bid as opposed to the cheapest service that bidders are made aware of prior to submitting a tender.
4. The pricing schedule was broken down into the categories listed below which contributed up to 40% of the overall contract evaluation score, the bidder was required to identify the proportion of the tender price applicable to each category:
  - Cleaning of the public conveniences to the standards set out in the specification

- Maintenance of the public conveniences as set out in the specification
  - Cash collection services
  - Cleaning and maintenance of hydration points, and
  - Improvements and refurbishment
5. Healthmatic submitted the lower overall tender price at £189,500 per annum and was awarded full marks (40), Danfo received a score of 33.28 submitting a price of £221,043 per annum. Danfo provided detailed rationale for the increase on the current contract price, citing cost increases in almost all areas of service provision, in particular labour, fleet, energy, and supply chain costs. As the current provider of the service Danfo applied evidence and rationale on increased use of public conveniences in Fylde resulting in the need for additional cleansing and maintenance that included in the tender. It is expected that demand will remain high based on the popularity of the Fylde coast with tourists and regular visitors from the immediate Lancashire and North West hinterland.
6. A high-quality service is an essential part of the tourism and Fylde council offer as such the quality element of the tender evaluation accounts for 60% of the overall score. High levels of customer satisfaction experienced in Fylde cannot be achieved and retained without quality public sector services that offer value for money and are consistent with customer expectation and the council's reputation. The bidders were required to provide a comprehensive response to four detailed questions referred as 'method statements' that provide the opportunity to outline how the service will be delivered, the quality / value for money actions and the unique aspects of their offer. Each bidder was required to provide detail on how they will deliver against the following:
- Methodology (30%)
  - Investment and Improvements (10%)
  - Environment (15%)
  - Social Value (5%)
7. The Danfo submission was significantly more detailed and comprehensive, supported by factual data from having operated the contract and evidence of local knowledge about the estate, the Borough and the council, which provided the panel with complete assurance they will deliver requirements to the high standards expected. The bidder had clearly benefitted from the experience, knowledge and relationship acquired from delivering the service for the last 15 years. The panel noted in particular:
- Comprehensive and more specific detail of the methodology on the delivery of the key requirements in all areas of the service showing a clear understanding of the estate, the seasonal demands, the local area, and the council
  - Improvements to the door locking mechanism to increase coin income / prevent doors being left unlocked for multiple use from a single payment – this would have a positive impact on the coin income that is retained by the council
  - Installation of 'pay to enter' cubicles at the Victorian Monument toilets, further increasing coin income (an invest to save proposal)
  - A proposal for a cashless entry system (contactless) that would further increase the income that the council retains
  - Commitment to clean any changing places facility without additional charge throughout the duration of the contract
  - Refurbishment programme commencing from year 1 with an ambitious programme over the period of the contract aimed at ensuring the quality of the facilities and the cleansing remains at a high standard
  - LED lightbulbs, rainwater harvesting and electric vehicle charge points to be included as part of the refurbishment and improvement costs to meet environmental management requirements
  - Donation to the Fylde Sand Dunes project as part of the social value and contribution to a known local environmental scheme that protects some of the estate
  - Local job employment guarantee – something Danfo already deliver operating the Blackpool and Wyre contracts with a much stronger presence in Lancashire and the North West



8. Healthmatic's submission scored fair in their methodology response and weak in the other three areas, the content of the submission was limited and failed to clearly identify tangible deliverables and did not include many of the issues essential to maintaining high quality facilities across the estate. The evaluation panel had reservations that the bidder would be able to deliver to a high standard based on the lack of specific detail, supporting evidence or examples of previous delivery being provided. There was little commitment beyond the cleansing and maintenance of toilets for example, technological innovation, contribution to local projects etc. they chose not to include. It was also evident that some of the service and facility improvements that had been included in the Danfo submission as part of the contract fee would be chargeable additions which was reflected in the much lower allocation of the tender bid on improvements and standards.
9. The procurement method that has been used for this contract is the open procedure. Open procedure was used to allow the whole market to bid for the opportunity and because it is an efficient one stage process. The tender has been subject to the Public Contract Regulations, as the value of the contract exceeds the 'supply and services contracts threshold of £213,477. This places further rules on the Council that must be followed including minimum timescales, limited procedures, publication of additional notices and a mandatory standstill period. The Council must inform bidders at the start of the process what the evaluation criteria is and cannot deviate from this when bids are received. The Council are not permitted to give bidders the opportunity to amend the bid to match a competitor offer, this would constitute a second bid, putting the Council at risk of a successful challenge by discriminating against the highest scoring bidder.
10. Negotiation with bidders on fundamental aspects of contracts, variations in which are likely to distort competition, and on prices, are not permitted for open procedures subject to the regulations. Discussions with bidders may be held but only for the purpose of clarifying or supplementing the content of their tenders or the requirements of the contracting authorities and provided this does not involve discrimination.
11. It is recognised that Danfo had an advantage because they have delivered the service for the last 15 years, developing a good understanding of the quality requirements at Fylde and a strong rapport with officers resulting in a flexible approach to ad hoc requirements and knowledge of the local facilities so they are aware of the future requirements when it comes to refurbishment and improvements. Healthmatic have unfortunately not had the same opportunity that delivering the service offers, the company currently have no contracts, offices or employees in the North West. Whilst these are not a factor in the evaluation score but would explain the difference in the content and knowledge between the methodology statements.
12. Danfo's bid also included additional enhancements the authority may choose to consider, such as the single access points; while these improvements would be subject to additional charges, the inclusion within the bid demonstrated innovation exceeding minimum requirements and provided confidence in the suitability of the approach.
13. The price and quality scores are combined to determine the value for money provider. The panel have recommended that Danfo Ltd would offer the best value service based on price and quality:

**Table 1: Tender Scores**

<b>Evaluation Summary</b>	<b>Danfo</b>	<b>Healthmatic</b>
<b>Price</b>	33.28	40.00
<b>Quality</b>	48.00	24.00
<b>Total Score</b>	<b>81.28</b>	<b>64.00</b>

14. Provisional outcome letters have been sent to both bidders on the 10th December, providing a 10-day standstill period for questions or to seek further clarification on the decision. The new contract start date is 1<sup>st</sup> April 2022 and will run for a period of 15 years with an option to extend up to a period of 5 further years, subject to termination clauses contained within the Contract terms and conditions.
15. The recommendation to award the contract to Danfo Ltd will be put before the February Council meeting for approval because there is an increase in the service delivery price that is unfunded in the 22/23 budget proposals. Making the decision at the February council will allow sufficient time for Danfo to mobilise ahead of the new contract start date.

## FINANCIAL IMPLICATIONS

16. The Table below sets out the Council's existing base revenue budget provision for the maintenance and cleansing of public conveniences and compares this with the budget required under the new contract:

**Table 2: Revenue Budget - Costs**

	2022/23 Onwards
Existing base revenue budget p.a. for maintenance and cleansing of public conveniences	168,500
*New contract price p.a. from DANFO	*221,043
Additional unfunded base revenue budget required per annum	52,543

\* The contract price figure above is fixed for the first two years of the contract and will then increase by CPI annually from 1<sup>st</sup> April 2024. Included in the contract price are the following additional elements:

- £8,300 per annum in respect of Hydration Points, the contractor will "clean and complete scheduled water quality testing, such as Legionella, TVC, E-coli, Coliforms and any other drinking water quality tests that may be required to ensure the water from the hydration points is maintained at an approved and safe standard for drinking". Whilst this element of the contract price will only be incurred when the hydration points are installed, it is recommended that budget provision is included so it is in place when required. The hydration points are being installed as part of the approved capital programme with most proposed points either attached to existing toilet blocks or located close by, and
- £33,356 per annum for programmed improvements and refurbishments; Danfo clearly demonstrated a comprehensive understanding of the Fylde estate with detail on implementing improvements and technologies that will have a positive impact on the coin income that is retained by the council and maintaining the quality of the assets over the period of the contract
- The current contract price to service, cleanse and maintain the toilets is £168,500, the additional requirements that will enhance and future proof the service total £41,656, resulting in an increase of £10,887 (6%) on the cleansing and maintenance element of the contract tender.

## COIN INCOME

17. Coin income is retained by the council, the Danfo tender bid included several improvements that will increase coin income through a reduction in access without payment which at busy periods can be significant. The commitment includes a 12-month replacement programme of all current turn locks with a new push button locking system that has been proven to achieve a 25% increase in coin income reducing free access to facilities. Other suggested improvements include the installation of a single-entry access point at some location (i.e. Monument Promenade facility) which prevents loss of income during "peak" periods when doors have been left open for use without payment. There would be upfront costs of approximately £25,000 to achieve the required modifications to allow turnstile entry however the payback period would be relatively short given the guaranteed increase in coin income i.e. a similar installation at a facility in Blackpool doubled the coin income in just over a year (invest to save scheme).
18. The current charge for using public conveniences in Fylde is 20p through a coin activated locking system on each cubicle door. This charge was introduced at the start of the current contract 15 years ago, without any increases over this period during which costs have increased. Neighbouring Local Authorities have been charging a higher rate for some time and there is a proposal to increase the Fylde charge to 40p (using a single coin) that will be considered at Budget Council in March 2022, as part of the annual fees and charges review.
19. Any increase in the charge for using the facilities would represent additional income for the council. The table below shows the income received by the council from public conveniences for the last 4 years and the latest estimate for the current year:

**Table 3: Income Received from Public Conveniences**

	2017/18	2018/19	2019/20	2020/21	2021/22 (latest estimate)
Income received by the council from public conveniences	£27,017	£24,625	£25,606	£35,700	£50,000

20. It is likely that current year income and 2020/21 income has increased as a result of additional staycations during the pandemic. If a fee of 40p is approved at budget council, the council will receive double the income it currently receives (which can fluctuate each year as shown in table 3) assuming there is no adverse impact on usage of the facilities.

IMPLICATIONS	
Finance	This report considers the letting of a 15 year contract to DANFO and recommends that Full Council approve an unfunded revenue budget increase of £52,543 per annum (plus CPI increases from year 3 onwards) to meet the additional cost of the contract covering the cleansing and maintenance of public conveniences and additional services which include maintenance, inspection of hydration points (£8,300 per annum) as well as programmed improvements and refurbishments (£33,356 per annum).
Legal	No implications from this report
Community Safety	No implications from this report
Human Rights and Equalities	No implications from this report
Sustainability and Environmental Impact	No implications from this report
Health & Safety and Risk Management	No implications from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kathy Winstanley	<a href="mailto:Kathy.winstanley@fylde.gov.uk">Kathy.winstanley@fylde.gov.uk</a> , 01253 658634	13/01/2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	9
<b>FULLY FUNDED REVENUE BUDGET INCREASE - HOUSEHOLD SUPPORT GRANT</b>			

### PUBLIC ITEM

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

### SUMMARY

The report details a request from the Environment, Health and Housing Committee, held on 4 January 2022, for approval of funding from the government grant funding stream for Household Support Grant.

In September 2021, the government announced that vulnerable households across the country will be able to access a new £500 million support fund to help them with essentials over the winter period. The funding, named the household support grant, will be available until 31 March 2022 inclusive.

The grant will help those who need it most and will be distributed through small payments to support vulnerable households in meeting daily costs such as food, clothing and utilities.

### RECOMMENDATION

The Committee is requested to approve a revenue budget increase of up to £150,000 in 2021/22, fully funded from the government grant funding stream for Household Support Grant.

### SUMMARY OF PREVIOUS DECISIONS

[Environment, Health and Housing Committee - 4 January 2022](#)

It was RESOLVED:

1. To note the position with respect to the allocation and spend to date of the Household Support Grant which has been allocated under the Chief Executive's delegations pursuant to Section 101 of the Local Government Act 1972.
2. To approve the projected spending against projects identified within this report; and
3. To recommend to Finance and Democracy Committee a revenue budget increase of up to £150,000 in 2021/22 fully funded from the government grant funding stream for Household Support Grant.

### 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	

## REPORT

### HOUSEHOLD SUPPORT FUNDING

1. In September 2021, the government announced that vulnerable households across the country will be able to access a new £500 million support fund to help them with essentials over the winter period. The funding will be available until 31 March 2022 inclusive.
2. The funding was awarded to Lancashire County Council as the upper tier authority, who made an indicative allocation to Fylde Council of £150,000. The money was received in late December 2021.
3. The grant will directly help those who need it most and will be distributed through small payments to support vulnerable households meet daily costs such as food, clothing and utilities.
4. The grant should be used primarily to support households in the most need of food, energy and water bills; however, it can also be used with wider essential costs such as boiler service/repair and the purchase of equipment such as fridges and freezers.
5. At least 50% of the available funding must be allocated for vulnerable households with children, and the delivery of the funding can be made through several differing routes including vouchers, making direct provision of food, or issuing grants to third parties.
6. Funds should be spent, or committed, before 31 March 2022 and cannot be held over for future usage.

### EMERGENCY DECISION MAKING POWERS USE

7. Due to the need to commence the scheme as soon as possible, the Chief Executive, in consultation with the Leader of the Council, together with the Chairman of the Environment, Health and Housing Committee on 29<sup>th</sup> November 2021, invoked emergency powers to initiate the grant scheme in anticipation that it would be fully funded going forward.

### FYLDE HOUSEHOLD SUPPORT SCHEME

8. A full list of the services offered under this grant scheme is shown at Appendix A and are consistent with the primary purpose of the funding awarded with support available, by application, from both the council's Housing Team together with the Fylde Coast Citizens Advice Bureau.

### FINANCIAL REGULATIONS

9. The Council's financial regulations, which form part of the constitution, require funded budget increases to be approved. The level of approval depends on the expenditure. Increases of up to £50,000 may be approved by the Chief Financial Officer (following consultation with the Chairman of the Finance and Democracy Committee). Increases of between £50,000 and £250,000 require approval by the Finance and Democracy Committee, following consideration by the relevant programme committee.

IMPLICATIONS	
Finance	To request the Finance and Democracy Committee approval of a fully funded revenue budget increase of £150,000 in 2021/22 to be met in full of the government grant funding stream as detailed in the report. Spend against the budget has been approved in advance, utilising the Chief Executive's emergency decision-making powers.
Legal	The council needs to put in place accountable and transparent arrangements in relation to its decisions on how the fund is used.
Community Safety	None arising from this report.
Human Rights and Equalities	None arising from this report.
Sustainability and Environmental Impact	None arising from this report.

Health & Safety and Risk Management	None arising from this report.
-------------------------------------	--------------------------------

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	<a href="mailto:tracy.manning@fylde.gov.uk">tracy.manning@fylde.gov.uk</a> Tel 01253 658506	7 January 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

Attached Documents

Appendix A - Fylde Household Support Scheme

## **Appendix A - Fylde Household Support Schemes**

### **Fylde Citizens Advice Bureau**

- i) Energy - voucher scheme for topping up prepayment meters and/or direct contact with suppliers to clear debt for billing customers
- ii) Water - as above
- iii) Winter Coat Scheme - a voucher scheme with ASDA to buy a coat for families in need
- iv) White Goods - a voucher scheme with Curry's to provide necessary white goods and include delivery, fitting, and removal costs
- v) Travel to work - a voucher scheme to use on Petrol, ASDA

### **Administered via the Housing team**

- vi) Boiler repair/service

### **Housing Team**

- vii) Court Costs added to rent accounts following possession proceedings action from Landlord
- viii) Rent arrears, if once paid the property is affordable moving forward and if not affordable accessing support to look at rehousing options
- ix) Shortfall in rent in advance for 6 months with an affordability plan after 6 months
- x) Household essential items – all applicants can apply for up to two grants of £50, but a third will require the tenancy training course (20 mins online) or the debt/welfare advice service referral. All will be entitled to two dated daily bus passes per person for attending interviews or appointments etc which are limitless. There will also be a miscellaneous option for things such as removal costs etc.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	10
<b>PUBLIC HEALTH UPDATE – LATERAL FLOW TESTING AND CONTACT TRACING – FULLY FUNDED EXTENTION</b>			

### PUBLIC ITEM

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

### SUMMARY

This report provides Members with an update on the Track and Trace (Covid 19 Contact Tracing) programme in Fylde and requests approval for funding to extend the existing scheme until March 2022 to meet the ongoing demands of the pandemic, to be funded from the Contain Outbreak Management Fund (COMF).

The report also seeks Member approval for a fully funded budget increase to cover the actual operational costs of the Community Lateral Flow Testing program (April – November), to be funded from the Lancashire County Council Lateral Flow fund.

### RECOMMENDATIONS

1. To approve a fully funded revenue budget increase of £126,674 in 2021/22 to cover the operational costs of the Community Lateral Flow Testing programme (April – November), to be funded from the Lancashire County Council Lateral Flow fund, claimed from LCC monthly.
2. To note that the extension of the Contact Tracing Scheme running to 31<sup>st</sup> March 2022 has been funded using the Contain Outbreak Management funding.

### SUMMARY OF PREVIOUS DECISIONS

At a meeting of the Environment, Health and Housing Committee on the 4<sup>th</sup> January 2022, it was RESOLVED:

1. To recommend to the Finance and Democracy Committee approve a fully funded revenue budget increase of £126,674 in 2021/22 to cover the operational costs of the Community Lateral Flow testing programme (April - November), to be funded from the Lancashire County Council Lateral Flow fund, claimed from LCC on a monthly basis.
2. To note that the extension of the Contact Tracing Scheme running to 31<sup>st</sup> March 2022 has been funded using the Contain Outbreak Management funding.

### 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	✓



## REPORT

### Track and Trace (Covid 19 Contact Tracing)

The Track and Trace (national) scheme was set up at the beginning of the initial lockdown (March 2020) with the aim of making phone contact with everyone who provided a positive Covid 19 test and identify all close contacts they may have interacted with during the previous 5 days. Local Authorities were subsequently asked to introduce a local service based within their own area, where contact would be made via a local telephone number, taking over the responsibility for contacting after 3 days of unsuccessful attempts by the national team.

The rapidly increasing infection rate in November 2020 placed greater pressure to set up local schemes within districts including Fylde. After some discussions, it was agreed to 'piggyback' on the successful and established scheme already operational in Blackpool. The scheme is fully funded through the Contain Outbreak Management Fund (COMF) up until 31<sup>st</sup> March 2022.

To date, the system and service provided by Blackpool has been excellent and at times additional staff have been drafted into the T and T team to accommodate the fluctuating number of cases in Fylde, without additional funding being requested. However, Blackpool have recently taken over the contact tracing of all Fylde cases after the initial 4 hours; this may require an additional contact tracer should number continue to rise as a result the emergence of the virulent Omicron strain. Should this prove necessary there is flexibility within the COMF to meet any additional costs. The costs to date are shown below for information:

### Costing until end of March 2021

July, Aug, Sept – 12 weeks at £1,160 per week (1 Contact tracer)

Oct, Nov, Dec, Jan, Feb and March – 20 weeks at £2,320 (2 Contact tracers)

Total (estimate) **£60,320**

It is unclear at this time whether there will be an expectation on local authorities to continue with this service beyond the end of March 2022.

### Community Lateral Flow Testing

Lateral Flow Testing provides an efficient means of identifying asymptomatic cases of Covid-19 within 30 minutes to slow down community transmission, lower infection rates and facilitate the easing of restrictions. Fylde Council introduced community testing facilities in February 2021, to meet changing demand as lockdown eased.

The demand for community testing has fluctuated over the past 9 months in line with variable infection rates and the availability of test kits online and at other community locations (chemists, libraries etc.). Since community testing commenced at the start of February, over 4736 face to face LFTs have been carried out by the testing team resulting in 15 positive cases being identified and 1801 home testing kits distributed.

Various locations have been used as testing sites to address the needs of the community and extend testing opportunities to more remote locations. Consideration has been given to the cost benefit of maintaining the community testing scheme however the weekly overheads have reduced since switching to the mobile testing vehicle and certain venues are providing indoor locations free of charge, making the service more efficient.

The recent emergence of the virulent Omicron strain poses an unknown for the testing team but has once again increased demand for this reliable testing service.

Operating costs of the LFT community scheme were initially met from the Community Outbreak Management Fund (COMF). A dedicated Lateral Flow fund became available retrospectively through Lancashire County Council and claims totalling £126,674 have been successfully submitted to LCC to cover service costs between April and November.

Members of the Finance and Democracy Committee are therefore requested to approve a funded revenue budget increase of £126,674 to be met from the LCC LFT funding stream in respect of the Community Lateral Flow Testing scheme costs for the past 10 months. Members are also asked to note the extension of the Contact Tracing Scheme to 31<sup>st</sup> March 2022. funded through the Contain Outbreak Management fund.

IMPLICATIONS	
Finance	The report requests the Finance and Democracy Committee approves a fully funded revenue budget increase of £126,674 in 2021/22 to cover the costs of the Community Lateral Flow Testing program (April – November), to be funded from the Lancashire County Council Lateral Flow fund, claimed from LCC on a monthly basis.
Legal	No implications from this report
Community Safety	No implications from this report
Human Rights and Equalities	No implications from this report
Sustainability and Environmental Impact	No implications from this report
Health & Safety and Risk Management	No implications from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kathy Winstanley	<a href="mailto:Kathy.winstanley@fylde.gov.uk">Kathy.winstanley@fylde.gov.uk</a> 01253 658634	07/01/2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
NA		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	11
<b>FULLY FUNDED REVENUE BUDGET INCREASE - CHANGING FUTURES: CHANGING SYSTEMS TO SUPPORT ADULTS EXPERIENCING MULTIPLE DISADVANTAGE</b>			

### PUBLIC ITEM

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

### SUMMARY

The report details a request from the Environment, Health and Housing Committee, held on 4 January 2022, for approval of a funding award under the Lancashire Changing Futures Programme to enable the appointment of a Changing Futures Housing Services Officer post within the Housing Services Team and approval of a virement from Homeless Reduction Act initiatives (5270/46712) to supplement additional employee costs.

The Changing Futures programme was announced by MHCLG in December 2020 and local authority areas were invited to submit an expression of interest for the funding. Changing Futures is focussed on improving outcomes for people facing multiple disadvantages. It arose from examples of local partnerships to support vulnerable people in communities during the Covid 19 pandemic. The programme is a significant cross-cutting challenge and collaboration between local partners, government departments, the NHS, the voluntary and community sector and those with lived experience to co-ordinate a better system-wide response to address multiple disadvantage.

The bid to the Changing Futures Fund for Lancashire was led by Blackburn with Darwen Council on behalf of the whole county (including Blackpool). The EOI proved sound, and a formal bid was invited, and a team involving partners from across Lancashire, submitted an ambitious plan, which has now been approved, awarding Lancashire £6.5m in July 2021. The target cohort the programme is to support is Lancashire adults, experiencing 3 or more multiple complex needs indicators, for example mental health issues, substance misuse and history of failed tenancies. The project projects that approximately 1,382 individuals will be supported over the life to the programme across Lancashire. The scheme was supported by the EHH committee.

### RECOMMENDATIONS

The Committee is requested to:

1. Approve a fully funded revenue budget increase to enable the appointment of a Changing Futures Housing Services Officer post within the Housing Services Team for 25 months, totalling £62,500, funded by monies to be received as part of the Lancashire Changing Futures Programme (21/22 £5,913 22/23 £40,000 and 23/24 £26,587).
2. Approve a virement from Homeless Reduction Act Grant initiatives (5270/46712) for 21/22 £6,462 and 22/23 £4,965, to supplement additional employee costs.

### SUMMARY OF PREVIOUS DECISIONS

It was RESOLVED:

1. To note the contents of the report and the intention that the Lancashire Changing Futures Programme will aim to support 1,382 multiple disadvantaged individuals across Lancashire across the life of the project;
2. To recommend to the Finance and Democracy Committee approval of a fully funded revenue budget increase to enable the appointment of a Changing Futures Housing Services Officer post within the Housing Services Team for 25 months totalling £62,500 funded by monies to be received as part of the Lancashire Changing Futures Programme (21/22 £5,913, 22/23 £40,000 and 23/24 £26,587); and
3. To recommend to the Finance and Democracy Committee approval of a virement from Homeless Reduction Act Grant initiatives (5270/46712) for 21/22 £6,462 and 22/23 £4,965, to supplement additional employee costs.

#### 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. At the 2019 Spending Review, the government announced a new Shared Outcomes Fund to test innovative ways of bringing together the public sector to address cross-cutting issues and drive the modernisation of public services. £46m of this fund has been committed for the 'Changing Futures Programme' (CFP) to improve the way that systems and services work to support individuals experiencing multiple disadvantage – including a combination of homelessness, substance misuse, mental health issues, domestic abuse and contact with the criminal justice system.
2. The Changing Futures programme was announced by MHCLG in December 2020 and local authority areas were invited to submit an Expression of Interest for the funding. Changing Futures is focussed on improving outcomes for people facing multiple disadvantage. It arose from examples of local partnerships to support vulnerable people in communities during the pandemic.
3. The EOI bid to the Changing Futures Fund was led by Blackburn with Darwen Council on behalf of the whole county (including Blackpool). The EOI proved sound, and a formal bid was invited, and a team involving partners from across Lancashire, submitted an ambitious plan, which has now been approved awarding Lancashire £6.5m in July 2021.
4. The target cohort the programme is to support is Lancashire adults, experiencing 3 or more multiple complex needs indicators, for example mental health issues, substance misuse and history of failed tenancies. The project projects that approximately 1,382 individuals will be supported over the life to the programme.
5. The delivery model for the project is based around an integrated model of Enhanced Service Hubs with lived-experience navigators supporting engagement and delivery. Navigators will advocate on behalf of individuals experiencing multiple disadvantage and connect them with the service hub provision. This model includes accessing Enhanced Service Hub support. This is existing provision from Statutory Agencies, enhanced with additional resources as part of the bid.
6. As part of the Enhanced Service Hub for Locality 1, 'Fylde Coast', there are to be appointed three 'Housing Support Workers' within each of the Fylde Coast Local Authorities. Fylde Council has been awarded £62,500 to appoint a Housing Services Officer as a part of this pan-Lancashire funding bid for a 25-month period as part of the enhanced service hub support offer.

7. Table 1 below details the project costings. The Housing Services officer role is a post within the Housing Service that has been to Job Evaluation Panel and been awarded Scale 6. To appoint an additional Housing Services Officer a virement to supplement funding of the post is proposed from Housing Reduction Act Initiatives 21/22 and 23/24.

<b>Table 1 – Changing Future project costings</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>Total</b>
<b>Housing Services Officer (Changing Futures Programme)</b>	5,772	35,616	£30,847	£72,234
<b>Essential car allowance</b>	141	846	705	£1,692
<b>Changing Futures funding</b>	<b>5,913</b>	<b>30,000</b>	<b>26,587</b>	<b>£62,500</b>
<b>Annual shortfall</b>	0	-6,462	-4,965	-£11,427
<b>Virement to supplement funding of posts Homeless Reduction Act Initiatives 5270/46712</b>	0	£6,462	£4,965	£11,427

<b>IMPLICATIONS</b>	
Finance	<p>The report recommends approval of a fully funded revenue budget increase totalling £62,500 funded by monies to be received as part of the Lancashire Changing Futures Programme (2021/22 £5,913, 2022/23 £40,000 and 23/24 £26,587); and,</p> <p>To authorise a revenue budget virement from Homeless Reduction Act Grant initiatives (5270/46712) for 2021/22 - £6,462 and 2022/23 - £4,695 to supplement the additional employee costs as detailed within the report.</p>
Legal	None arising directly from this report.
Community Safety	None arising directly from this report.
Human Rights and Equalities	None arising directly from this report.
Sustainability and Environmental Impact	None arising directly from this report.
Health & Safety and Risk Management	None arising directly from this report.

<b>LEAD AUTHOR</b>	<b>CONTACT DETAILS</b>	<b>DATE</b>
Kirstine Riding	<a href="mailto:kirstine.riding@fylde.gov.uk">kirstine.riding@fylde.gov.uk</a> & Tel 01253658569	7 January 2022

<b>BACKGROUND PAPERS</b>		
Name of document	Date	Where available for inspection
Changing Futures: changing systems to support adults experiencing disadvantage	Dec 2020	<a href="https://www.gov.uk/government/publications/changing-futures-changing-systems-for-adults-experiencing-multiple-disadvantage">https://www.gov.uk/government/publications/changing-futures-changing-systems-for-adults-experiencing-multiple-disadvantage</a>
Everyone In – Keep rough sleepers safe and off the streets during coronavirus pandemic	June 2020	<a href="https://www.gov.uk/government/news/105-million-to-keep-rough-sleepers-safe-and-off-the-streets-during-coronavirus-pandemic">£105 million to keep rough sleepers safe and off the streets during coronavirus pandemic - GOV.UK (www.gov.uk)</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	12
<b>FULLY FUNDED REVENUE BUDGET INCREASE - FYLDE COUNCIL HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025</b>			

### PUBLIC ITEM

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

### SUMMARY

The report details a request from the Environment, Health and Housing Committee, held on the 4<sup>th</sup> January 2022, for an approval of a fully funded revenue budget increase to the Repossession Prevention Budget within Housing Services 5270/47106 in 2021/22 in the sum of £22,531 to be met from Department for Levelling Up, Housing and Communities (DLUHC) Homeless Prevention Grant (HPG) top up grant funding for 21/22. The funding will be used to support clients within the private rented sector facing repossession due to rent arrears as a result of Covid 19.

Fylde Council received notification from DLUHC on the 21/12/21 advising of an additional £22,531 to be used:

*As a top-up to the existing Homelessness Prevention Grant 21/22, this grant is ringfenced for homelessness to target those most in need and to ensure local authorities are resourced to take action to prevent homelessness and continue to implement the Homelessness Reduction Act 2017. It must be spent or committed by 31st March 2022. Homelessness Prevention Grant funding must be used in adherence with the principles set out in Annex B. For this additional funding we expect it to be specifically used to maximise upstream homelessness prevention for low-income private renters in COVID-19 related rent arrears. We do not expect it to be spent on temporary accommodation.*

The report provided an annual update to Committee on progress on meeting the priorities within the action plan of the Strategy in December 2021 and to provide an update on the operation of the homelessness and housing advice service at Fylde. The scheme was supported by the EHH committee.

### RECOMMENDATIONS

#### Committee are requested to:

Approve a fully funded revenue budget increase to the Repossession Prevention Budget within Housing Services 5270/4715 in 2021/22 in the sum of £22,531 to be met from DLUHC HPG top up grant funding 2021/22.

## SUMMARY OF PREVIOUS DECISIONS

### [Environment, Health and Housing Committee – 4<sup>th</sup> January 2022](#)

It was RESOLVED:

1. To note the contents of the report that provides an update on the operation of the homelessness and housing advice service in December 2021 and progress towards meeting Fylde's Homelessness and Rough Sleeping Strategy 2020-2025.
2. To recommend to Finance and Democracy approval of a fully funded revenue budget increase to the Repossession Prevention Budget within Housing Services 5270/4715 in 2021/22 in the sum of £22,531 to be met from DLUHC Covid 19 rent arrears financial support funding for 2021/22.

## 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	

### **Department of Levelling up, Housing and Communities (DLUHC), Winter 2021 Covid 19 rent arrears financial support**

1. Department of Levelling up, Housing and Communities (DLUHC) has recently announced the Winter 2021 Covid 19 rent arrears financial support. The purpose of the funding is to support low-income private renters with Covid 19 related rent arrears to avoid eviction or find a new home where necessary to prevent homelessness. Fylde Council have been awarded £22,531.
2. This funding will be focussed on clients in private sector accommodation, if the accommodation is affordable moving forward and the Landlord agrees to creating a new tenancy that will last for at least 6 months.

### **Fylde Council Homelessness and Rough Sleeping 2020-2025**

3. During 2020/21 the service dealt with 650 enquiries for homelessness and housing advice. This is a steady reduction year on year since 2018/19 which saw the introduction of the Homeless Reduction Act 2018. The service expects to receive similar level of enquiries in 2021/22. This reduction is directly due to work of the service following the introduction of the Act, in preventing and relieving homelessness with an element of tenancy support and landlord engagement to prevent tenancy failure, when clients have already been supported.
4. During the Covid 19 pandemic the MHCLG introduced new measures for renters affected by coronavirus to prevent tenants being evicted from private sector and social rented accommodation. The Law was changed initially during the first lock down to ensure Section 21 notice periods were extended from 2 months to 4 months and in September 2020 the notice period was extended to six months. Exceptions still applied where tenants had demonstrated anti-social behaviour.
5. The effect on the housing service in 2020/21 was a decrease in households to whom a Prevention Duty was owed from 93 to 58. The impact in 2021/22 was a marked increase in Prevention Duties owed with the figure being the same at the end of Quarter 2 2021/22, as it was for the whole of 2020/21 as Landlords have been able to proceed with possession proceedings. This is further evidenced by a drop since 2019/20 by over 50% for the number of households to whom we can support to remain in their own home via negotiations with Landlords around rent arrears and tenancy management issues.
6. Throughout the Covid 19 pandemic the number of households to whom a Relief Housing Duty is owed as they are already homeless or, moving from Prevention into Relief Duty as accommodation has not been sourced,

has remained high since 2020/21 (105) and throughout 2021/22 (66 at end of Qtr 2). These presentations are from households who are already homeless and if in priority need are provided with temporary accommodation.

7. The number of households to whom a Main Housing Duty has been accepted by the local authority fell between 2019/20 to 2020/21 from 19 to 16. In 2021/22 this downward trend appears to have stopped and figures are increasing in 20/21. At the end of Quarter 2 in 20/21 the local authority has accepted a Main Housing Duty towards 13 households, and it is expected by the end of the financial year the number of acceptances will be above 2020/21 figures.
8. For both clients owed a Prevention and Relief Duty the ability to move clients into new accommodation has been affected by the lack of available and affordable accommodation within both the private and social rented sectors and this is impacting on the length of time households are remaining in temporary homeless accommodation. This is then having an impact on the number of households the Local Authority owe a Main Housing Duty towards.
9. The service is seeing a reduction in single persons approaching the service overall and an increase in families with children. In 2020/21 78% of clients were single person households, this has fallen in 2021/22 to 63% at the end of quarter 2. The numbers of households with two or three children, has increased from 8% during 2020/21 to 22% at the end of quarter 2, 2021/22. This is most likely as a result of the easing of restrictions for Landlords to be able to proceed with possession proceedings and families approaching as homeless, either due to rent arrears or the Landlord wishing to sell the property. In the majority of these cases negotiation with the Landlord to prevent homelessness has not been successful.
10. The service overall is seeing an increase in clients with multiple disadvantage support needs. Since Quarter 3 2020/21 approximately 90% of clients approaching the service under homelessness legislation have multiple disadvantaged support needs. Only 8% of clients who have presented to the service since the first quarter of 2020 have no support needs.
11. Multiple Disadvantage is when a person experiences a combination of homelessness, addiction, re-offending behaviour and/or mental ill health at the same time. People facing this complex mix of challenges are also sometimes victims of domestic abuse, are likely to have poor physical health, may be sex-working and may be in debt.
12. There has been a marked increase in clients presenting with mental health and physical ill health and disability, with clients needing mental health support seeing a 50% increase. The service experienced an increase at the beginning of 2021 of clients presenting with a history of rough sleeping and repeat homelessness, however in Quarter 2 2021/22 these figures appear to be returning to more manageable levels.
13. Since the autumn of 2010, all local authorities have been required to submit an annual snapshot figure to MHCLG to indicate the number of people sleeping rough in their area on a typical night between 1<sup>st</sup> October and 30<sup>th</sup> November. In Fylde the 2021 count was conducted on night of the 18<sup>th</sup> to 19<sup>th</sup> November and was an evidence-based estimate using evidence from different partner agencies. In 2019/20 and 2020/21 the service has seen the highest numbers of rough sleepers dating back to 2014. This figure has now returned to previous year's figures at 2.
14. Domestic and non domestic abuse has remained high since the beginning of 2020 with drops in intervening quarters, however the service during quarter 1, 21/22 saw the highest recorded figure of clients presenting due to either domestic or non domestic abuse.
15. Young persons aged between 18-25 with multiple disadvantage support needs has increased. This could be due to the lack of affordable accommodation within both the social and private rented sector for this age group coupled with Local Housing Allowance rates fixed at the shared room rate of £61.50 for private rented sector, making this tenure not an alternative to social rented accommodation for this age group.
16. Noticeably there has been a drop in clients requiring support to access education or employment. This could either be due to the fact the support is being provided elsewhere or that their current support needs are so



high it is unlikely that support into education or employment is relevant, at the time of presentation under homelessness legislation.

## **Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 Action Plan update**

17. Duty to Refer arrangements are in place with all Statutory Agencies if they are supporting clients at risk of homelessness. This is enhanced by continuation of the Covid Homeless Response Cell that brings all statutory and third sector agencies together to discuss recognised barriers to support for vulnerable clients. As the Changing Futures Programme develops this will bring such partnerships together as part of this programme.
18. The service continues to offer and see the value of pre-Tenancy Training and have two programmes on offer. Human-Kind provide a more tenancy management related on-line course for 18+ year olds and the YMCA run a course accessible via an app for younger persons, more focussed on housing options available, cost of running a home and trying to prevent the young person from leaving the parental home in the first instance.
19. All clients have in place a Personal Housing Plan that details the actions the Client is able to take to resolve their housing situation, for example list of private landlords, registering with MyHomeChoiceFyldeCoast, and actions the Housing Services Officer will undertake on the clients behalf, for example referrals into Tenancy Training, Debt Advice Service, Social Services and Domestic Advice Housing Outreach Worker or Rapid Rehousing Officer for more focussed support.
20. The Service also has access to a number of funding streams to support clients into accommodation that can be used for: rent bond, rent in advance, financial assistance with household items including white goods and carpets, assistance with rent arrears, court costs and No Second Night Out accommodation in B&B, (for clients who are not in a priority need category) for up to 5 nights to give some breathing space to consider their housing options.
21. The Debt Advice Service is run on our behalf by Blackpool Council Debt Advice Service. Referrals are made into this service as and when required. Appointments are by telephone and the service will assist the client to identify priority and non-priority debts and budgeting skills.
22. The service still needs to improve the self-help offer and information available on the web site. This offer is aimed at clients who are not within 56 days of homelessness and will provide advice on resolving their housing situation, prior to the need to approach the housing service.

IMPLICATIONS	
Finance	Fully funded revenue budget increase to the repossession prevention budget 5270/47105 in 21/22 for £22,531.
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
Kirstine Riding	<a href="mailto:Kirstine.riding@fylde.gov.uk">Kirstine.riding@fylde.gov.uk</a>	07/01/2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015	January 2020	<a href="#">Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015</a>
Fylde Council Tenancy Support Policy	January 2020	<a href="#">Fylde Council Tenancy Support Policy</a>
MHCLG Rough Sleeping Strategy	August 2018	<a href="#">MHCLG The Rough Sleeping Strategy</a>
DLUHC Winter 2021 Covid 19 Funding	September 2021	<a href="#">DLUHC Winter Covid 19 Funding</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	13
<b>FULLY FUNDED REVENUE BUDGET INCREASE - GREEN LOOP PROJECT</b>			

### PUBLIC ITEM

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

### SUMMARY

The report details a request from Tourism and Leisure Committee meeting held on 6 January 2022, for a fully funded revenue budget increase to support the Green Loop Project.

Funding has been awarded by Arts Council England in the sum of £26,200 to provide support for a series of arts & environment initiatives, within a project entitled 'Green Loop'. The project will be coordinated by the Fylde Council Arts Development Officer who will commission & oversee the work of a creative team and local community & environmental organisations.

The project (formerly an aspect of the proposed wider 'Coastal Explorers' /Sightlines & Shorelines project) will run from February 2022 to October 2022 and consist of three main tranches outlined in the report.

The Tourism and Leisure Committee sought the approval of this Committee for a fully funded revenue budget increase in the sum of £26,200 for the year 2022/23 to be met in full, from a grant from the Arts Council England relating to this project, the scheme was unanimously supported by the T&L committee.

### RECOMMENDATION

The Committee is requested to approve a fully funded revenue budget increase in the sum of £26,200 for the year 2022/23 to be met in full, from a grant from the Arts Council England relating to this project.

### SUMMARY OF PREVIOUS DECISIONS

#### Tourism and Leisure Committee - 6 January 2022

1. To recommend to the Finance & Democracy Committee approval of a fully funded revenue budget increase in the sum of £26,200 for the year 2022 / 23 to be met in full, from a grant from the Arts Council England relating to this project.

### 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. At the Tourism and Leisure Committee meeting held on 6 January 2022, members were advised that funding had been awarded by Arts Council England in the sum of £26,200 to provide support for a series of arts & environment initiatives, within a project entitled 'Green Loop'.
2. Fylde Council had previously approved a capital request for £20,000 for an arts project entitled 'Coastal Explorers' / Sightlines & Shorelines subject to the securing of external funding from the Big Lottery Fund and Arts Council England. Due to funding grants from the Big Lottery Fund being primarily diverted to Covid 19 recovery related projects, the bid for 'Coastal Explorers' / Sightlines & Shorelines was unsuccessful and the £20,000 was removed from the capital programme.
3. One element of the formerly proposed 'Coastal Explorers' project was a series of arts & environment initiatives and following discussions with the Member working group, it was decided to develop & progress this element of the project and make an application to Arts Council England for funding. This funding bid was successful and communicated to Fylde Council in November 2021. This project is entitled Green Loop.
4. Green Loop is an art and environment project motivated by the desire to connect Fylde's communities with the coastline. The project will provide meaningful volunteer opportunities, develop skills, provide engagement opportunities for local people, particularly socially isolated young people (NEET), whose lives and opportunities have been particularly impacted by COVID-19. In doing so, it will offer local people opportunities to create deeper connections to the coastline so that it becomes more accessible to all, better appreciated, and better understood. We have strengthened relationships and ideas through partnership working with community and voluntary organisations, artists, and environmentalists. The pandemic has forced many to be more creative, and to appreciate the natural environment. It is this acknowledgment across society that we wish to capture. GL will bring together some of our most isolated residents through this shared purpose
5. The Green Loop project is comprised of three thematically linked strands, delivered by the community in collaboration with professional artists and environmentalists: -
  - Using the local coastline as the stimulus, we will engage two emerging artists to work alongside a professional environmental artist and participants in a workshop programme to research, design, create, promote, and retail a limited-edition, sustainable & ethically produced range of wearable or home accessories made from recycled plastic and waste found in the Ribble Estuary. Participants will retail their outputs online and at local craft markets, showing how beautiful items can be made from recycled materials. Working with partner organisations Ribble Rivers Trust, Love My Beach & Friends of the Estuary invaluable support will be provided through the provision of ecology sessions and waste material sourcing activities.
  - An artist commission created by Nerissa Cargill Thompson will explore the environmental impacts of plastic waste through a series of artworks created both using and inspired by litter found in the River Ribble. Nerissa will collaborate with the local business sector to develop an exhibition trail to be hosted by the participating businesses, along Fylde's high streets, bringing greater awareness of the human impact on the local environment looking at the legacy of such waste and alternative choices.
  - A Sustainable Makers Market will be co-produced by Fylde residents in collaboration with Hopeful & Glorious (<https://hopefulandglorious.co.uk/>) providing a platform for the launch of the communities limited edition product range. Developed with an environmental ethos, the makers market brand will be produced in line with a set of green principles which will shape the design of the marketing strategy, artisans selected and transport/travel requirements. The market will be hosted at Fairhaven Lake and within the newly restored Isaac Dixon boathouse.
6. Fylde Council shall provide match funding of £10,000 against total project costs of £44,523. This is from existing revenues and has been used to lever in the external funding from Arts Council England. There is some additional 'in kind' match funding provided, as well as some funding expected from hosting a Sustainable Makers Market at Fairhaven Lake – these are detailed as below:

Arts Council Grant to Fylde	£26,200
Match funding from Fylde Council	£10,000 (from existing revenue budgets)

In kind support	£ 7,373
Income from Market	£ 950
<b>Total Project costs</b>	<b>£44,523</b>

7. This project will be delivered by the existing Arts Development Officer at Fylde Council who will liaise with relevant organisations, artists and teams within Fylde Council
8. The report seeks approval of the Finance and Democracy Committee for approve a fully funded revenue budget increase in the sum of £26,200 in 2022/23 to support this project.

IMPLICATIONS	
Finance	The report recommends that Finance and Democracy Committee approve a fully funded revenue budget increase in the sum of £26,200 in 2022/23 to support this project.
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	Improvement in environmental awareness and engagement
Health & Safety and Risk Management	None arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	<a href="mailto:tim.dixon@fylde.gov.uk">tim.dixon@fylde.gov.uk</a> & Tel 01253 658436	7 Jan 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report T & L Committee	6 <sup>th</sup> January 2022	<a href="#">CMIS &gt; Meetings Calendar</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	14

### IN YEAR FUNDED BUDGET INCREASE - NORTH BEACH WINDSPORTS CENTRE

#### PUBLIC ITEM

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

#### SUMMARY

The Tourism and Leisure Committee at its meeting held on 6 January 2022 sought the approval of the Finance & Democracy Committee for a new fully funded addition to the Council's Capital Programme in 2021/22 in the sum of £200,000 to support the 'North Beach Windsports Centre' scheme. It is intended that this will be met in full from the Capital Investment Reserve.

The report sets out details of the funding requirement, the scheme was unanimously supported by the T&L committee.

#### RECOMMENDATION

The Committee is requested to approve a funded addition to the Council's Capital Programme in 2021/22 in the sum of £200,000 to the 'North Beach Windsports Centre' scheme, to be met from the Capital Investment Reserve.

#### SUMMARY OF PREVIOUS DECISIONS

##### Tourism & Leisure Committee - 6 Jan 2022

To recommend to Finance & Democracy Committee, approval of a funded addition to the Council's Capital Programme in 2021/22 in the sum of £200,000 to the 'North Beach Wind Sports Centre' scheme, to be met from the Capital Investment Reserve.

##### Tourism & Leisure Committee - 9 Sept 2021

##### RESOLVED:

1. To note the terms of the Court Order in resolution of the breach of the terms of the lease of the tenant of the former Sand Yacht Club building.
2. To agree to officers working up a scheme to redevelop the former Sand Yacht Club building and yard as a wind sports centre as set out in the report and bring a further report on proposals for the creation of a wind sports centre to a future meeting.

##### Director of Development Services - 7 August 2019

To commence legal proceedings to seek forfeiture of the lease and underlease of the Sand Yacht Club building.

##### Finance and Democracy Committee – 22 July 2019

RESOLVED to delegate authority to the Director of Development Services to forfeit the lease and underlease (either by proceedings or by peaceable re-entry) should officers consider the Tenant unable/unwilling to remedy

the breaches identified.

Ground lease of Sand Yacht Club building - Portfolio Holder Decision - 2009/012

That the Portfolio Holder authorises the grant of a new ground lease to Trax on the terms set out in the report.

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

1. At the meeting of the Tourism and Leisure Committee held on 6 January 2022, consideration was given to North Beach Windsports Centre scheme.
2. The property previously known as 'Trax' was brought back into council administration in July 2021 after the lease to the previous tenant was surrendered and vacant possession was obtained
3. The Tourism and Leisure Committee was advised that various local groups had expressed a desire to use the property as part of plans to grow sporting related activities on a local, regional, and national footprint taking advantage of the ideal natural conditions offered on St Annes coast. The full report presented to the Tourism and Leisure Committee which includes details of the opportunities (including the provision of a café) that could be explored and the associated requirement for a Service Level Agreement(s) can be accessed [here](#)
4. The property is in need of significant refurbishment including replacement showers, new toilets for any proposed café operation, replacement decking area, shutters, security measures and an upgrade of the décor and fittings. The cost of these works are estimated to be £200,000 and the report seeks capital to fund the works from the capital investment reserve.
5. In terms of the procurement pathway, the Tourism and Leisure Committee approved the use a quotation procedure instead of the normal Contract Tender Rules that would apply to the works of this value in order to progress the scheme for completion in summer 2022 and reduce the period the premises are left vacant and unused.
6. Instructions were passed to architects, CreativeSparc, to provide costed feasibility options which would address the requirements in the attached Brief (Appendix 1).
7. The architect has shared the design proposals with a quantity surveyor who has set out the cost for the two phases of work at Appendix 3. It is the first phase of work that is intended to be carried out at the property in the coming months, which amounts to a sum just under £200,000.
8. The design images of both phases are included in Appendix 2.
9. The Finance and Democracy Committee is asked to approve a funded addition to the Council's Capital Programme in 2021/22 in the sum of £200,000 to the 'North Beach Wind Sports Centre' scheme, to be met from the Capital Investment Reserve.

#### IMPLICATIONS

Finance	The Committee is requested to consider and recommend to Finance & Democracy Committee, approval of a new fully funded addition to the Councils Capital Programme in 2021/22 in the sum of £200,000 to the 'North Beach Windsports Centre' scheme, to be met in full
---------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	from the Capital Investment Reserve; and subject to approval by Finance & Democracy Committee
Legal	The procurement pathway for the building works has been discussed with the procurement team, and, subject to members' approval, is considered appropriate in the circumstances.
Community Safety	None arising directly from this report.
Human Rights and Equalities	None arising directly from this report.
Sustainability and Environmental Impact	None arising directly from this report.
Health & Safety and Risk Management	None arising directly from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Marie Percival	<a href="mailto:marie.percival@fylde.gov.uk">marie.percival@fylde.gov.uk</a> & Tel 01253 658462	7 <sup>th</sup> Jan 2022

#### Attached Documents

Appendix 1 - Briefing Note

Appendix 2a - Proposed Layout Plan

Appendix 2b - Proposed Design

Appendix 3 - Phase 1 Budget



## **NORTH BEACH WINDSPORTS CENTRE- BRIEFING NOTE**

### **Background**

The property was let to Edward Sloane for the use as a windsports centre. It latterly was discovered that the property was being used a special education needs school operated by a sub-tenant, Care 4 Children. After legal action was initiated a deal was agreed that the tenant would give up his interest in the property for a sum of money reflecting previous investment in the refurbishment of the old land yacht club over 10 years prior. The school was granted a licence to occupy to late July 2021. With the school year finishing, keys and the property were handed back to Fylde Borough Council by Care 4 Children on 23 July 2021.

An inspection was undertaken on 23 July 2021 and meters read. We are currently chasing for warranties and other building related manuals, particularly as a new boiler was only installed in January of this year.

### **Property Inspection & Surveys Linked to Proposed Options**

There is a requirement for a Building Control review of the premises as for example, the annexe currently has a freestanding toilet cubicle within the kitchen!

If we are to open up the premises for clubs and the public, a review by Building Control will satisfy the safety elements of end users and ensure we are compliant in terms of public liability insurance and general insurance policies.

Toilet facilities are limited and there will need to be an over-arching review of the toilet numbers, including the installation of a Changing Places toilet especially given the aspiration of the land yacht club amongst others, to bring in sessions for children and adult disabled users, some who may require additional personal assistance from a carer to use the facilities. Such facilities could be funded by the County Council with whom we are in discussion with regarding disabled users access to the beach. Options regarding public toilets are described later in this report.

Signage would be a quick win in terms of branding the property by its new name of “North Beach Windsports Centre” as opposed to one named by the previous occupier Trax. Initial conversations have been commenced with BWD regarding a sign to be erected in the coming month to declare a new era and raise the pique of summer visitors of good things to come. In addition to internal works, the building will require external works to improve the aesthetics and safe use.

M&E & statutory compliance inspections will be required in the coming weeks to assess any additional works to be incorporated into the project in order to address the various end user requirements.

### **Future Uses Post-Works**

Once the premises are safe and legally compliant to invite in third parties and likely, post the contracted works, it lends itself to a range of uses with some initial thinking on the plans are shown at the end of this note:

#### **Windsport Clubs Base & Training Facility**

Discussions have been ongoing with the St Annes Land Yacht Club and local kite surfing club, who are current users of North Beach.

The Clubs are extremely keen to have a base withing the Centre from which they can expand their membership through want to Taster Sessions and / or with community participation, disabled groups and local schools. There are already events such as Regatta and Tournaments for both sports planned for North Beach even without the current facility being available. Overall, the collective view is that a base in the Windsports Centre and access to facilities for meeting, education sessions and possible storage of equipment can only work to increase the profile and membership of their sport and clubs respectively.

Consideration is being given by the clubs to establish Community Interest Companies to enable access to funding with the council as an active partner, particularly with the attraction of a base, which will improve the chances of gaining external funding.

Clubs and schools will share facilities based on their planned use and areas marked as 4, 8, 10, 12, 13, 14 and 15 will all be for the benefit and use of clubs. These areas include toilets including a changing places toilet (13) and showers in area 12, with areas for training and education in areas 4 and 8.

**Sports Development Team** are proposing to utilise the centre at least 1 day a week for engagement & interaction with the community and schools to be an active part of delivery mechanism. In turn, the team will work alongside the partnered clubs (and schools) who are the experts in their respective activities and are therefore, best placed to manage associated risks. The sports development team are also available to ensure regular checks of club Public Liability insurance and compliance with regulations both within the centre and on the beach.

#### **Café Concession**

The facility lends itself to a café towards the front of the premises which can be accessed by the club members, spectators and the general public via a ramp (prams and wheelchair access) to the front of the decked area.

An indicative layout is at the end of this note hatched in oranges and numbered areas 1, 2, 3, 9 and 10, with area 2 being converted into a disabled toilet facility and a separate staff toilet in area 10. Within area 1 there is an opening window that would serve well as an ice cream kiosk to provide double servery locations.

It is anticipated that this would be an attractive proposition for an operator with minimal outlay for the council in terms of fit out as that can be covered off by the incoming operator. The rental income could be stepped up over 2 years to cover off fit out to an annual rental income of £25,000 per annum. This

money would be able to cover some of the running costs for the rest of the premises, as the running costs of the café would be picked up by a separately metered supply of water and electric, by the tenant.

### **Education & Information Centre**

In an area between the annexe and the café is another space (area 4) that fronts out onto the deck and could provide an excellent education / information centre, potentially with an outward presence of a ranger from the Coast & Conservation team on site periodically, to answer any questions, take bookings for rambles etc.

Info-boards installed on the rooms walls about club activities, local events, local ecology, dune projects, bird life and general beach information that can be supported by a range of public facing Tourism & Leisure team members giving talks together with invited groups such as RSPB.

### **Client / User Aspirations**

Tourism & Leisure are the client with the lead manager, Mark Wilde, confirming that use of the property by his Coast & Conservation team which will provide a welfare base and consequently ensure a continued 7-day a week presence for security of the premises.

If space allows, the new Enforcement Team could also use this as a base, again providing extra security at weekends and evenings. This would also help integrate the collaboration of both teams and increase response flexibility when required. "Hotdesking" would allow use of IT for both teams.

### **Coast & Conservation Team Base**

There is a separately accessed annexe which can serve as an immediate base marked as 6, 7 & on the plan below. This has been viewed by the end user who have reported that this will work very well for them, with a request to ensure that there are opening patio doors to the beach side to tie in with the existing elevation. They would wish to have IT (no3) and telephone points (no1) installed as soon as possible which appears feasible. Their use and occupation of the annexe will not interfere with the contracted works proposed for the premises.

### **Public Toilets**

An option discussed with council staff would be to relocate the existing container adjacent to the Coastguard Station into the compound and construct the public toilets in that location instead. This container houses materials used by the coastal team as part of the dunes project.

This would have the advantage of enabling access for the public to toilets that don't compromise the security of the facility, it is proposed that a separate block is installed within the centre's walled compound. The challenge would be to secure the compound whilst giving full access to the public even when the facility isn't open. The advantages would be:

1. The windsports centre would require minimal intervention in terms of work and could therefore be fully operational in a shorter time span.
2. The security of the windsports centre would be preserved within a walled and gated compound, which wouldn't be the case if there were public toilets there
3. The location adjacent to the Coastguard would be more visible to all visitors including disabled users as it would be adjacent to a tarmacadam car park.
4. Danfo who clean first thing each day, would be able to access the toilet without the need to open up the gates to the compound prior to opening of the centre itself

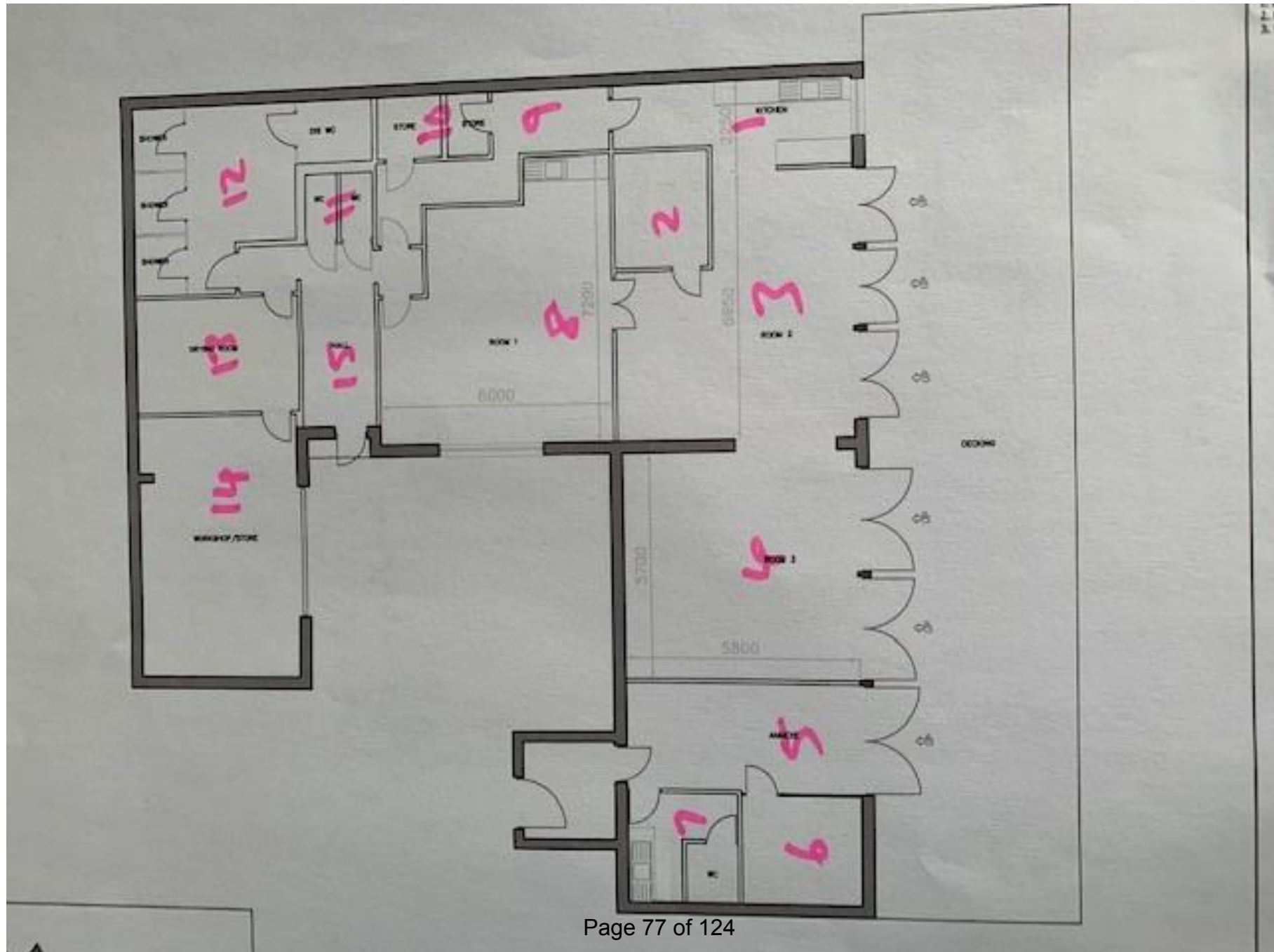
### **Delivery and Project Management**

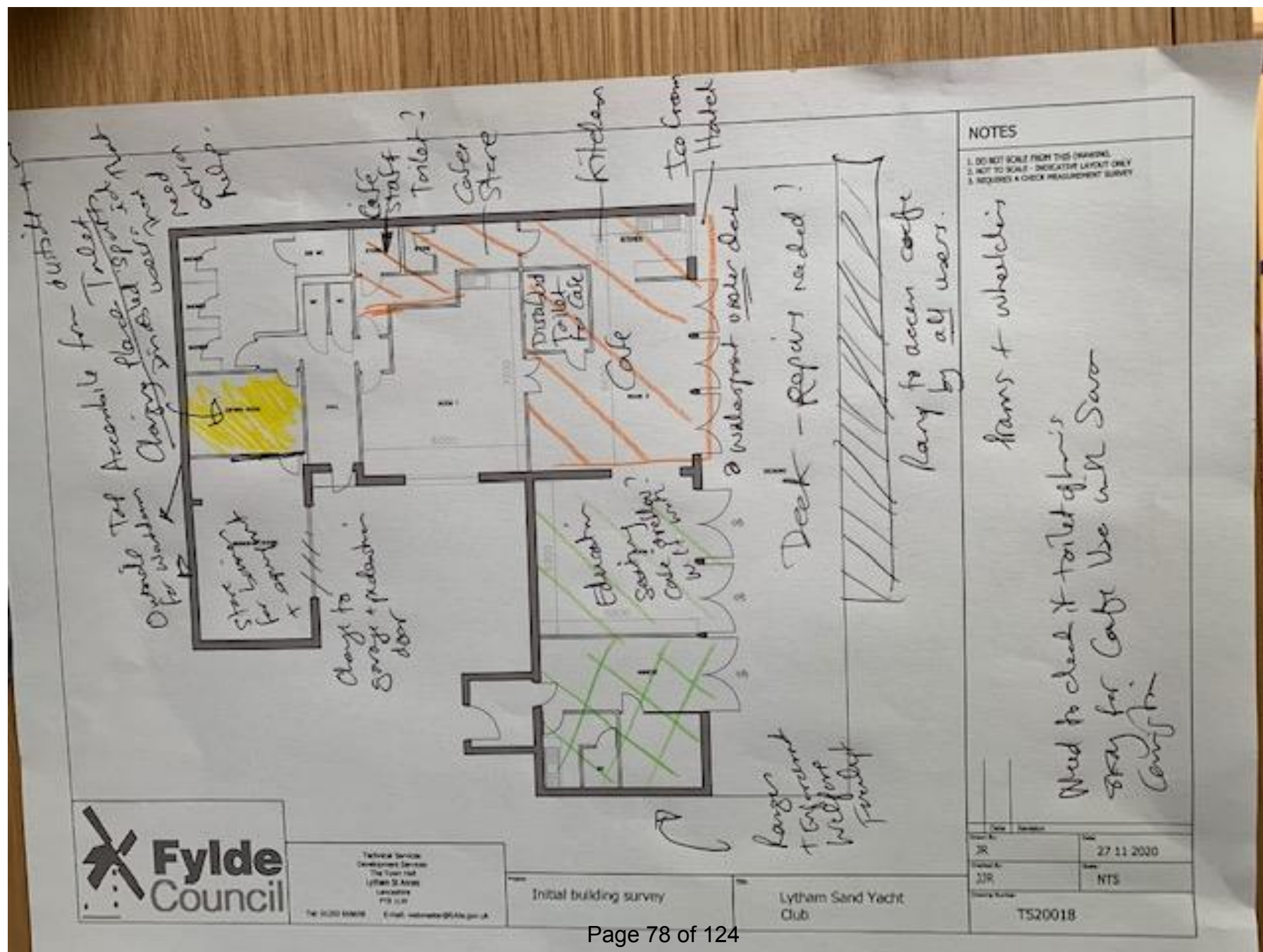
The preliminary investigations and surveys as outlined in this note together with the delivery / project management are to be led by Charlie Richards who will be starting mid-August as Fairhaven HLF works wind down. It would be anticipated that a workshop to include end users would be convened to discuss the contents of this briefing note and the findings the building control review.

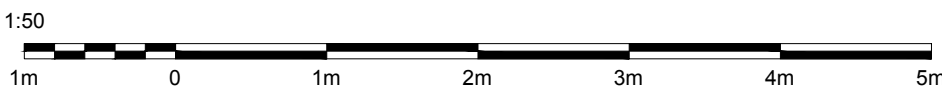
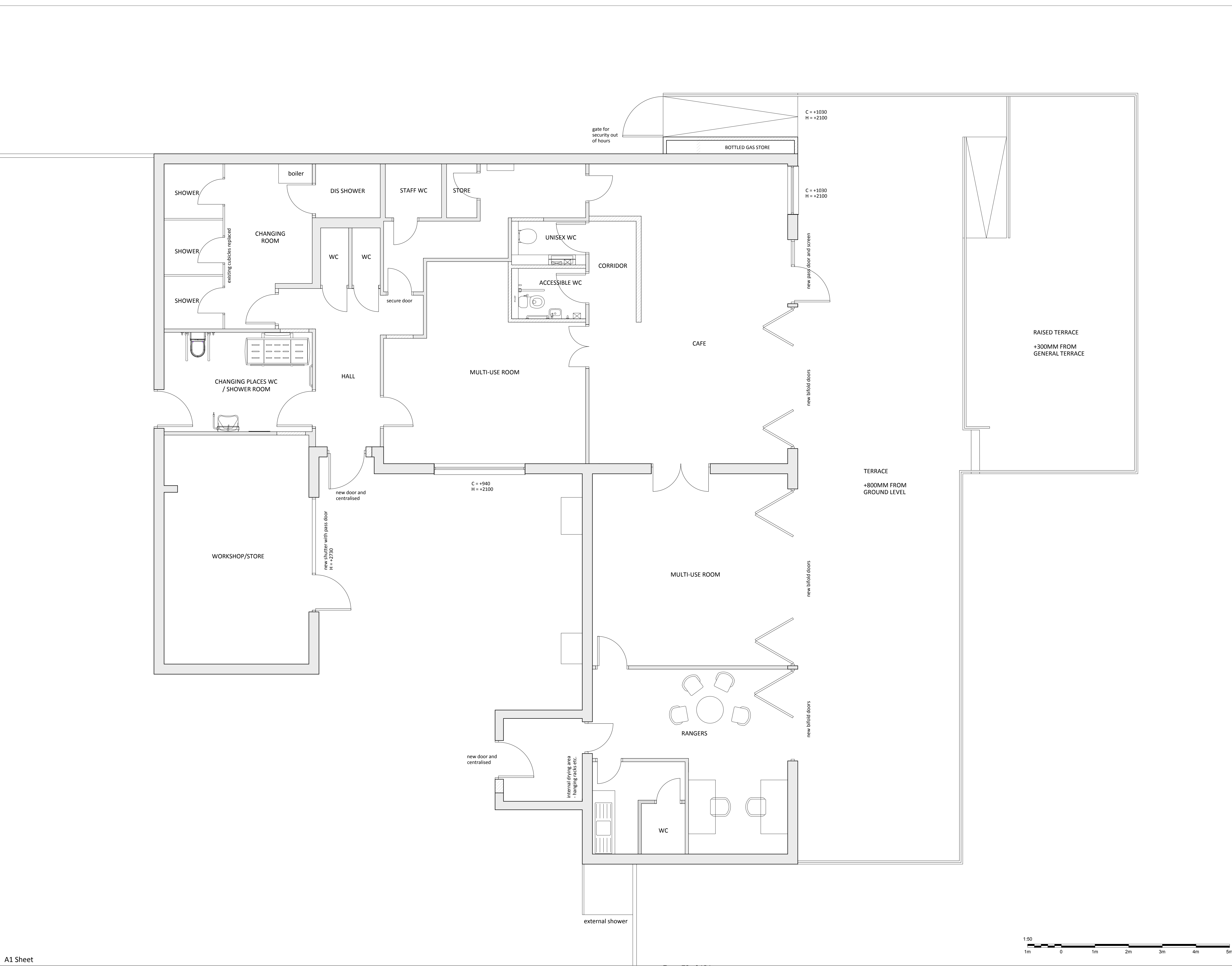
Charlie Richards will be appointing a small team of consultants including (but not limited to) a building architect, Quantity Surveyor, Building Services Engineer. to work up the design of the facility through the RIBA plan of work based on this briefing note and further consultation with officers, members and user groups. The Stage 4 design and cost plans will inform a capital bid for consideration by members.

The schedule for the works will be confirmed at the appropriate point within the planned stages of work as per the PRINCE 2 methodology. We are aiming to deliver the refurbishment and have the building fully operational by the start of season 2022. A detailed schedule of work including Committee approval dates, statutory approvals, design stages, procurement dates and construction dates will be provided to the PRINCE 2 project board as soon as practically possible, once the appropriate initial design work has been undertaken to transfer the brief into a design format.

The Estates & Assets team can advertise the concession opportunity once final details are known to enable the café facility to be open at the same time as the centre is ready for access by the clubs and public alike.







Appendix 2a

Rev	Date	Details of Revision

© This drawing is copyright and can not be reproduced without permission of Creative SPARC Architects Ltd

NOTES:

SURVEY DRAWING PROVIDED BY FYLDE COUNCIL



Creative SPARC architects limited  
solid + paper architecture  
www.creativesparc.com  
email: info@creativesparc.com  
tel: 01253 708803  
78-118 Park Street, Lytham, FY8 5LU  
Company No. 8324081

DRAWING STATUS

CONCEPT

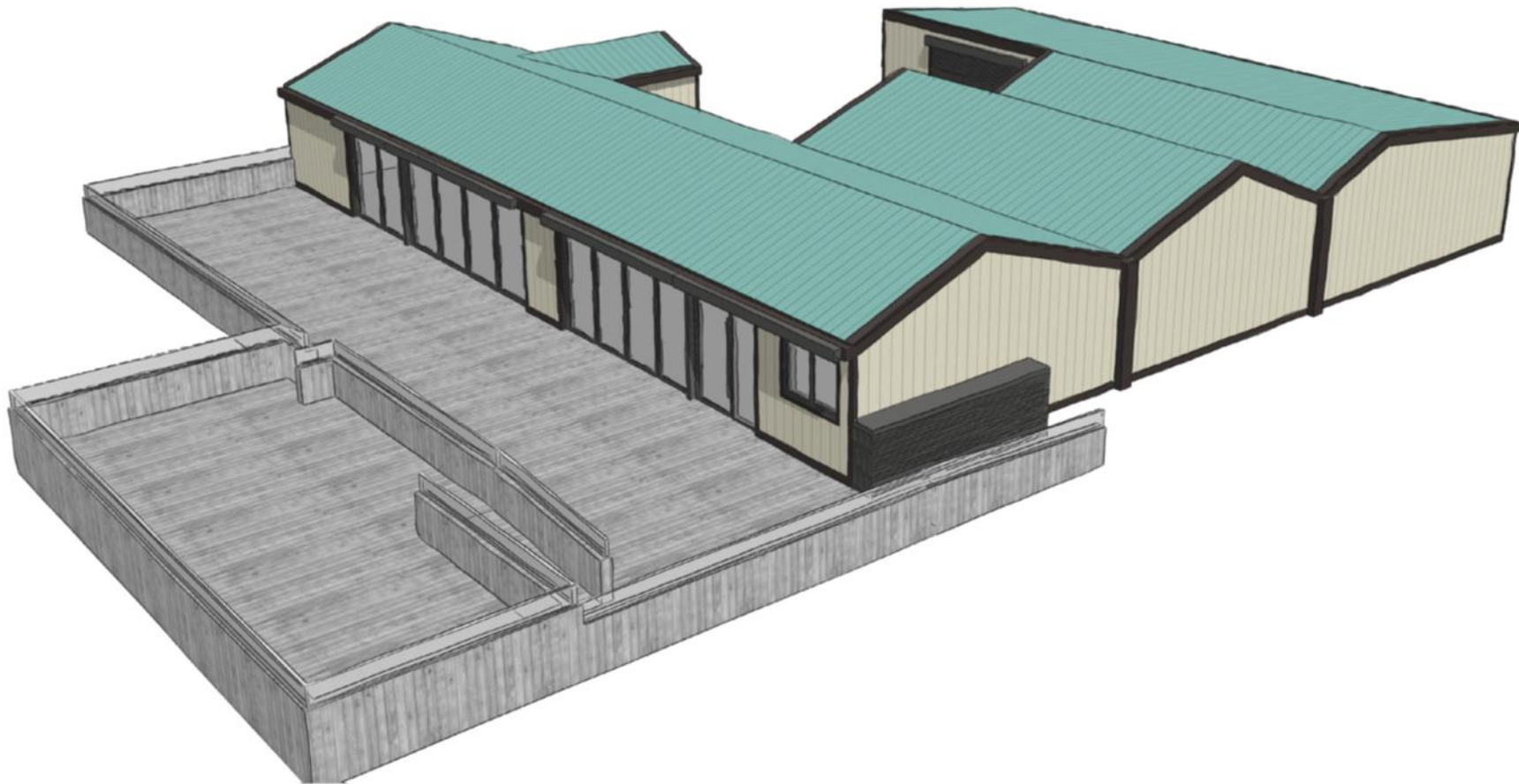
Drawn	Date	Scale(s)
LF	19.11.2021	1:50

PROJECT
NORTH BEACH WINDSPORTS CENTRE

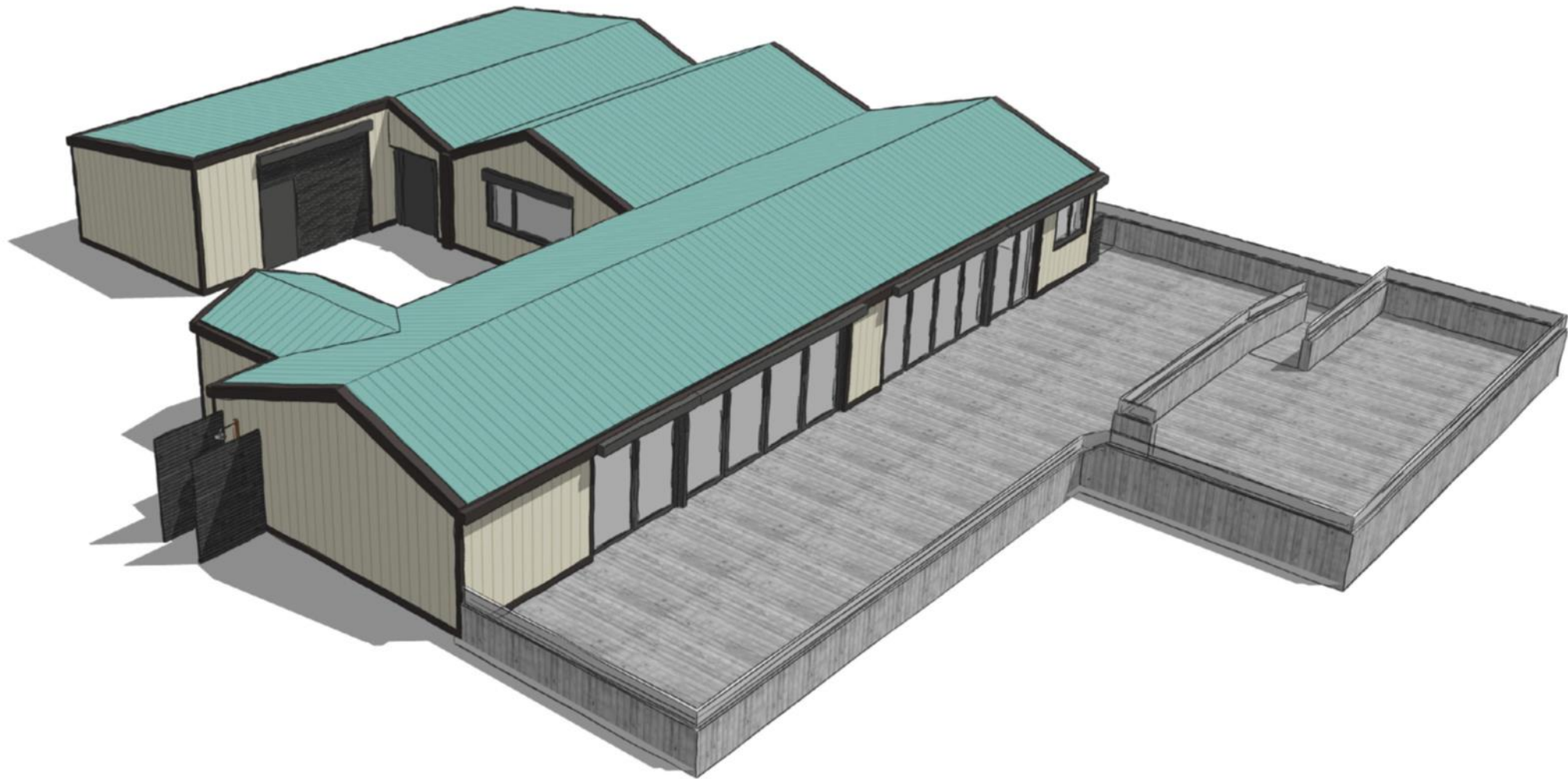
DRAWING TITLE
PROPOSED LAYOUT PLAN PHASE 01

DRAWING No.	Rev
21-22 SK01	









**DETAILED FEASIBILITY PHASE 1**  
**NORTH BEACH WATERSPORTS CENTRE**  
**LYTHAM ST ANNES**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Totals</u></b>
<b>1</b>	<b><u>Demolitions and Alterations</u></b>		
a	Strip out	4,930.00	
b	Break out openings	5,175.00	
			10,105.00
<b>2</b>	<b><u>External Walls</u></b>		
a	Clean existing wall coverings incl above	0.00	
			0.00
<b>3</b>	<b><u>Roof</u></b>		
a	Clean out gutters Undertake roof repairs	4,300.00	
			4,300.00
<b>4</b>	<b><u>Internal Walls &amp; Partitions</u></b>		
a	100mm stud wall, labours etc.	4,672.00	
			4,672.00
<b>5</b>	<b><u>Aluminium Windows and Doors</u></b>		
a	Single door and screen	2,000.00	
b	Bifold doors	12,750.00	
c	Lockable shutter to workshop	3,500.00	
d	New shutters to bifold doors	25,080.00	
e	Single escape doors	2,600.00	
			45,930.00
<b>6</b>	<b><u>Internal doors and Screens</u></b>		
a	Single Doors	5,920.00	
b	Double Doors	1,260.00	
c	Signage	250.00	
			7,430.00
<b>7</b>	<b><u>Wall Finishes</u></b>		
a	Incl with stud partitions	0.00	
			0.00
<b>8</b>	<b><u>Floor Finishes</u></b>		
a	Assumed floor finish £50/m2	10,020.00	
			10,020.00
<b>9</b>	<b><u>Ceiling Finishes</u></b>		
a	Make good existing ceilings	2,000.00	
			2,000.00
<b>10</b>	<b><u>Decoration</u></b>		
a	Decorate throughout	8,432.00	
			8,432.00
<b>11</b>	<b><u>Sanitary &amp; Plumbing Installations</u></b>		
a	Unisex WC and accessible WC inc tiling and fittings	4,420.00	
b	Ditto shower area	2,770.00	
c	Ditto changing places WC/ shower	5,310.00	
d	Ditto staff WV	1,590.00	
			14,090.00
<b>12</b>	<b><u>Heating/Mechanical Installations</u></b>		
a	Service existing boiler	300.00	
			300.00
<b>13</b>	<b><u>Electrical Installations</u></b>		
a	Upgrade supply to 3 phase (Budget depends on what is required)	10,000.00	
b	Electrics to new layout	1,600.00	
			11,600.00
<b>14</b>	<b><u>Builderswork in Connection</u></b>		
a	Builderswork in connection with plumbing/pipe boxing	250.00	
b	Builderswork in connection with extract installation	250.00	
c	Builderswork in connection with heating/pipe boxing	250.00	
d	Builderswork in connection with electrics	250.00	
			1,000.00
	<b>carried forward</b>		<b>119,879.00</b>

**15 Signage and External Lighting**

a	Signage	2,500.00	2,500.00
---	---------	----------	----------

**16 External Works**

a	Form new shower	1,800.00	
b	Spray existing window	220.00	
c	Clean down existing cladding	2,250.00	
d	Lockable enclosure for gas	1,400.00	
e	New composite decking to existing area	11,137.00	
f	New composite decking to new area	9,220.00	
g	New ramps	1,340.00	
f	New solid balustrade	10,860.00	
			38,227.00

**17 Drainage**

a	Drainage to existing building	4,600.00	4,600.00
---	-------------------------------	----------	----------

	<b>Sub-total</b>	165,206.00
<b>Preliminaries</b>	15%	24,780.90
	<b>Sub-total</b>	189,986.90
<b>Contingency</b>	5%	9,499.35
<b>TOTAL BUILD COST</b>		<b>199,486.25</b>

**Notes**

- 1 Excludes Fees
- 2 Excludes utilities upgrade Electrics included
- 3 Excludes café fit out
- 4 Assumed no works to certain areas
- 5 Furniture and fittings
- 6 IT installations
- 7 Excludes CCTV
- 8 Excludes V.A.T.

**TOM LUCAS PARTNERSHIP**  
**CHARTERED QUANTITY SURVEYORS**  
 24th November 2021



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	15
<b>FULLY FUNDED BUDGET INCREASE - BOATING POOL SAFETY IMPROVEMENTS</b>			

### PUBLIC ITEM

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

### SUMMARY

The report details a request from Tourism and Leisure Committee meeting held on 6 January 2022, for a fully funded budget increase in the sum of £60,000 to support a Boating Pool Safety Improvements scheme.

The scheme includes a series of measures to safeguard the public in the use of the facility, including the installation of non-slip rubber wetpour surfacing, accessible ramp, traffic barrier fence and a public safety sign.

The Committee is requested to approve a fully funded budget increase to deliver the scheme in line with a specification prepared by officers, the scheme was unanimously supported by the T&L committee.

### RECOMMENDATION

The Committee is requested to approve of a new fully funded addition to the Council's Capital Programme in 2021/22 in the sum of £60,000 to the 'St Annes Paddling Pool (boating pool) - health and safety improvements' scheme, to be met in full from the Capital Investment Reserve.

### SUMMARY OF PREVIOUS DECISIONS

#### Tourism and Leisure Committee - 6 January 2021

1. To recommend to the Finance and Democracy Committee approval of a new fully funded addition to the Council's Capital Programme in 2021/22 in the sum of £60,000 to the 'St Annes Paddling Pool (boating pool) health and safety improvements' scheme, to be met in full from the Capital Investment Reserve.

### 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. At the Tourism and Leisure Committee meeting held on 6 January 2022, members considered a request for a fully funded budget increase in the sum of £60,000 to support a Boating Pool Safety Improvements scheme.
2. The Parks and Coastal Services are proposing to implement a scheme to undertake various safety improvements to the boating pool within the Promenade Gardens, St Annes. The boating pool encloses the octagonal cast-iron bandstand (c1900, Grade II listed) and was constructed in 1912. Despite its original purpose, the facility now serves as a public paddling pool and enhancements are required to safeguard users.
3. The pool and bandstand are important heritage assets with strong architectural character. Any enhancements to structure and form must remain sensitive to original design concepts and comply with planning regulations. The scheme specification takes this into account and proposes enhancements which are in-keeping with the area. The Council's Planning Development Manager has been consulted for the proposed scheme and works fall within the Council's Permitted Development Rights.
4. Proposed works include the preparation of the pool base to remove existing paint and ensure the proper binding of a new safety surface. A blue, non-slip rubber wetpour surface will then be installed to provide cushioning in the event of a slip or fall. A similar surface was used in the construction of Splash and proves to be suitable. Works also include the design and installation of a single accessible turning platform ramp with a handrail to allow safe access when entering and exiting the pool. A traffic barrier fence to protect pedestrians and a public safety sign will also be included in the scheme.

## PROCUREMENT PROCESS

1. The Parks and Coastal Services will lead the procurement process on a JCT design and build basis, whereby the appointed contractor is required to complete the design and undertake the necessary works in line with a specification.
2. A restricted tender process will be undertaken via the request for quotation procedure. The opportunity will be advertised through the Chest Procurement Portal with a January submission deadline. The specified deadline for the completion of the works will be March 2022.

## METHOD AND COST OF FINANCING THE PROJECT

3. A budget increase to the value of £60,000, fully funded from the Capital Investment Reserve, is requested to complete this scheme.

Table 1: Cost Plan

Cost Heading	Description	Total £
Abrasive treatment to the base of the pool to remove existing paint and prepare for new surface.	Pool base preparation.	£5,000
Installation of blue rubber wetpour surface.	Pool base surfacing.	£36,000
Installation of ramp and handrail.	Pool access treatment.	£15,000
Installation of pedestrian traffic barrier fence.	Safety barrier between pool and road.	£3,000
Design and installation of public safety sign.	Sign to guide safe usage.	£1,000
Total Project Costs		£60,000

5. The report recommends to the Finance and Democracy Committee approval of a fully funded increase to the sum of £60,000 for the Boating Pool Safety Improvements scheme, within the Council's approved Capital Programme for 2021/22 to be met in full from the Capital Investment Reserve.

IMPLICATIONS	
Finance	The report recommends to the Finance and Democracy Committee approval of a fully funded increase to the sum of £60,000 for the Boating Pool Safety Improvements scheme, within the Council's approved Capital Programme for 2021/22 - to be met in full from the Capital Investment Reserve.
Legal	None arising from this report.
Community Safety	The scheme will safeguard users of the facility.
Human Rights and Equalities	The scheme will improve facility accessibility and inclusivity.
Sustainability and Environmental Impact	The scheme seeks to incorporate sustainable materials. Lifecycle costs will be considered during the tender process.
Health & Safety and Risk Management	The tender specification will stipulate health and safety requirements in the design and construction of the scheme.

LEAD AUTHOR	CONTACT DETAILS	DATE
Lisa Foden	<a href="mailto:Lisa.foden@fylde.gov.uk">Lisa.foden@fylde.gov.uk</a>	7 January 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report T & L cttee	6 <sup>th</sup> January 2022	<a href="#">CMIS &gt; Meetings Calendar</a>

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
REGENERATION AND HOUSING	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	16
<b>DOMESTIC ABUSE ACT 2021 – FUNDING FOR ENHANCED SUPPORT SERVICES</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

A report was presented to this Committee in October 2021 that provided an update on the Domestic Abuse Act 2021 and new statutory duties placed on Local Authorities. Fylde Council have been awarded funding for 2021/2022 totalling £33,196, to undertake new Part 4 duties and provide support within their local authority area.

Fylde Council are working in partnership with Wyre Council and Fylde Coast Women's Aid (FCWA) to support victims and their children. A Housing Outreach Worker has been employed to engage and support female and male victims and their children, employed by FCWA. The cost of the Housing Outreach Worker is £18,500 for 12 months leaving £14,696 available 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.

Further discussions were held with Lancashire County Council, Wyre Council and FCWA and it was agreed the remaining funding would be used to support a range of interventions, with a guide maximum budget of £800 per person. Included with this report is the final funding application form. Interventions include:

- Security measures under the Sanctuary Scheme in current home
- Emergency accommodation before a Refuge or safe temporary accommodation can be secured.
- Assistance with white goods, carpets and household items
- Dedicated legal fund to cover; First two hours advice from a solicitor, cost to process server and, costs to issue a prohibited steps order. (Note: this is in addition to legal costs funding of £4,000 included as part of the Housing Outreach Worker support)

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Finance and Democracy Committee requested a further report be brought back to Committee advising of recommendations for a separate budget for legal representation to be brought back to a future meeting.

### FURTHER INFORMATION

Contact Kirstine Riding – [Kirstine.riding@fylde.gov.uk](mailto:Kirstine.riding@fylde.gov.uk) 01253 658569



## **Application Form for MHCLG Part 4 Domestic Abuse Act Support Services Funding**

**Name:**

**Contact Details – telephone number/email address:**

**Current Address:**

**Post Code:**

**DOB:**

**National Insurance No:**

**Right to Rent: Yes/No**

**Name and Ages of Dependants**

**I have completed the Tenancy Training course – YES/NO If no, when are you booked on the course?**

**I have received personal budgeting support – YES/NO**

This funding is related to Part IV duties placed on Tier 1 and Tier 2 Local Authorities 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.

Funding is available for the following measures:

- Security measures under the Sanctuary Scheme in current home
- Emergency accommodation
- Assistance with either white goods or carpets
- Household items
- Dedicated legal fund to cover:
  - First two hours advice from a solicitor
  - Cost of a process server
  - No fee to issue an injunction or an occupation order
  - Costs to issue a prohibited steps order



## **Privacy statement for use of personal data**

Fylde Council Housing Department takes your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us or have consented to us providing. To satisfy the requirements of the General Data Protection Regulation, the council is obliged to make it clear to you how we use your personal data, who we might share it with and to give you certain other information.

### **What do we do with the information you give us in your report/application?**

We use the information to process your report/application. We may also use it to send you a response regarding your report/application. We process your information for these purposes so we can carry out the legal function of administering your report/application.

You do not have to give us the personal information that we ask for, but if you do not, we may not be able to process your report /application or reply.

We may also use your information to contact you regarding future Housing related issues and to seek your opinion on Housing Services. If you consent to us contacting you for these extra purposes please tick the appropriate box or boxes below:

### **I consent to the council contacting me about Housing Services by:**

Post ☐ Email ☐ Text ☐

### **How long will we keep the information?**

If you have not consented to us contacting you about Housing Services, we will only keep the information you have given us in respect of your application/ query until 2 years after submission.

If you have consented to us contacting you about Housing services, we will keep your information for 3 years, unless you ask us to stop using it before then.

### **Who might we share your information with?**

Your information will only be shared with the Housing Department and your information will also be visible to the Customer Services should you need to contact the Council regarding your report/application. We will also share information with organisations you have given us permission to under your application to us for prevention and relief housing advice under the Homeless Reduction Act 2018. In addition information you provide maybe shared with other agencies if it relates to matters affecting personal safety such as Lancashire Fire and Rescue Service, Social Services the Police and other departments within the Council such as Environmental Health, Building Control and Planning enforcement.

### **Who is the data controller and how can I get in touch?**

Fylde Borough Council is the data controller. You can contact us by email at [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk), by phone on 01253 658658, or at the Town Hall, St Annes Road West, Lytham St Annes FY8 1LW.

Our Data Protection Officer can be contacted at the same address, or at [dpo@fylde.gov.uk](mailto:dpo@fylde.gov.uk) or on 01253 658506.

### What rights do I have about my data?

You have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, whose details are above.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### MHCLG Part 4 Domestic Abuse Act Funding

**Have you received a payment in the past or are accessing funding through Fylde Council? YES/NO**

**If Yes Please give details**

**Name of Organisation supporting you:**

**Support worker details:**

**Contact phone number:**

**Property address:**

**Private rented/Social Rented/owner occupied:**

**Proposed/current agent/landlord's name, address and contact number:**

Assistance required with (Please tick all that apply – please note clients can claim up to a maximum of £800 per person which can cover several interventions):

1. Security measures under the Sanctuary Scheme
2. Emergency accommodation
3. Assistance with either white goods or carpets (maximum £400)
4. Household item pack
5. Dedicated legal fund to cover (maximum £400):
  - First hour advice from a solicitor
  - Cost of a process server
  - No fee to issue an injunction or an occupation order
  - Costs to issue a prohibited steps order

**Please provide quotes if available:**

**Organisation applying for the funding:**

**Signed  
Officer**

**Date**

**Approval:**

**Date**

**Signed Officer**

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	17
<b>BUDGET SETTING – REVENUE BUDGET 2022/23 - FIRST DRAFT</b>			

### 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 2022/23 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 2022/23 – First Draft

### LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/budget-book-2022-23-first-draft/>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2022/23 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 2022/23 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 2022/23 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 2022 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2022/23 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 3rd March 2022.

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	18
<b>GENERAL FUND REVENUE BUDGET MONITORING REPORT 2021/22 - POSITION AS AT 30<sup>th</sup> NOVEMBER 2021</b>			

## 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<sup>th</sup> November 2021 and specifically for those areas under the remit of the Committee.

## SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30<sup>th</sup> November 2021 and feedback received from budget holders.

## LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 30<sup>th</sup> November 2021:

<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](mailto:paul.o'donoghue@fylde.gov.uk)

# GENERAL FUND REVENUE BUDGET MONITORING REPORT 2021/22

## POSITION AS AT 30<sup>TH</sup> NOVEMBER 2021

### Summary

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30<sup>th</sup> November 2021. 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. In addition to the budget areas identified in the supporting Appendix of the report the Council has separately received funding from the Contain Outbreak Management Fund and a progress update report will be presented to the Environment Health & Housing Committee later in the year as delivery against the scheme continues.

### 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<sup>th</sup> November 2021.
- 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 2021/22 budget at its meeting on 4<sup>th</sup> March 2021. Subsequently on 29<sup>th</sup> July 2021 the Finance and Democracy Committee approved the financial outturn position for 2020/21, and approved the latest update of the financial forecast at its November 2021 meeting. The impact of those approvals, including savings and growth items approved at the Council budget meeting, along with slippage from 2020/21 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 2021/22.

### 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 2021/22 and the resulting changes have been reflected in the latest budgets and recent 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.

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.

We are now past the mid-point of the 2021/22 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 in the MTFS to Council in December 2021 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.

**REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)**

Appendix A

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	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 Comments
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	10,103,006	6,898,487	6,890,538	-7,949	FAVOURABLE	BLUE	The budget forecast which was approved by Council in March 2021 assumes employee cost savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2021/22 onwards. The actual spend to date shown here includes an assumed pay award of 2.75% in line with the current budget provision, although the actual pay award is yet to be agreed. This budget will be kept under review during the remainder of the financial year and may be adjusted as part of future budget right-sizing exercises.
Organisational Improvement	Organisational Improvement Costs	26,000	17,336	11,019	-6,317	FAVOURABLE	BLUE	This budget includes some monies slipped from last financial year which were unspent due to covid. Additional seasonal costs at Christmas on recognition and rewards - some predicted expenditure may not occur due to COVID measures.
Communications and PR	Media Costs	15,000	10,000	0	-10,000	FAVOURABLE	BLUE	Most media costs have been COVID related. Therefore, we have used COMF allocated funding, which has taken priority most of the year. Currently uncertainty on the demand for comms if new COVID regulations begin within the new year it is likely this budget will be required.
Mayoralty	Mayoral Chauffeur/Assistant	19,485	12,993	5,745	-7,248	FAVOURABLE	GREEN	There have been fewer mayoral engagements as a result of the pandemic, which has led to this favourable variance.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAVOURABLE	GREEN	The original budget was allocated to provide for the St Annes neighbourhood plan referendum to be re-run in the event that a legal challenge to the original referendum had been successful. The Supreme Court eventually rejected the challenge, so the budget is no longer required. It is possible that a neighbourhood plan referendum may be required in 2023 in Wrea Green and this budget could be used to fund that.
Computer Services	Purchase of Computer Equipment / Licences / Infrastructure & Network Costs	280,138	186,796	59,508	-127,288	FAVOURABLE	BLUE	An underspend is currently recorded against the profiled budget, however with a core infrastructure and network transformation project and associated license costs in response to the challenges of end of life platforms and enablement of hybrid working underway we expect variances to normalise towards the end of the year. A parallel and essential modernisation project to telephony ahead of the decommission of the PSTN lines is being scoped and due to commence before the end of the calendar year which will enable full internet dialling and direct routing of calls through video and voice platforms. These commitments also pick up business continuity, ongoing network hardening and security works, Town Hall WIFI replacement and meeting room improvements enabling a modern, secure and fit for purpose network in line with the ICT Strategy.
Council Tax Collection Costs	MHCLG Grant Funding - LCTS	0	0	-130,548	-130,548	FAVOURABLE	BLUE	F&D Committee approved a scheme at its November meeting to top up the CTRS hardship fund to £10k and allocate the remaining amount for distribution to CTRS cases.
External Audit Fees	Other Reimbursements	0	0	-7,250	-7,250	FAVOURABLE	GREEN	This income is from Public Sector Audit Appointments Ltd following a distribution of surplus funds as they are 'a not for profit' organisation. The budget will be updated accordingly as part of budget right-sizing.



**REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)**

Appendix A

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

**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 Comments
Sports Development	Business Health Matters Initiatives	26,750	17,836	0	-17,836	FAVOURABLE	BLUE	This is a new project which has only just had committee approval and funds will be spent / claimed from early 2022 onwards.
	ESF - Business Health Matters Funding	-26,750	-17,836	0	17,836	ADVERSE		
	PCC - Safe Communities Project	16,300	10,872	2,475	-8,397	FAVOURABLE	BLUE	Money is being held back to ensure we have a good delivery plan for the Christmas and New Year period. This will include a combination of youth interventions, diversionary activities and education.
Management of the Arts & Heritage Assets	Support to Arts	14,000	9,336	0	-9,336	FAVOURABLE	BLUE	£10K is allocated to Green Loop Arts project for Spring 2022. The project has only recently been approved by Arts Council and the £10K will be used as match funding and will be spent on the project early 2022.

**REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)**

Appendix A

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

**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 Comments
Cemetery and Crematorium	Interments	-200,000	-133,360	-123,907	9,453	ADVERSE	AMBER	There is a general downward demand for burials as opposed to cremations. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
	Cremations	-1,070,000	-713,476	-602,681	110,795	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 budget right-sizing exercise.
	Memorial Income	-40,000	-26,672	-20,876	5,796	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 budget right-sizing exercise.
Fylde Waste Schemes	Replacement Waste Containers	75,000	75,000	84,709	9,709	ADVERSE	AMBER	Additional expenditure due to demand for replacement containers and increased wheeled bin costs per unit. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise. We will look to do a budget virement to cover these increased costs.
Public Conveniences	Miscellaneous Receipts	-30,000	-30,000	-42,642	-12,642	FAVOURABLE	GREEN	Additional unbudgeted income due to increased number of visitors following lockdown/staycations. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Highways Cleansing	Weed Control	22,000	22,000	27,131	5,131	ADVERSE	AMBER	The contracted cost of the weed service has increased. We will look to do a recurring virement to cover these increased costs.
Health & Wellbeing	Food Purchases	35,260	35,260	29,003	-6,257	FAVOURABLE	BLUE	In 2021, all local authorities were provided with grant funding to co-ordinate free holiday provision during the summer and Christmas holidays - including healthy food and enriching activities. The funding is for all children who receive benefits-related free school meals. The summer programme ran over for 4 weeks in July and August and accounted for ¼ of the budget, the remaining ¾ of the budget remaining is allocated for the Christmas provision, which will be delivered over the week of 19-24 <sup>th</sup> December. The Christmas provision will include face to face delivery of physical activities through play, including healthy food, plus food parcel support for all children who attend. The funding is budgeted to be spend by the end of January.
	Miscellaneous Expenses	12,500	12,500	2,883	-9,617	FAVOURABLE		
Fleet & Plant	FMS Material Costs	165,670	110,547	90,281	-20,266	FAVOURABLE	GREEN	There are a number of 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 budget right-sizing exercise.
	Fuel Costs	305,595	220,483	180,227	-40,256	FAVOURABLE		
	Tyres - Renewal	34,636	23,186	13,042	-10,144	FAVOURABLE		
	Hire of Transport	63,357	42,247	23,805	-18,442	FAVOURABLE		
Car Parking Fees	Car Parking Fees	-688,000	-458,765	-582,891	-124,126	FAVOURABLE	GREEN	Due to the good weather and increased staycations over the summer months due to Covid it is anticipated that the annual income will be greater than expected. The budgets will be kept under review and adjusted as necessary as part of the budget right-sizing exercise to reflect this.
Stanner Bank Car Park	Operational Costs including Barrier System	0	0	12,492	12,492	ADVERSE	RED	Costs associated with maintenance contract and repairs required to barrier system. Costs do not yet fully reflect the true impact of operating the barrier as an out of hours call system and proposed CCTV system have not yet been accounted for.
Off-Street Parking Enforcement	Enforcement Costs	56,000	37,340	50,569	13,229	ADVERSE	RED	This budget is likely to be overspent as a result of additional charges incurred from the contractor as a result of LCC taking back in-house their enforcement services and the contractor increasing their charges to their remaining customers, including Fylde.
	Decrim - Off-Street Pkng Fees	-40,000	-26,672	-35,251	-8,579	FAVOURABLE	GREEN	With more visitors to the area so more contraventions have been observed with a greater number of Penalty Charge Notices being issued resulting in greater enforcement income.
Land Charges Fee Income	LC - CON29, LLC1 & CON290 Fees	-75,000	-50,012	-71,866	-21,854	FAVOURABLE	GREEN	Increased land charge fee income received in year. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Bus Shelters	Shelters-Provision/Replacement	20,000	13,336	4,342	-8,994	FAVOURABLE	BLUE	2 replacement shelters are about to be ordered it is expected expenditure will be contained within the budget.
St Annes Square (Maintenance)	Repairs & Maintenance	45,000	30,004	6,204	-23,800	FAVOURABLE	BLUE	Repairs ongoing on assets it is expected this budget will be fully used by year-end.
Property Management Team	Miscellaneous Income	0	0	-8,550	-8,550	FAVOURABLE	GREEN	Additional income from ad hoc fees generated through management of portfolio. This budget will be updated as part of budget right-sizing.

**ENVIRONMENT, HEALTH & HOUSING COMMITTEE**

**REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)**

Appendix A

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

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 Comments
Covid-19 Support	Unringfenced Covid Grant Support	263,000	175,368	14,462	-160,906	FAVOURABLE	BLUE	The Government provided un-ringfenced Covid support grant to all local authorities in 2021/22, with Fylde receiving £392k for the year. Of this £33k was allocated to Town and Parish areas to support covid recovery, and to date £50k has been vired to support agency labour costs within Operational Services to ensure continuing service delivery, £15k has been vired to the Cemetery & Crematorium to ensure covid compliance and £22k has been vired towards cleaning and covid measures in the Town Hall. 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.
	Practical Support for Self-isolation	0	0	5,750	5,750	ADVERSE	BLUE	Along with all the Lancashire Authorities take up in Fylde of the practical support funding is extremely low. Officers have recently met with the Methodist Church who are delivering the program to ensure the scheme is as responsive as possible for anyone who is seeking support, but demand continues to be low. This may shift with the onset of the Omicron variant.
	LCC Funding - Practical Support for Self-Isolation	0	0	-140,315	-140,315	FAVOURABLE	BLUE	
	LCC Funding - Community Testing Covid	0	0	-82,611	-82,611	FAVOURABLE	BLUE	A report is going to the January cycle seeking agreement to fully fund the lateral flow program from this LCC funding as opposed to the Community Outbreak Management Funding as originally anticipated.
Covid 19 - Household Support Fund	HSF Initiatives - CAB	0	0	15,000	15,000	ADVERSE	BLUE	A report is going to the January cycle to explain that the Council has been awarded £150k Household Support Funding from Lancashire County Council. This has to be expended by 31st March 2022 to support vulnerable households. Due to the urgency in delivery emergency procedure rules were used to approve the expenditure by the Chief Executive Officer in consultation with the Leader and Chairman of EHH Committee. The planned report will give further details.
Covid-19 Contain Management Outbreak (COMF)	Covid Contain Outbreak Management Funding supporting vulnerable people, contact tracing, testing, enforcement , communications and covid prevention acquisitions	479,768	404,913	413,324	8,411	ADVERSE	BLUE	Accelerated spend against the profiled budget. Many of the budget heads identified within this approved budget are on track. However there may be some variances as we near year-end for example the support for the vulnerable budget may be underspent due to the prevalence of other funding streams. This also may be the case for budget identified for food inspections, due to staffing pressures within the Environmental Health Team as a result of ongoing vacancies combined with the difficulty in sourcing consultants to take on the work.
Covid-19 Welcome Back Fund	Welcome Back fund - expenditure	243,516	162,376	689	-161,687	FAVOURABLE	AMBER	This budget is specifically held to assist in the economic recovery following the Covid pandemic. Funds are required to be spent before April 2022, with all spending agreed by the Department for Levelling Up, Housing and Communities. Welcome Back Fund application has now been approved by Govt. Two external groups yet to submit intentions & quotes, others have started to submit. Internally, the Public Realm larger commitment is still being costed up due to contractor unavailabilities. Other internal activities have either started or in final stage of costing for RFQ's.
	Media Costs	0	0	20,098	20,098	ADVERSE	AMBER	
	Covid-19 Welcome Back Grant	-243,516	-162,376	0	162,376	ADVERSE	AMBER	This grant funding is specifically held to assist in the economic recovery following the Covid pandemic. Funds are required to be spent before April 2022, with all spending agreed by Department for Levelling Up, Housing and Communities. It is expected that the budget will be used in full before the end of the financial year and the grant is claimed in arrears.
Community Grants	Community Projects Fund	20,000	13,336	7,624	-5,712	FAVOURABLE	BLUE	A publicity campaign will be carried out in the new year to encourage applications.
Community Safety Initiatives	Community Safety Initiatives	25,441	16,964	0	-16,964	FAVOURABLE	BLUE	As a result of Covid funding available to CSP partners, and other funding via the PCC's office, there has not been a great demand for CSP funding for other initiatives during the course of the year. £500 has recently been agreed by the Chairman of the CSP for a policing initiative over the Christmas period. A slippage request is again likely to move the budget forward to 2022/23. The available budget is specifically for community safety initiatives going forward, as stipulated by the former Local Strategic Partnership, who granted the money on the understanding it would remain within the Partnerships preview until it is exhausted going forward.

**REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)**

Appendix A

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

**ENVIRONMENT, HEALTH & HOUSING COMMITTEE (CONTINUED)**

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 Comments
Homelessness	CAB - Debt Advice Service	21,877	14,588	0	-14,588	FAVOURABLE	BLUE	This is an MHCLG Homelessness Reduction Act grant funded Initiative to support clients with Debt issues. The service transferred from CAB to Blackpool Debt advice service. We are now charged per client as opposed to previously funding staff and management costs of the CAB, therefore enabling us to get more value for money. As a result there will be an underspend in this budget which cannot yet be quantified. Any underspend at year-end will be requested as slippage with the off-setting grant funding.
	MHCLG Homlessness Reduction Act Initiatives	24,937	16,631	-2,380	-19,011	FAVOURABLE	BLUE	This is MHCLG Homeleneess Reduction Act funding to provide a range of activities to support clients into accommodation i.e. household items, rent in advance/bond. The Next Steps funding (see below )has been utilised to fund these activities and therefore there will be an underspend at year-end where a slippage with the corresponding grant funding slippage will be requested.
	Ex-Offender Initiatives	34,172	22,784	0	-22,784	FAVOURABLE	BLUE	This MHCLG funding was awarded in 20/21. There had been a delay in value of the funding being confirmed, therefore EHH Committee in September approved the merger of the Ex-offender funding with Rough Sleeper Initiative year 3 funding to create a project accommodation finding service for rough sleepers and ex-offenders. The project has gone through Procurement and the successful contractor will commence in January 2022. Due to the delay in the funding award the project will extend beyond the original period into 2023/24. MHCLG have approved the merging of the two funding streams and extension of the project.
	Domestic Abuse Act Initiatives	16,500	11,004	0	-11,004	FAVOURABLE	BLUE	This is MHCLG funding to deliver a domestic abuse support housing outreach worker. The appointment commenced in November 2021. This project will run until November 2022/23.
	Invest to Save Expenditure	10,000	6,668	496	-6,172	FAVOURABLE	GREEN	Due to the award of MHCLG Next Steps funding or Covid recovery being used to fund the invest to save initiatives there will be an underspend at year-end against this budget.
	B&B Accommodation Costs	62,500	42,508	72,792	30,284	ADVERSE	RED	The Homeless service has seen high demand for temporary accommodation following the lifting of evictions coupled with limited move-on opportunities in social and private accommodation. This trend is likely to continue with the budget being significantly overspent at year-end. The overspend would have been greater if it hadn't been supported by the use of the Next Steps funding. This has supported clients who are unable to claim housing benefit and the need of the service to secure empty accommodation. The service only has available 10 units of temporary homelessness in Fylde and significantly relies of B&B accommodation.
	Rapid Re-housing Programme	28,866	19,250	546	-18,704	FAVOURABLE	BLUE	This is MHCLG funding for Rough Sleeper 3 year initiative which was not expected. As described above this funding has been merged with Ex-offenders funding to provide the rough sleeper and ex-offenders accommodation service. MHCLG have approved the merging of the two funding streams and extension of the project.
	Next Steps Accommodation Programme (NSAP)	25,000	16,668	25,223	8,555	ADVERSE	BLUE	This is MHCLG Funding for Covid-19 recovery. Its delivering a range of housing support for clients within the homeless service i.e. household items, rent in advance/bonds and the provision of temporary accommodation in B&B. A further budget virement will be actioned to cover these additional costs.
	Hsing Benefit/Univrsal Credit Repayment	-45,000	-30,004	-35,451	-5,447	FAVOURABLE	GREEN	The Homeless service has seen high demand for temporary accommodation. All clients complete Housing benefit forms, but cost of accommodation in B&B varies per week from £120 - £350 and clients entitled to between £82.40 and £91.50 per week.
Housing Standards	Contribution to Care & Repair	30,000	20,004	0	-20,004	FAVOURABLE	BLUE	Pilot underway with Care and Repair Preston for Handyperson and Sanctuary Scheme awaiting invoice for Qtr 1 and Qtr 2. We expect this to be on target for year-end.
	Disabled Facilities Grant Fees	-160,000	-106,688	-95,803	10,885	ADVERSE	BLUE	The budget will be monitored throughout the rest of the year and adjusted through the MTFs if necessary.

**REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)**

Appendix A

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

**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 Comments
Building Control	Plan, Inspection & Building Notice Fees	-211,500	-141,028	-176,508	-35,480	FAVOURABLE	GREEN	Increased Building Control fee income received in year due to an increased demand. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Development Management	Archaeology and Ecology Agreement	12,000	8,000	2,307	-5,693	FAVOURABLE	BLUE	Expenditure on Archaeological and ecological advice is determined by the nature of planning applications submitted. During the year to date there has been a reduced need to consult with these particular specialist bodies. The introduction of the requirement for new developments to 'Biological Net Gain' through the Environment Act 2021 is likely to require increased ecological advice.
	Planning Application Fees	-675,000	-450,088	-531,058	-80,970	FAVOURABLE	GREEN	The number of planning applications received is significantly higher than recent years. This may be a reflection of the economic recovery following the pandemic. The number of application fees received will continue to be monitored.
Planning Appeals	Planning Appeal Hearing Costs	45,000	30,004	0	-30,004	FAVOURABLE	GREEN	There has only been one planning hearing this year, which did not require the procurement of specialised advisors. Accordingly there has been no call on this budget in the year to date.
Planning Enforcement	Enforcement Costs	35,000	23,340	0	-23,340	FAVOURABLE	BLUE	Court action regarding the case this funding was set aside for was suspended due to the Coronavirus pandemic. As the courts reopen for business this funding will be required, although expenditure may be delayed as the courts recover from their backlog of cases.
Development Management Team	Consultants Fees	20,000	13,336	0	-13,336	FAVOURABLE	BLUE	This funding is held to allow the appointment of specialist consultants to assist in the determination of planning applications. Spend depends on the needs of the service based on the nature of applications received and continues to be reviewed on an ongoing basis.
Economic Regeneration	Consultants Fees	150,000	100,020	0	-100,020	FAVOURABLE	BLUE	This funding is held for the St Anne's Town Centre Masterplanning project. Work has been commissioned and is underway and this is expected to be fully spent in year.
Pleasure Island/Salters Wharf	Consultants Fees	120,000	80,016	0	-80,016	FAVOURABLE	BLUE	This funding is held for The Island MasterPlan project. Work has been commissioned and is underway and this is expected to be fully spent in year.
	LCC - Lancashire Economic Recovery Grant	-108,000	-72,016	0	72,016	ADVERSE	BLUE	Income to be claimed from Lancashire County Council as part of the Island MasterPlan Project through the Lancashire Economic Recovery Grant in line with agreed triggers set out in the Grant Fund Agreement.

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	19
<b>CAPITAL PROGRAMME MONITORING REPORT 2021/22 – POSITION AS AT 30<sup>th</sup> NOVEMBER 2021</b>			

## 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<sup>th</sup> November 2021 and specifically for those schemes under the remit of the Committee.

## SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30<sup>th</sup> November 2021 and feedback received from budget holders.

## LINK TO INFORMATION

Capital Programme Monitoring Report to 30<sup>th</sup> November 2021:

<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](mailto: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 2021/22, 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 2021/22. 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 4<sup>th</sup> March 2021. That update showed a balanced capital programme position from 2020/21 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 2021. The Programme has also been rolled forward to include the year 2025/26.

### **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 5<sup>th</sup> 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 5<sup>th</sup> 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 phase early 2023.

### **(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. Works have progressed albeit at a reduced pace as a result of the pandemic and the Adventure Golf is now complete and open to the public and the restoration works are due to be completed during 2021. Fairhaven Café re-opened in October 2021.

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 recently been commissioned.

### **(v) Lytham Regeneration Schemes**

In respect of the large capital scheme for Lytham town centre, a number of suggestions have been made by the Lytham Business Group and other parties, some of which require careful consideration along with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan is being drawn together. This will have a phased programme of works to be considered in due course by the Planning Committee. It is envisaged that the first phase of work, the improvements to lighting on East, Central and West Beaches will be completed during the current financial year in line with the scheme agreed by Planning Committee in March 2021. The Lytham Beach Lighting Scheme is programmed for delivery during the current financial year and the proposed improvements to Clifton Street are now timetabled for Q2 2022/23 in line with the Corporate Plan. Plans have been prepared and will be presented to the Town Centre Working Group at the earliest opportunity. This will enable detailed schemes to be prepared and consulted upon.

### **(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 2021/22 of £1.236m provides for the delivery of disabled adaptations to similar levels as 2020/21. It is anticipated that for 2021/22 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.

### **3 Conclusions**

- 3.1 Actual expenditure to 30<sup>th</sup> November 2021 is £2.847m against a full year budget of £11.470m. This equates to 24.8% of the latest budget. Progress on the delivery of a number of schemes has been delayed due to covid restrictions. This is noted as appropriate in the analysis at Appendix A. Consequently, the phasing of some schemes have been adjusted or re-phased into 2022/23 as part of this update and will be reflected in future Financial Forecast updates during the year.
- 3.2 Capital Receipts total £161,575 against a total in year budgeted figure of £185,000 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.
- 3.3 The current Capital Programme as updated is showing a balanced position for 2021/22 onward. 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 2022/23.
- 3.4 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 4<sup>th</sup> March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31<sup>st</sup> March 2021 was £5.224m. Of this £2.441m is already committed to deliver existing approved capital schemes leaving an uncommitted balance of £2.783m. Further budgeted contributions into the reserve of £1.090m in 2021/22 and £0.516m in 2022/23 as reported in the latest MTFS forecast presented to the December 2021 meeting of Full Council, which would result in an unallocated balance on the reserve at 31<sup>st</sup> March 2023 of £4.389m. The estimated transfers in are subject to change as costs and income will undoubtedly fluctuate over the next 2 financial years.

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 2022/23. 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.

**CAPITAL PROGRAMME - 2021/22 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/21**

**Appendix A**

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	<u>FINANCE &amp; DEMOCRACY COMMITTEE</u>									
Z188	Purchase of Land Adjacent to Squires Gate Station	Darren Bell	Capital Investment Reserve	0	5	1	6	0	6	This project is ongoing. As agreed at Full Council, the compulsory purchase of the land will now be initiated which could take 12 months to complete.
	<b>Sub total</b>			<b>0</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>6</b>	
	<u>TOURISM &amp; LEISURE COMMITTEE</u>									
Z112	Fairhaven Lake & Promenade Gardens Restoration	Mark Wilde	Capital Investment Reserve	1,025	408		1,433	1,100	333	Building and Landscaping works are scheduled to be completed during 2021. The lake works project will be undertaken during 2021/22.
Z097	Promenade Footways	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	115		-115	0	0	0	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 a likely start date during 2022/23. When the Pier scheme is progressed this scheme will be finalised and a draw-down report for funding presented to the committee. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z176	Staining Playing Fields Development Scheme	Mark Wilde	S106 Developer Contributions / Capital Investment Reserve	0	43		43	0	43	Plans for landscaping works are currently being developed with project completion anticipated to be March 2022.
Z179	Coastal Signage Improvements	Darren Bell	Capital Investment Reserve	0	68		68	2	66	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.
Z181	Coastal Explorers	Mark Wilde	Capital Investment Reserve	20		-20	0	0	0	Following the unsuccessful bid with the Big Lottery Fund for the Coastal Explorers project, this match funding is no longer required.
Z192	Fylde Sand Dunes Improvement Scheme	Mark Wilde	S106 Developer Contributions / Specific Grants	0	46		46	15	31	The first phase of the scheme to regrade the dunes opposite the Persimmon Homes development has now been successfully completed. A tendering exercise has been completed for the second and third phases of the scheme - which include new dune entrance ways and signage. Draft artwork has been produced by a graphic designer for the signs and is ready for completion by March 2022. A contractor has been selected for the entranceway installation and this will be completed by March 2022.
Z197	Blackpool Road North Playing Fields Drainage	Darren Bell	Capital Investment Reserve	50	55	40	145	116	29	Works are substantially complete. Additional works on the maintenance of football pitches are to be completed Spring 2022.
Z210	Additional Parks Access Control Measures	Mark Wilde	Capital Investment Reserve	16			16	16	0	This scheme has been successfully delivered.
Z211	Ashton Gardens Lighting Improvement Scheme	Darren Bell	Capital Investment Reserve	25			25	21	4	This scheme has been delivered and completed to budget. Awaiting final invoice.
Z212	Park View Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve	40		-39	1	1	0	A drawdown report to be presented to Committee in March 2022 and work is anticipated to start in Spring/Summer 2022. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z213	Fairhaven Boathouse - Remodelling and Refurbishment Scheme	Mark Wilde	Capital Investment Reserve	224		-217	7	7	0	This scheme has been re-phased for delivery into 2022/23 and this will be reflected in the next financial forecast update.
Z214	Play Area Improvements	Mark Wilde	Capital Investment Reserve	100			100	0	100	The scheme has now gone out to tender and tender evaluations will be completed December 2021. It is anticipated works will commence February 2022.
Z215	Friends of Newton Community Park Improvement Scheme - Fylde Council Contribution	Mark Wilde	Capital Investment Reserve	50		50	100	70	30	Scheme approved at Finance & Democracy Committee 29th March 2021. Anticipated scheme completion to budget by the end of December 2021.
Z219	Fairhaven Kiosk / Ice Cream Bar Project	Darren Bell	Funding Volatility Reserve	0		20	20	2	18	Scheme approved at Council 5th July 2021. Scheme details currently being developed. A draw-down report is expected to be submitted to committee March 2022.
	<b>Sub total</b>			<b>1,665</b>	<b>620</b>	<b>-281</b>	<b>2,004</b>	<b>1,350</b>	<b>654</b>	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	<b>OPERATIONAL MANAGEMENT COMMITTEE</b>									
<b>Z038</b>	Replacement Vehicles	Kathy Winstanley	Borrowing	447	39		486	0	486	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.
<b>Z049</b>	Car Park Improvements	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	70			70	1	69	The improvement of the interface between Stanner Bank car park and Inner Promenade is substantially complete. The remaining budget will be rephased to future years within a future forecast update of the medium term financial strategy to contribute to the resurfacing of Fairhaven Rd and/or Swimming Pool Car Parks.
<b>Z165</b>	Public Transport Improvements	Darren Bell	S106 Developer Contributions	48	90		138	0	138	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.
<b>Z130</b>	Fairhaven and Church Scar Coast Protection Scheme	Darren Bell	Specific Government Grant (Environment Agency) / Capital Investment Reserve		10		10	5	5	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.
<b>Z207</b>	St Annes Sea Wall	Darren Bell	Specific Government Grant (Environment Agency)			891	891	1	890	In 2020 the council were awarded £300k Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case. This has now been completed. Following this a bid was submitted to the Environment Agency which was approved. 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. This has now been reflected within the capital programme. Following the planning phase it is proposed to start the construction phase early 2023.
<b>Z182</b>	Accommodation/ facilities at Snowdon Road Depot - Welfare Improvements	Darren Bell	Capital Investment Reserve	350	-144		206	202	4	Scheme completed - awaiting final invoices.
<b>Z190</b>	Charging Infrastructure for Electric Taxis	Darren Bell	Specific Government Grant		150		150	0	150	Contracts and leases are being finalised. Work has already started in other districts with contractors expected to start install in the coming months.
<b>Z195</b>	Cemetery and Crematorium - Infrastructure Phase 3b	Darren Bell	Capital Investment Reserve		35		35	0	35	Further infrastructure works are anticipated to be completed during 2021/2022.
<b>Z199</b>	Outdoor Digital Signage	Mark Evans	Capital Investment Reserve		30		30	10	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 within this financial year.
<b>Z216</b>	Staining Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve / Staining Parish Council	65		-65	0	0	0	Scheme currently being planned in conjunction with Parish Council and wider community. Expected delivery Spring/Summer 2022. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
<b>Z217</b>	South Fylde Line Study	Darren Bell	Specific Grant / Capital Investment Reserve	0		70	70	50	20	The study was completed within timescale and £10k under budget. Final reports were submitted to Department for Transport at the end of November 2021. Final invoices received and grant payments currently being invoiced. The final changes will be updated as part of the next forecast update.
	<b>Sub total</b>			<b>980</b>	<b>210</b>	<b>896</b>	<b>2,086</b>	<b>269</b>	<b>1,817</b>	

## Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>									
<b>Z010</b>	Disabled Facilities Grants (DFG) Programme	Mark Evans	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,130	106		1,236	828	408	Following delays as a result of Covid restrictions, the grant programme is now progressing as normal and all of the original funding is expected to be fully committed by the end of the financial year.
<b>Z161</b>	Housing Needs Grant	Mark Evans	DFG Grant Repayments		27		27	0	27	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 2021/22. Funding has been used in previous years for specific community information events. Planning of a 2022/23 programme of events is underway as part of the HMO Inspection project.
<b>Z209</b>	Progress Housing Buy Backs	Mark Evans	S106 Developer Contributions		58		58	0	58	Finance & Democracy Committee in November 2020 approved a fully funded addition to the Capital Programme – 'Progress Housing Buy Backs' in 2020/21 for £57,500. Progress Housing have confirmed they now expect completion of the purchases in Autumn of 2021 and will be invoicing for the full amount by the end of the year.
<b>Z107</b>	CCTV Replacement Schemes	Ian Curtis	Specific Grant (LSP Performance Reward Grant)	27			27	26	1	The WCCTV rapid deployable cameras have now 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. A capital bid has been submitted for the replacement of the Town centre CCTV systems in St Annes, Lytham and Kirkham. If approved, the project is due to start in April 2022.
<b>Z201</b>	Hydration Points	Darren Bell	Capital Investment Reserve	60			60	0	60	The project was delayed due to Covid restrictions which would have stopped the points being used. Following a presentation to Members in September 21, it was decided to focus on a limited number of sites and submit a drawdown report following approval from United Utilities for new connections to the water supply infrastructure. It is proposed to have a number of units installed in February/March 2022.
<b>Z205</b>	Fylde Affordable Housing Delivery Programme	Mark Evans	S106 Developer Contributions	60			60	2	58	This funding had been allocated to deliver an affordable housing survey which requires community engagement that could not be carried out within the previous social distancing restrictions that had to be observed. As a result the project has been delayed. The contract has been awarded and it is anticipated that the survey will be completed during the current financial year 2021/22.
<b>Z208</b>	Affordable Housing Scheme, Lytham Road, Warton	Mark Evans	S106 Developer Contributions	130	130		260	0	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). Negotiations are still underway to approve the Affordable Housing Statement for the site, in line with the conditions for the grant.
	<b>Sub total</b>			<b>1,407</b>	<b>321</b>	<b>0</b>	<b>1,728</b>	<b>856</b>	<b>872</b>	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	<b>PLANNING COMMITTEE</b>									
<b>Z138</b>	St Annes Regeneration Schemes	Mark Evans	S106 Developer Contributions / Capital Investment Reserve	100	24		124	1	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.
<b>Z185</b>	St Annes Road West – Square to Pier link and Gateway	Mark Evans	Capital Investment Reserve	110		-110	0	0	0	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. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
<b>Z139</b>	Lytham Regeneration Schemes	Mark Evans	S106 Developer Contributions / Capital Investment Reserve	800		-750	50	0	50	Work has commenced on the redesign and re-planning of the public realm of Lytham Centre. The Corporate Plan now programmes the delivery of the Clifton Street Works (£750k) during Q2 of 2022/23 and this element has been re-phased into next year. The Lytham Beach Lighting Scheme (£50k) is currently out to tender and programmed for delivery during the current financial year.
<b>Z136</b>	Kirkham Public Realm Improvements	Mark Evans	S106 Developer Contributions / Capital Investment Reserve		3		3	1	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.
<b>Z158</b>	M55 Link Road (Inc. S106 monies for design work)	Mark Evans	S106 Developer Contributions / M55 Link Road Reserve	2,000	122	-2,000	122	0	122	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 at the earliest. £2m has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
<b>Z172</b>	St Annes Pier - Coastal Revival Fund	Mark Evans	Specific Grant	5			5	0	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 the current financial year.
<b>Z187</b>	Kirkham and Wesham Station	Mark Evans	S106 Developer Contributions		15		15	0	15	This funding was identified to allow a feasibility study to be carried out which would examine the alternative proposals available to deliver off street parking at Kirkham and Wesham Station. Following an initial delay as a result of changes to the rail franchise operating on the Preston-Blackpool Line, the feasibility study has now been completed (considered by Planning Committee on 11/11/2020). Awaiting final invoice.
<b>Z193</b>	Future High Street Fund: Kirkham	Mark Evans	Specific Grant		17	3,489	3,506	36	3,470	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.
<b>Z202</b>	Wesham Community Centre	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	60	32		92	0	92	This scheme was programmed to commence in early October 2020. Whilst preliminary ground works commenced, a national shortage of building materials delayed delivery. Work has continued on the project which is nearing completion and should be concluded during the current year.
<b>Z203</b>	Elswick Village Green	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	115			115	0	115	Elswick PC are leading this proposal and have faced a number of challenges in delivering the project in line with the originally agreed programme. Progress of the project continues to be monitored and the Parish Council have been offered support to deliver the project.
<b>Z204</b>	Kirkham Heritage Action Zone	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	1,327	177	35	1,539	334	1,205	This is a 4 year programme with spending being spread across the programme period. Delays of approx. 6 months have resulted from the Coronavirus pandemic and officers have agreed a reprofiling of the spend with Historic England. A further grant award of £80k has been successful from Historic England and a report was presented to F&D (29/07/21) for a fully funded capital budget increase approval.
<b>Z186</b>	Tree Planting Scheme	Mark Evans	Capital Investment Reserve	25			25	0	25	Anticipated scheme completion to budget during 2021/22.
<b>Z218</b>	25 Victoria Road St Annes Y-Pad Scheme	Mark Evans	S106 Developer Contributions	0		50	50	0	50	Scheme approved at Finance & Democracy Committee 29th March 2021. It is phased over two financial years (2021/22 and 2022/23) for £200,000 with 25% being paid at start on site and the remainder 75% on project completion once the units are allocated to Fylde Coast YMCA, after regard and consideration of the compliance with the financial regulations.
	<b>Sub total</b>			<b>4,542</b>	<b>390</b>	<b>714</b>	<b>5,646</b>	<b>372</b>	<b>5,274</b>	
	<b>Total Expenditure</b>			<b>8,594</b>	<b>1,546</b>	<b>1,330</b>	<b>11,470</b>	<b>2,847</b>	<b>8,623</b>	

**UPDATED 5 YEAR CAPITAL PROGRAMME 2021/22 TO 2025/26 - BY SCHEME**

		Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>						
2188 Purchase of Land Adjacent to Squires Gate Station		6				
	<b>Sub total</b>	6	0	0	0	0
<b>TOURISM &amp; LEISURE COMMITTEE</b>						
2112 Fairhaven Lake & Promenade Gardens Restoration		1,433				
2097 Promenade Footways		0	155	40	40	40
2176 Staining Playing Fields Development Scheme		43				
2179 Coastal Signage Improvements		68				
2181 Coastal Explorers		0				
2192 Fylde Sand Dunes Improvement Scheme		46				
2197 Blackpool Road North Playing Fields drainage		145				
2210 Additional Parks Access Control Measures		16				
2211 Ashton Gardens Lighting Improvement Scheme		25				
2212 Park View Drainage Improvement Scheme		1	39			
2213 Fairhaven Boathouse - Remodelling and Refurbishment Scheme		7	217			
2214 Play Area Improvements		100				
2215 Friends of Newton Community Park Improvement Scheme - Fylde Council Contribution		100				
2219 Fairhaven Kiosk / Ice Cream Bar Project		20	340			
	<b>Sub total</b>	2,004	751	40	40	40
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>						
2038 Replacement Vehicles		486	306	971	791	1,251
2049 Car Park Improvements		70	30	30	30	30
2165 Public Transport Improvements		138	30			
2130 Fairhaven and Church Scar Coast Protection Scheme		10				
2207 St Annes Sea Wall		891	1,870	7,480	1,870	
2182 Accommodation/ facilities at Snowdon Rd Depot - Welfare Improvements		206				
2190 Charging Infrastructure for Electric Taxis		150				
2195 Cemetery and Crematorium - Infrastructure Phase 3b		35				
2199 Outdoor Digital Signage		30				
2216 Staining Drainage Improvement Scheme		0	65			
2217 South Fylde Line Study		70				
	<b>Sub total</b>	2,086	2,301	8,481	2,691	1,281
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>						
2010 Disabled Facilities Programme		1,236	1,130	1,130	1,130	1,130
2161 Housing Needs Grant		27				
2209 Progress Housing Buy Backs		58				
2107 Rapid Deployment CCTV Replacement Projects		27				
2201 Hydration points		60				
2205 Fylde Affordable Housing Delivery Programme		60				
2208 Affordable Housing Scheme, Lytham Road, Warton		260				
	<b>Sub total</b>	1,728	1,130	1,130	1,130	1,130
<b>PLANNING COMMITTEE</b>						
2138 St Annes Regeneration Schemes		124				
2185 St Annes Road West – Square to Pier link and Gateway		0	110			
2139 Lytham Regeneration Schemes		50	750			
2136 Kirkham Public Realm Improvements		3				
2158 M55 Link Road (Inc. S106 monies for design work)		122	2,000			
2172 St Annes Pier - Coastal Revival Fund		5				
2187 Kirkham and Wesham Station		15				
2193 Future High Street Fund: Kirkham		3,506	2,118	683		
2202 Wesham Community Centre		92				
2203 Elswick Village Green		115				
2204 Kirkham Heritage Action Zone		1,539	1,067	622		
2186 Tree Planting Scheme		25				
2218 25 Victoria Road St Annes Y-Pad Scheme		50	150			
	<b>Sub total</b>	5,646	6,195	1,305	0	0
<b>Total Expenditure</b>		<b>11,470</b>	<b>10,377</b>	<b>10,956</b>	<b>3,861</b>	<b>2,451</b>

**UPDATED 5 YEAR CAPITAL PROGRAMME 2021/22 TO 2025/26 - FINANCING**

	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000
<b>FINANCING:</b>					
Capital Receipts - General Asset Sales	160	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,156	1,090	1,090	1,090	1,090
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	27				
Section 106 Monies - St Annes	74				
Section 106 Monies - Lytham	50	80			
Section 106 Monies - M55 Link-Road	122				
Section 106 Monies - Public Transport Improvements	138	30			
Section 106 Monies - Kirkham and Wesham Station	15				
Section 106 Monies - Fylde Sand Dunes Improvement Scheme	19				
Section 106 Monies - Wesham Community Centre	18				
Section 106 Monies - Elswick Village Green	35				
Section 106 Monies - Kirkham Heritage Action Zone	69	223	168		
Section 106 Monies - Fylde Affordable Housing Delivery Programme	60				
Section 106 Monies - Affordable Housing Scheme, Lytham Road, Warton	260				
Section 106 Monies - Progress Housing Buy Backs	58				
Section 106 Monies - 25 Victoria Road St Annes Y-Pad Scheme	50	150			
Capital Investment Reserve	1,099	1,091			
Capital Investment Reserve - Underwriting max £343k - Fairhaven	251				
M55 Link-Road Reserve	0	2,000			
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	20	340			
Funding Volatility Reserve - St Annes Sea Wall			2,300		
Other External Finance (see analysis below )	7,443	4,882	6,357	1,910	40
Direct Revenue Finance	120				
Prudential Borrowing	201	421	971	791	1,251
<b>Total Financing</b>	<b>11,470</b>	<b>10,377</b>	<b>10,956</b>	<b>3,861</b>	<b>2,451</b>

<b>Total surplus (-) / shortfall in year</b>	0	0	0	0	0
----------------------------------------------	---	---	---	---	---

<b>Cumulative surplus (-) / shortfall</b>	0	0	0	0	0
-------------------------------------------	---	---	---	---	---

See note below for external funding available to finance the above schemes:

<b>Other External Finance: Analysis</b>					
LSP Performance Reward Grant	27				
Environment Agency - Fairhaven and Church Scar	10				
Environment Agency - St Anne's Sea Wall	771	1,870	5,180	1,870	
Coastal Revival Fund - St Annes Pier	5				
Central Government Grant - Future High Street Fund: Kirkham	3,506	2,118	683		
Staining Parish Council	0	10			
New Fylde Housing - DFG Contribution	80	40	40	40	40
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	27				
Heritage Lottery Fund - Fairhaven Restoration Project	1,169				
Sport England - Fairhaven Restoration Project - confirmed	100				
United Utilities - Fairhaven Restoration Project	60				
Lytham Schools Foundation - Fairhaven Restoration Project	5				
Café Tenant Contribution	15				
RSPB - Fairhaven Restoration Project	3				
Central Government - Charging Infrastructure for Electric Taxis	150				
Wesham Town Council	24				
Elswick Parish Council (Elswick Village Green)	10				
Kirkham Town Council (Kirkham Heritage Action Zone)	150				
External Grants - Lancs Env Fund (Elswick Village Green)	30				
External Grants - Pocket Parks (Elswick Village Green)	15				
External Grants - Historic England (Kirkham Heritage Action Zone)	778	618	272		
External Grants - Historic England - Additional Grant (Kirkham HAZ))	35	35	10		
Private Sector / Other (Kirkham Heritage Action Zone)	357	191	172		
Department for Transport (South Fylde Line Study)	50				
Project Partners (South Fylde Line Study)	16				
Newton Community Park - Lancashire Environment Fund	30				
Newton Community Park - Newton & Clifton Parish Council	15				
Newton Community Park - Friends of Newton Community Park	5				
	7,443	4,882	6,357	1,910	40

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	20
<b>PERFORMANCE REPORTING 2020/21</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

All services have been impacted by the pandemic resulting in reduced resources, new demands by customers and changes in working practices. This has naturally hindered our reporting arrangements, however, regular performance monitoring and reporting is being reintroduced.

This report combines details of the key performance outcomes which has not been reported to the committee for the previous financial yearend 2020/21 (1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021) and now for the first six months of the existing financial year end (1<sup>st</sup> April 2021 to 30<sup>th</sup> September 2021).

Performance is reported against the targets set and commentary is provided by performance exception. Due to the ongoing challenges post-covid, target setting will be reviewed in detail at the start of the new financial year 2021/22. The periods reported have shown unusual trends in data, benchmarking would not be comparable for most instances with the previous outturns and will need to be considered when scrutinising results.

### SOURCE OF INFORMATION

Corporate, Finance, ICT, Communications, Revenues & Benefits teams have input data into the corporate online system (called InPhase) for 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 terms of reference and the responsibility of the committee to monitor the performance of the services within its remit.

### FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager ([alex.scrivens@fylde.gov.uk](mailto:alex.scrivens@fylde.gov.uk)).



## Year-end 1st April 2020 to 31st March 2021 Commentary by Performance Exception

### \*\*\*\*\* PERFORMANCE ABOVE TARGET \*\*\*\*\*

*Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.*

PM14: Percentage of invoices paid within 30 days or within agreed payment terms is 99%, last year's comparison figure was 95.43%, the target is 95%.

*System improvements and re-engineering of approval procedures have streamlined invoice processing meaning that 99% of invoices are now paid within 30 days or within agreed payment terms.*

PM140: Total number of online transactions made using digital services is 32,526 and last year's comparison figure was 28,422, the target is 18,000.

*Online transactions have increased significantly during the pandemic with customers migrating to digital engagement out of necessity, the target has been exceeded and will be revised to reflect the current trend and monitored to establish what volume of transactions remain online post pandemic.*

PM141: Number of online transactions made independently by the customer is 24,755 and last year's comparison figure was 18,968, the target is 19,600.

*Online transactions have increased significantly during the pandemic with customers migrating to digital engagement out of necessity, the target has been exceeded and will be revised to reflect the current trend and monitored to establish what volume of transactions remain online post pandemic.*

PM160: Number of Twitter tweets updates is 1047 and last year's comparison figure was 660, the target is 600.

PM161: Number of Facebook updates is 794 and last year's comparison figure was 604, the target is 480.

PM162: Number of news releases, statements and letters issued is 98 and last year's comparison figure was 64, the target is 60.

PM163: Total number of Facebook followers is 8642 and last year's comparison figure was 6756, the target is 5000.

PM164: Total number of Facebook engagement is 487,900 and last year's comparison figure was 310,572, the target is 360000.

PM165: Total Facebook reach is 3,735,700 and last year's comparison figure was 2,377,209, the target is 2,400,000.

PM167: Total number of Twitter impressions is 1,379,100 and last year's comparison figure was 998,100, the target is 960,000.

*Summary feedback for all Communications measures: The council's online communication channels including social media have seen a substantial increase in engagement and interaction over the last 18 months. Due to the pandemic customers migrated to online contact. Customers have experienced improved response times and access to news and general information through regular posts available online. Social media has seen a significant increase in followers resulting in more people engaged with council content reaching a wider audience than before. There has also been an increase in subscribers to the weekly resident newsletter, with an above average open rate for this every week. The goal of the communications team is to continue to grow all communication channels responding to customer demand based on their preferred means of contact.*

PM47: The number of unique hits on the Council's website [www.fylde.gov.uk](http://www.fylde.gov.uk) is 494,393 and last year's comparison figure was 344,850, the target is 199,992.

*Online transactions have increased significantly during the pandemic with customers migrating to digital engagement out of necessity, the target has been exceeded and will be revised to reflect the current trend and monitored to establish what volume of transactions remain online post pandemic.*

PM64: % satisfaction with IT service overall is 100% and last year's comparison figure was 100%, the target is 95%. *Continuous closer interaction with staff and ability to supply feedback on every closed helpdesk call has allowed staff using the service to provide better and more detailed feedback which is monitored to chase up negative feedback and fully understand the user's needs. This will be maintained by continuing to monitor how ICT react to helpdesk calls and continued refresher training on customer care as well as technical training to meet customer satisfaction expectations. Learning from the customer has helped to tailor the ICT induction for new starters leading to reduced helpdesk calls and a higher satisfaction rate.*

PM66a: Average days for processing New Claims for Housing Benefit is 8.57 days and last year's comparison figure was 12.76 days, the target is 14 days.

*Numbers of new claims reduced during 2020-21, partly because of more working age customers claiming help with housing costs through Universal Credit rather than Housing Benefit, but also because of the impact of the covid pandemic on people's movement between addresses and their economic activity. This allowed greater focus on claims that were made and to process them more quickly. This area of work is demand-led, and volumes may be impacted as we emerge from the pandemic.*

PM66b: Average days processing new claims for Council Tax Reduction is 11.72 days and last year's comparison figure was 12.62 days, the target is 14 days.

*Numbers of new claims increased significantly during 2020-21 because of the economic impact of the covid pandemic and the reduction in income experienced by many households. Despite the increase in numbers, claims were processed quickly as a priority to help those liable for Council Tax get any reductions to their bill that they were entitled to.*

PM67a: Average days processing changes in circumstances for Housing Benefit is 3.7 days and last year's comparison figure was 5.02 days, the target is 10 days.

*The numbers of changes in circumstance reduced during 2020-21, partly because of more working age customers claiming help with housing costs through Universal Credit rather than Housing Benefit, but also because of the impact of the covid pandemic on people's movement between addresses and their economic activity. This allowed us to put more focus on changes of circumstance reported and process them more quickly. This area of work is demand-led, and volumes may be impacted as we emerge from the pandemic.*

PM67b: Average days processing changes in circumstances for Council Tax Reduction is 4.11 days and last year's comparison figure was 4.93 days, the target is 10 days.

*Despite the increase in the number of Council Tax Reduction claims because of the covid pandemic, there were fewer changes to household circumstances due to the economic climate. Any changes reported were processed quickly to help those liable for Council Tax get a revised award of Council Tax Reduction as soon as possible.*

\*\*\*\*\***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) is 9.03 days and last year's comparison figure was 7.79 days, the target is 5.5 days.

*The impact of the pandemic on employee absence through infection and isolation has been significant and resulted in greater rates of absence particularly in short term self-certified for the duration of COVID infection. Absence management will be a key priority indicator for the council post pandemic with a return to regular dedicated advice, training, and communication reinforcement on the need to manage sickness absence effectively.*

PM05: Percentage of sickness absence because of long-term sickness is 48.8% and last year's comparison figure was 40.7%, the target is 30%.

*The COVID pandemic has resulted in a significant increase in anxiety, stress and reduced personal wellbeing that result in long term absence from work. The council has also had three employees with long term COVID that has had a significant impact on the long-term absence figures. Absence management will be a key priority indicator for the council post pandemic with a return to regular dedicated advice, training, and communication reinforcement on the need to manage sickness absence effectively.*

PM07: Number of complaints not responded to within five working days is 14 and last year's comparison figure was 3, the target is 0.

*The performance has been adversely impacted by the reduced resource and availability of employees during this period as a direct result of COVID implications. This includes employee absence; prioritisation of workload; redeployment and secondment of employees to other services or additional demands (i.e. Hub, grants etc); an increase in all customer contact including complaints with many related to new demands in particular enforcement and grant requirements. The service areas that have seen the biggest increase in all enquiries including complaints are the same areas that have additional COVID related responsibilities. This measure will be a priority to address post COVID with the aim of returning to the pre COVID performance as part of the renewed focus on customer care.*

#### **Mid-Year 1st April 2021 to 30th September 2021 Commentary by Performance Exception**

\*\*\*\*\* **PERFORMANCE ABOVE TARGET** \*\*\*\*\*

*Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.*

PM141: Number of online **transactions** made independently by the customer is 7317 and last year's comparison figure was 7527, the target is 4800.

*Online transactions have increased significantly during the pandemic with customers migrating to digital engagement out of necessity, the target has been exceeded and will be revised to reflect the current trend and monitored to establish what volume of transactions remain online post pandemic.*

PM142: Number of online **payments** made independently by the customer is 10757 and last year's comparison figure was 3975, the target is 6000.

*Online transactions have increased significantly during the pandemic with customers migrating to digital engagement out of necessity, the target has been exceeded and will be revised to reflect the current trend and monitored to establish what volume of transactions remain online post pandemic.*

PM160: Number of Twitter tweets updates is 489 and last year's comparison figure was 592, the target is 300.

PM161: Number of Facebook updates is 509 and last year's comparison figure was 385, the target is 240.

PM162: Number of news releases, statements and letters issued is 72 and last year's comparison figure was 48, the target is 30.

PM163: Total number of Facebook followers is 9316 and last year's comparison figure was 8345, the target is 5000.

PM165: Total number of Facebook reach is 2,089,868 and last year's comparison figure was 2,484,100, the target is 1,200,000.

PM167: Total number of Twitter impressions is 672,800 and last year's comparison figure was 848,000, the target is 480,000.

*Summary feedback for all Communications measures: The council's online communication channels including social media have seen a substantial increase in engagement and interaction over the last 18 months. Due to the pandemic customers migrated to online contact. Customers have experienced improved response times and access to news and general information through regular posts available online. Social media has seen a significant increase in followers resulting in more people engaged with council content reaching a wider audience than before. There has also been an increase in subscribers to the weekly resident newsletter, with an above average open rate for this every week. The goal of the communications team is to continue to grow all communication channels responding to customer demand based on their preferred means of contact.*

PM47: The number of unique hits on the Council's website [www.fylde.gov.uk](http://www.fylde.gov.uk) is 210,796 and last year's comparison figure was 261,943, the target is 99,996.

*Online transactions have increased significantly during the pandemic with customers migrating to digital engagement out of necessity, the target has been exceeded and will be revised to reflect the current trend and monitored to establish what volume of transactions remain online post pandemic.*

PM49: Percentage of phone calls to 01253 658658 answered is 94.17% and last year's comparison figure was 93.5%, the target is 90%.

*The Council's legacy channels of communication (telephone and face to face) have seen a significant reduction in use since the start of the pandemic. For much of the year, the Town Hall was closed to the public allowing extra resource to be directed at telephone and email communication. The Revenues and Benefits Shared Service curtailed the recovery of Council Tax arrears by deferring the issue of reminders and court recovery papers, a regular stimulant of calls to the service. Many customers migrated to the Council's online service portal which resulted, overall, in a 15% reduction of calls to 01253 658658. The migration of customers to online services appears to have become habitual with a further 6.5% reduction in phone calls in the current year despite an increase in Revenue & Benefit recovery activity.*

PM64: % satisfaction with IT service overall is 100% and last year's comparison figure was 100%, the target is 95%.

*Continuous closer interaction with staff and ability to supply feedback on every closed helpdesk call has allowed staff using the service to provide better and more detailed feedback which is monitored to chase up negative feedback and fully understand the user's needs. This will be maintained by continuing to monitor how ICT react to helpdesk calls and continued refresher training on customer care as well as technical training to meet customer satisfaction expectations. Learning from the customer has helped to tailor the ICT induction for new starters leading to reduced helpdesk calls and a higher satisfaction rate.*

PM66a: Average days for processing New Claims for Housing Benefit is 8.93 days and last year's comparison figure was 8.77 days, the target is 12 days.

*Despite an increase in economic activity compared to 2020-21 new claims are processed quickly to provide financial assistance as soon as possible to those who need help with their housing costs and who are eligible to claim Housing Benefit rather than Universal Credit.*

PM67b: Average days processing changes in circumstances for Council Tax Reduction is 4.31 and last year's comparison figure was 4.17, the target is 7.

*Despite an increase in economic activity compared to 2020-21 reported changes of circumstance are processed quickly to help those liable for Council Tax get a revised award of Council Tax Reduction as soon as possible.*

\*\*\*\*\*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 is 7.06 days and last year's comparison figure was 8.79 days, the target is 5.5 days.

*The impact of the pandemic on employee absence through infection and isolation has been significant and resulted in greater rates of absence particularly in short term self-certified for the duration of COVID infection. Absence management will be a key priority indicator for the council post pandemic with a return to regular dedicated advice, training, and communication reinforcement on the need to manage sickness absence effectively.*

PM03: Number of complaints received (Corporate) is 189 and last year's comparison figure was 54, the target is 60.

*The significant increase in customer engagement through online activity has provided easier access and an increased scope for feedback both positive and negative resulting in more customers being aware of and choosing to register a formal complaint. Several services have struggled with capacity during the pandemic and as a result have on occasions been unable to deliver the standard of service normally provided. In some cases, services were reduced or ceased altogether to accommodate pandemic demand. One of the behavioural outcomes of the COVID pandemic has been reduced tolerance and increased expectations or demand which results in additional feedback. All complaints are an opportunity to improve the service and engage effectively with the customer, every service area reviews customer feedback and takes action to resolve complaints and adjust the service to ensure where there has been a failure that measures are in place to mitigate a repeat.*

PM05: Percentage of sickness absence because of long-term sickness is 49% and last year's comparison figure was 42.85%, the target is 30%.

*The COVID pandemic has resulted in a significant increase in anxiety, stress and reduced personal wellbeing that result in long term absence from work. The council has also had three employees with long term COVID that has had a significant impact on the long-term absence figures. Absence management will be a key priority indicator for the council post pandemic with a return to regular dedicated advice, training, and communication reinforcement on the need to manage sickness absence effectively.*

PM07: Number of complaints not responded to within five working days is 39 and last year's comparison figure was 0, the target is 0.

*The performance has been adversely impacted by the reduced resource and availability of employees during this period as a direct result of COVID implications. This includes employee absence; prioritisation of workload; redeployment and secondment of employees to other services or additional demands (i.e. Hub, grants etc); an increase in all customer contact including complaints with many related to new demands in particular enforcement and grant requirements. The service areas that have seen the biggest increase in all enquiries including complaints are the same areas that have additional COVID related responsibilities. This measure will be a priority to address post COVID with the aim of returning to the pre COVID performance as part of the renewed focus on customer care.*

PM168: Total number of Twitter mentions is 1084 and last year's comparison figure was 1641, the target is 1500.

*Twitter mentions have reduced possibly in line with the emergence of alternative online formats as well as Facebook being well established. The team will continue to push Twitter because it is one of the better means to contact the council, which will hopefully lead to improved performance.*






PM169: Percentage of Fylde Council email newsletters viewed is 46% and last year's comparison figure was 61%, the target is 60%.

*This is not in fact reduced performance, while the percentage rate is lower there are far more subscribers so the actual number of 'readers' is greater. The average open rate for email newsletters is around 20%, meaning Fylde performs much higher than average at 46%.*

PM86: Percentage of FOIs responded to within the statutory deadline of 20 days is 92.2% and last year's comparison figure was 95.63%, the target is 100%.

*The council has a positive attitude to transparency and most teams seek to comply with information requests in a constructive and helpful manner. This is illustrated by the turnaround times for requests, which show that during the current year (2021-2), 104 of the information requests made to Fylde were closed either on the same day that they were received, or the day after. Occasionally, challenges arise because of resources or work priorities in particular teams resulting in deadlines being missed, this has been evident during the pandemic. Each case of a missed deadline is reported to management team as part of regular reporting on compliance with the Freedom of Information Act and the Environmental Information Regulations. Each service is responsible for prioritising its workload so as able to meet the statutory deadline for complying with requests, the target will remain at 100%.*

## PERFORMANCE KEY ICON STATUS

	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – 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.
	<b>Under Performance</b> – the indicator is under performing against target.
	<b>Missing Data</b> – 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.
<b>N/A</b>	<b>Not Applicable</b> – no comparable data available. This could be due to the methodology being change or being a new measure created.

## APPENDIX 1: Performance Measures year-end performance (1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021)

Finance and Democracy						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2019 MAR 2020	APR 2020 MAR 2021	Year-end Target	Performance Status
PM02: Average number of days sickness per Full Time Employee	Monthly	Smaller is Better	7.79	9.03	5.5	✗
PM03: Number of complaints received (Corporate)	Monthly	Smaller is Better	43	118	120	i
PM05: Percentage of sickness absence as a result of long-term sickness	Quarterly	Smaller is Better	40.7	48.8	30	✗
PM07: Number of complaints not responded to within five working days	Monthly	Smaller is Better	3	14	0	✗
PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)	Quarterly	Bigger is Better	95.43	99	95	✓
PM140: Total number of online transactions made using digital services	Monthly	Bigger is Better	28422	32526	18000	✓
PM141: Number of online transactions made independently by the customer	Monthly	Bigger is Better	18968	24755	19600	✓
PM142: Number of online payments made independently by the customer	Monthly	Bigger is Better	8558	22167	20500	i
PM160: Number of Twitter tweets updates	Monthly	Bigger is Better	660	1047	600	✓
PM161: Number of Facebook updates	Monthly	Bigger is Better	604	794	480	✓
PM162: Number of news releases, statements and letters issued	Monthly	Bigger is Better	64	98	60	✓
PM163: Total number of Facebook followers	Monthly	Bigger is Better	6756	8642	5000	✓
PM164: Total number of Facebook engagement	Monthly	Bigger is Better	310572	487900	360000	✓
PM165: Total number of Facebook reach	Monthly	Bigger is Better	2377209	3735700	2400000	✓
PM166: Total number of Twitter followers	Monthly	Bigger is Better	10956	11487	11000	i
PM167: Total number of Twitter impressions	Monthly	Bigger is Better	998100	1379100	960000	✓
PM168: Total number of Twitter mentions	Monthly	Bigger is Better	2571	2881	3000	!
PM169: Percentage of Fylde Council email newsletters viewed	Monthly	Bigger is Better	70	61	60	i
PM47: The number of unique hits on the Council's website www.fylde.gov.uk	Monthly	Bigger is Better	344850	494393	199992	✓
PM49: Percentage of phone calls to 01253 658658 answered	Monthly	Bigger is Better	87.17	93.75	90	i
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	12.76	8.57	14	✓
PM66b: Average days processing new claims for Council Tax Reduction	Quarterly	Smaller is Better	12.62	11.72	14	✓
PM67a: Average days processing changes in circumstances for Housing Benefit	Quarterly	Smaller is Better	5.02	3.7	10	✓
PM67b: Average days processing changes in circumstances for Council Tax Reduction	Quarterly	Smaller is Better	4.93	4.11	10	✓
PM68: Proportion of Council Tax collected	Quarterly	Bigger is Better	96.77	95.15	95	i
PM69: Percentage of Business Rates, which should have been received, received	Quarterly	Bigger is Better	97.56	93.16	95	!
PM86: Percentage of FOIs responded to within the statutory deadline of 20 days	Monthly	Bigger is Better	91.06	93.67	100	!
PM95: Percentage of ICT Service delivery available during core times	Monthly	Bigger is Better	99.8	100	99	i



## APPENDIX 2: Performance Measures mid-year performance (1st April 2021 - 30th September 2021)

Finance and Democracy						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2020 SEP 2020	APR 2021 SEP 2021	Mid-end Target	Performance Status
<a href="#">PM02: Average number of days sickness per Full Time Employee</a>	Monthly	Smaller is Better	8.79	7.06	5.5	✗
<a href="#">PM03: Number of complaints received (Corporate)</a>	Monthly	Smaller is Better	54	189	60	✗
<a href="#">PM05: Percentage of sickness absence as a result of long-term sickness</a>	Quarterly	Smaller is Better	42.85	49	30	✗
<a href="#">PM07: Number of complaints not responded to within five working days</a>	Monthly	Smaller is Better	0	39	0	✗
<a href="#">PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)</a>	Quarterly	Bigger is Better	97.3	94.9	95	i
<a href="#">PM140: Total number of online transactions made using digital services</a>	Monthly	Bigger is Better	10572	9607	9000	i
<a href="#">PM141: Number of online transactions made independently by the customer</a>	Monthly	Bigger is Better	7527	7317	4800	✓
<a href="#">PM142: Number of online payments made independently by the customer</a>	Monthly	Bigger is Better	3975	10757	6000	✓
<a href="#">PM160: Number of Twitter tweets updates</a>	Monthly	Bigger is Better	592	489	300	✓
<a href="#">PM161: Number of Facebook updates</a>	Monthly	Bigger is Better	385	509	240	✓
<a href="#">PM162: Number of news releases, statements and letters issued</a>	Monthly	Bigger is Better	48	72	30	✓
<a href="#">PM163: Total number of Facebook followers</a>	Monthly	Bigger is Better	8345	9316	5000	✓
<a href="#">PM164: Total number of Facebook engagement</a>	Monthly	Bigger is Better	255300	164871	180000	!
<a href="#">PM165: Total number of Facebook reach</a>	Monthly	Bigger is Better	2484100	2089868	1200000	✓
<a href="#">PM166: Total number of Twitter followers</a>	Monthly	Bigger is Better	11314	11774	11000	i
<a href="#">PM167: Total number of Twitter impressions</a>	Monthly	Bigger is Better	848000	672800	480000	✓
<a href="#">PM168: Total number of Twitter mentions</a>	Monthly	Bigger is Better	1641	1084	1500	✗
<a href="#">PM169: Percentage of Fylde Council email newsletters viewed</a>	Monthly	Bigger is Better	61	46	60	✗
<a href="#">PM47: The number of unique hits on the Council's website <a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a></a>	Monthly	Bigger is Better	261943	210796	99996	✓
<a href="#">PM49: Percentage of phone calls to 01253 658658 answered</a>	Monthly	Bigger is Better	93.5	94.17	90	✓
<a href="#">PM64: % satisfaction with IT service overall</a>	Monthly	Bigger is Better	100	100	95	✓
<a href="#">PM66a: Average days for processing New Claims for Housing Benefit</a>	Quarterly	Smaller is Better	8.77	8.93	12	✓
<a href="#">PM66b: Average days processing new claims for Council Tax Reduction</a>	Quarterly	Smaller is Better	11.17	12.27	12	i
<a href="#">PM67a: Average days processing changes in circumstances for Housing Benefit</a>	Quarterly	Smaller is Better	3.93	6.63	7	i
<a href="#">PM67b: Average days processing changes in circumstances for Council Tax Reduction</a>	Quarterly	Smaller is Better	4.17	4.31	7	✓
<a href="#">PM68: Proportion of Council Tax collected</a>	Quarterly	Bigger is Better	55.04	55.46	50	✓
<a href="#">PM69: Percentage of Business Rates, which should have been received, received</a>	Quarterly	Bigger is Better	50.7	45.48	50	!
<a href="#">PM86: Percentage of FOIs responded to within the statutory deadline of 20 days</a>	Monthly	Bigger is Better	95.63	92.2	100	✗
<a href="#">PM95: Percentage of ICT Service delivery available during core times</a>	Monthly	Bigger is Better	100	100	99	i

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
LEAD OFFICER	FINANCE AND DEMOCRACY COMMITTEE	24 JANUARY 2022	21
<b>CORPORATE PLAN ACTION UPDATE</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of the report is to provide the committee with the latest progress against the corporate actions relevant to the committee that are scheduled for completion at the time of the meeting.

### SOURCE OF INFORMATION

Relevant officers responsible for delivery of the Corporate Plan action / outcome.

### LINK TO INFORMATION

[The 2020-2024 Corporate Plan](#)  
<http://fyldeperformance.inphase.com>  
[Corporate Plan 2020/24 Prioritisation Log](#)

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to inform the committee about progress against the key strategic objectives the council has set out in the corporate plan.

### FURTHER INFORMATION

Contact: Alex Scrivens [alex.scrivens@fylde.gov.uk](mailto:alex.scrivens@fylde.gov.uk)

**Actions / Outcomes due for completion by 31<sup>st</sup> December 2021.**

Apply the Commercial Strategy to council assets and future investment to secure best value (Outcome: Annual asset management plan reported to committee)

*The completion date has been extended to March 31st, 2022 to allow the cross-party member working group to contribute to the revised strategy.*

Provide access to council services through all possible means with particular focus on the most vulnerable (Outcome: Publication of post pandemic engagement channels)

*Updates on customer access channels have been published on a regular basis in response to changes in COVID regulations. When regulations are not in place it is possible for the public to access service through multiple channels including 'walk in'. All access channels are promoted with online means of customer accessing the preferred option for most customers – task completed and established practice.*





Enable customers to provide feedback on service at the point of delivery and use it to improve the service (Outcome: Review 24/7 feedback process and re-publish)

*The established resident survey remains available at any time with recent additions to include more services. Customer facing service areas have been re-introducing or setting up for the first-time processes for the customer to provide feedback after the service experience. This includes sample surveys or questionnaires sent to the customer after the service has been delivered to establish 'how did we do?' - task completed.*

Support the Boundary Commission with the review of Fylde for 2023 (Outcome: Review signed off at council)

*The work on the Boundary Review is complete, the council and community stakeholders were fully engaged, and the final proposals have been published – task complete.*

Appendix 1 Scorecard:

Corporate Plan 2020 -2024: Quarter Three December 2021/22 <b>Finance and Democracy</b>		Due date	Progress Marker
Actions			
Apply the Commercial Strategy to council assets and future investment to secure best value (Outcome: Annual asset management plan reported to committee)		HIGH Q3 2021/22	
Provide access to council services through all possible means with particular focus on the most vulnerable (Outcome: Publication of post pandemic engagement channels)		MED Q3 2021/22	
Enable customers to provide feedback on service at the point of delivery and use it to improve the service (Outcome: Review 24/7 feedback process and re-publish)		MED Q3 2021/22	
Support the Boundary Commission with the review of Fylde for 2023 (Outcome: Review signed off at council)		MED Q3 2021/22	

Key



Completed, benefits reached/delivered



In Progress, on track or slightly behind due date



Not yet started or requires further resource allocation