



Meeting Agenda

**Community Focus Scrutiny Committee,
Town Hall, Lytham St. Annes
Thursday 4th March 2010, 6:15pm**

The main doors to the Town Hall will be open to the public at 6:00pm
The maximum capacity for this meeting room is 60 persons –
once this limit is reached no other person can be admitted.

COMMUNITY FOCUS COMMITTEE MEMBERSHIP

CHAIRMAN

Keith Hyde

VICE-CHAIRMAN

Thomas Threlfall

Councillors

Christine Akeroyd

Elizabeth Clarkson

Barbara Douglas

Dawn Prestwich

John Prestwich

Paul Rigby

John Singleton

Janine Owen

Kathleen Harper

Tony Ford

Maxine Chew

Lyndsay Greening

Ken Hopwood

Linda Nulty

Contact: Lyndsey Lacey, St. Annes (01253) 658504
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Our Vision

To establish Fylde Borough Council as a high performing local authority

Our Corporate Objectives

To improve the economic, social and environmental well-being of our communities through:

- The promotion and enhancement of the natural built environment
- Increasing the availability and access to good quality housing for all
- Maintaining healthy and safe communities to reduce the fear of crime
- Supporting and sustaining a strong and diverse Fylde coast economy to further enhance employment prospects

We will achieve this by:

Focusing on customer requirements
Clear community and organisational leadership
Delivering high quality, cost-effective services
Partnership working



A G E N D A

PUBLIC PLATFORM

*To hear representations from members of the public in accordance with
Committee procedure rules*

ITEM	PAGE
1. DECLARATIONS OF INTEREST: <i>If a member requires advice on Declarations of Interest he/she is advised to contact the Monitoring Officer in advance of the meeting. (For the assistance of Members an extract from the Councils Code of Conduct is attached).</i>	4
2. CONFIRMATION OF MINUTES: <i>To confirm as a correct record the minutes of the Community Focus Scrutiny Committee held on 10th December 2009 and 7th January 2010. As attached at the end of the agenda.</i>	4
3. SUBSTITUTE MEMBERS: Details of any substitute members notified in accordance with council procedure rule 26.3	4
4. FINANCE SERVICE LEVEL AGREEMENT – VALUE FOR MONEY OVERVIEW	7-14
5. GENERAL FUND BUDGET MONITORING REPORT 2009/10 - POSITION AS AT QUARTER ENDED 31ST DECEMBER 2009	15-29
6. PERFORMANCE EXCEPTION REPORT	30-37
7. HOMELESS HOUSEHOLDS IN TEMPORARY ACCOMMODATION UPDATE ON PERFORMANCE AGAINST TARGETS	38-43
8. LSP ECONOMIC DEVELOPMENT THEME GROUP	44-56
9. SCRUTINY REVIEW OF ENFORCEMENT CAPACITY AND RESOURCES	57-60

Personal interests

8.—(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

- (i) any employment or business carried on by you;
 - (ii) any person or body who employs or has appointed you;
 - (iii) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (iv) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (vi) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (vii) any land in your authority's area in which you have a beneficial interest;
 - (viii) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision;

(2) In sub-paragraph (1)(b), a relevant person is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

- 9.—(1)** Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000(d).

Prejudicial interest generally

- 10.—**(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

- 11.—** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—
- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

- 12.—**(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE AND PARTNERSHIPS	SCRUTINY COMMITTEE	4 MARCH 2010	4

FINANCE SERVICE LEVEL AGREEMENT – VALUE FOR MONEY OVERVIEW

Public Item

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

Summary

Scrutiny members have been undertaking a systematic review of shared service arrangements over the course of the last 18 months. The finance shared service arrangement is now due for scrutiny and overview by members and this report summarises the current arrangement that the council has with Preston City Council to deliver financial management arrangements. It also provides a view on the value for money provided by this contract and examines some of the outputs achieved through the contract to date.

Recommendation

- (i) That scrutiny members provide any observations on the delivery of this contract to the Portfolio Holder for Finance and Efficiency, together with the Director of Governance and Partnerships, in order that they can take the views into account in future contract management reviews regarding the service delivered by Preston City Council
- (ii) That the following measures be implemented to ensure that the contract continues to deliver value for money: quarterly statement from Preston City Council to the client officer confirming that the terms of the contract have been met; an annual comparison of market rates; annual benchmarking of costs against other Lancashire District; measurement of performance against external assessment including the annual Organisational Assessment (Use of Resources) assessment and other external audit reports; measurement of

performance against compliance criteria; feedback from external auditors and feedback from leading elected members.

Reasons for recommendation

Value for money reviews are now a fundamental part of the council's arrangements for managing its resources. The amount of finance allocated to any particular service should be able to be clearly judged against the performance it delivers, with reference made to other benchmarking data available.

Alternative options considered and rejected

Alternative options outlined in attached report.

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Finance and Efficiency: Councillor Roger Small

Report

1. At Appendix A is a summary document which provides an overview of the current contract terms with Preston City Council; comparison with the costs of the contract with current market place rates; a comparison with the direct costs of employing staff and a summary of the outputs delivered by the contract since its commencement in 2007.
2. The client officer for the contract is the Director of Governance and Partnerships and she believes that the arrangement with Preston CC contract is providing good value for money based on the market rate comparisons, the comparative costs of employing our own staff and the outputs delivered through the contract
3. The contract to date has resulted in a higher level of compliance for the council and stronger financial control, more robust financial management and overall improved performance of the finance function.

Risk Assessment

Going forward, it is vital that the level of service provided by the contract continues as the council should not risk any reversion to the position which held at October 2007.

Conclusion

In order that the council can be assured that the contract with Preston CC continues to provide value for money and the current standard of service, it is recommended that:

- a quarterly statement is submitted by the Deputy Section 151 Officer (Assistant Director – Preston CC) confirming that the terms of the contract have been met.
- a comparison with market rates is carried out annually.
- benchmarking against other Lancashire Districts is carried out annually.
- performance is measured against external assessment including UoR and external audit reports.
- performance is measured regularly against compliance criteria.
- feedback from the external auditors is actively sought.
- feedback from leading Members is actively sought.

Report Author	Tel	Date	Doc ID
Tracy Scholes	(01253) 658521	18 February 2010	

List of Background Papers		
VFM study	February 2010	Attached
Contract with Preston CC	2007	With Director of Governance and Partnerships

Attached documents

1. Value for money study

IMPLICATIONS	
Finance	Costs of agreement with Preston City Council within the base budget costs
Legal	There is an agreement between both councils with respect to this service
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability and Environmental Impact	No direct implications
Health & Safety and Risk Management	There is a need to provide a robust Section 151 advisory role in order to provide the council with a sound budgetary framework

FYLDE BOROUGH COUNCIL

Value for Money Review of the Financial Management Contract with Preston City Council carried out by Pearl Kitchen - February 2010

1. Current Contract Terms

1.1 Period of Contract 22/06/08 to 21/06/13

Payment of £6,250 per calendar month for :-

- Provision of S151 Officer for an average of 44 hrs per calendar month
- Provision of Deputy S151 Officer for an average of 44 hours per cal. mth.
- Provision of specialist accountancy support for 5 days per calendar month

1.2 These contract terms can be restated as follows :

Payment of £6,250 x 12 = £75,000 per annum
ie £300 per working day or £1,500 per week.

44 hrs x 12 = 528 hrs per annum or 2.11hrs per day ie 10.56 hrs per week
5 days per month = 60 days per annum or 1.2 days per week.

This represents a total input of :

$528 + 528 + 450 = 1,506$ hours per annum ie 200 days per annum, or
 $10.56 + 10.56 + 9 = 30.12$ hours per week ie 4 days per week, or
 $30.12 / 5 =$ just over 6 hours per day

The above equates to an average 0.8 fte

Input to the contract therefore costs an average of £375 per full day.

The contract input can be seen to be apportioned as follows :

- Deputy S151 Officer 35%
- S151 Officer 35%
- Specialist support 30%

Although the cost of the individual elements is not separately identified in the contract, the following gives an indication and, based on the above calculations, totals the contract sum :

- S151 Officer £500 per day
- Deputy S151 Officer £400 per day
- Accountancy Support £200 per day

Notes

The above calculations assume:

- a working day of 7.5 hours;
- a working week of 5 days;
- 50 weeks in the year with closure at Christmas and New Year.

No allowance has been made for holidays and sickness absence.

1.3 Comparison with market rates

CIPFA Placements confirmed the following rates apply to interim management in the North West :-

Director of Finance (Section 151 officer)	£500 - £750 per day
Assistant Director	£400 - £550 per day
Accountancy Services Manager	£350 - £450 per day

A local recruitment agency has also confirmed that the following rates are applicable in the North West :-

A Director of Finance would fall within the range £500 - £750 per day,
an Assistant Director £400 - £500 per day, and
a Principal Accountant £250 -£350 per day.

The above rates indicate that Fylde BC is receiving a service from Preston CC priced competitively at the lower end of the market.

Research shows that a Director of Finance with extensive experience could command higher rates than Preston CC are currently charging.

The specialist support from Preston CC is mainly provided by qualified accountants with a number of years experience and again Fylde BC would be expected to pay in excess of £200 per day for similar levels of expertise.

1.4 Comparison with direct employment of personnel

As an alternative Fylde BC could use the £75k pa to employ staff.

Taking account of overheads, averaged at 26%, would leave £59,500 remaining for salary costs for a S151 officer and deputy. It is likely that this would not be sufficient to attract personnel of the required calibre with adequate experience. Nor would it provide for the additional support currently provided by the larger Preston CC team (see section 2 below).

In addition, experience has shown that it is likely to prove difficult to recruit at this level.

Although the input to the contract equates to 0.8fte of a post, this excludes holidays, training and sickness. When this is taken into account the contract is supplying almost one whole fte post.

2. Qualitative Issues

2.1 It should be noted that although Fylde BC is paying for input of 70 days per annum each from the S151 officer and Deputy, the responsibilities attached to these posts mean that the two officers always have to be available and on call when problems arise of a financial nature. The S151 officer has lawful responsibility for the administration of the financial affairs of the Authority.

2.2 The Section 151 officer has in excess of 15 years experience at that level. The post holder has considerable expertise in a number of areas and is well respected within his profession. He is particularly skilled in dealing with the complex political aspects of the role, having worked with both Conservative and Labour leaderships and with hung Councils. He also has considerable negotiating experience, having represented Councils before meetings with Ministers. Currently he is a District Council representative on the National Negotiating Committee for Concessionary Travel.

2.3 The Deputy S151 officer has almost 5 years experience at that level in a larger authority and brings expertise in areas additional to finance. She has particular skills around project management.

2.4 FBC continues to suffer a lack of professionally qualified staff, with only the Head of Finance being fully qualified, although other members of the team are part qualified and have significant experience. The accountancy team at Preston CC comprises a number of qualified accountants, qualified accounting technicians and other personnel with many years experience. The team is sufficiently large for individuals to develop specific areas of expertise, such as Treasury Management and Capital Accounting. Members of the team are fully committed to Preston CC working closely with Fylde BC.

2.5 A major advantage of working closely with Preston CC is the wider network of contacts which is available for Fylde BC to tap into. This has proved beneficial in areas such as Revenues & Benefits (including Benefit Fraud), Fleet Management and areas of accounting expertise required outside the normal day to day business of the Council.

2.6 Preston CC has also made available to Fylde BC (at no additional cost), the following documentation, processes and procedures which have been working well for Preston CC finance team. Without these in place the Section 151 officers would find it impossible to carry out their duties and responsibilities. In particular Preston has provided the following :

Documentation/Intellectual property

- Comprehensive Financial Regulations (ii)
- Budget strategy, framework and timetable (i)
- Interactive budget model (i)
- Council Tax resolution model and verification procedure (i)
- MTFS strategy (i)
- Capital Programme (i)
- CAPITA reporting and budget monitoring (qtrly hot spot reporting) (i)
- Reserves & Balances policy (i)
- Financial Training sessions for Members & officers (i)
- Operational budget and closure of accounts annual timetables (ii)

Processes & procedures

- Budget consultation with stakeholders eg business leaders and residents (i)
- Consultation with Opposition Members (i)
- Publication of budget details (i)
- Treasury Management processes (ii)
- Timely budget monitoring reporting (i)
- Accounting month end close down procedures (i)
- Up to date reconciliation procedures (i)
- Financial advice/input in reports to Members (ii)
- Compliance with statutory & regulatory requirements across the service (ii)

Notes to the above

- (i) Completely absent prior to October 2007
- (ii) Significantly inadequate at October 2007

Additionally the financial management team has facilitated the following :

- VAT partial exemption calculation (otherwise could cost FBC £80k pa)
- Ensuring the securing of a VAT refund of £350k
- Improved Use of Resources assessment score
- Mentoring of Head of Finance
- Development of excellent professional relationship with external auditors in relation to financial management issues with regular liaison meetings and improved feedback
- New Treasury Management contract with resultant savings
- Securing of capitalisation facility to secure ongoing budget position
- Financial System improvements
- Efficiency savings in avoiding duplication of tasks by both teams

2.7 Since October 2007, the S151 officer has dealt successfully with a number of extremely difficult issues at FBC, eg having to recommend sizeable cuts in the authority's annual revenue budget. During 2008 the S151 Officer provided advice and guidance to avoid the authority being faced with a serious financial crisis and the need for a report under S114 of the Local Government Act 1988.

3. Summary Conclusions

From the above it is clear that the Preston CC contract is providing excellent value for money.

It can also be seen that the standard of service provided is highly professional.

The contract to date has resulted in a higher level of compliance for Fylde BC, stronger financial control, more robust financial management and overall improved performance of the finance function.

Going forward, it is vital that the level of service provided by the contract continues. Fylde BC must not risk any reversion to the position which held at October 2007.

4. Recommendations

In order that Fylde BC can be assured that the contract with Preston CC continues to provide value for money and the current standard of service, it is recommended that:

- a quarterly statement is submitted by the Asst. Director confirming that the terms of the contract have been met.
- a comparison with market rates is carried out annually.
- benchmarking against other Lancashire Districts is carried out annually.
- performance is measured against external assessment including UoR and external audit reports.
- performance is measured regularly against compliance criteria.
- feedback from the external auditors is actively sought.
- feedback from leading Members is actively sought.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
FINANCE	COMMUNITY FOCUS	4 TH MARCH 2010	5

GENERAL FUND BUDGET MONITORING REPORT 2009/10 - POSITION AS AT QUARTER ENDED 31ST DECEMBER 2009

Public Item

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

Summary

This report sets out the position in respect of the General Fund 'hot spot' under and over spending for the financial year to 31st December 2009, and details the actions being taken to address these. It also provides an update in respect of the savings targets agreed by members for 2009-10 as part of the Council's Medium Term Financial Strategy (MTFS).

Recommendations

The Portfolio Holder is asked to note the current position and the comments outlined in the report.

Reasons for recommendation

In order to exercise proper financial control it is essential that all expenditure is contained within agreed budgets and that agreed savings targets are achieved.

Alternative options considered and rejected

None

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Finance & Resources – Councillor Roger Small.

Report

1. Revenue Budget Monitoring

- 1.1 The Council's operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant issues arising from these monthly reports are summarised in quarterly reports to the Portfolio Holder for Finance and Resources. This report therefore details the findings and issues emerging from budget monitoring carried out during the period 1st April to 31st December 2009.
- 1.2 Appendix A shows details of significant variances over £10k highlighted by budget monitoring undertaken during the year to 31st December 2009. An alert tagging system is included to help improve the layout and simplify the appendix and highlight budget areas of concern.
- 1.3 Appendix B details the in year Budget savings forecast position for the year against the targeted savings set by Budget Council on 3rd March 2009, as amended by subsequent MTFS updates.

2. Budget Areas for Further Attention/Concern

There are a number of budget areas to bring to the Portfolio Holder's attention on this 3rd quarter General Fund Budget Monitoring report:

i. Corporate Restructure

Restructure proposals across the authority are still in progress so in year and future savings are not yet fully quantifiable. Savings generated will contribute towards the overall Corporate savings target.

We continue to track vacancy savings that arise from in year general staff turnover across the council and a one off forecast saving for 2009/10 has been included in the MTFS.

ii. Income

There continues to be a downturn in income due to the recession. Based on advice from our Treasury advisers, (Butlers) it is expected that the recession will continue through into 2011/12 with minimum growth expected during this time with a return to "normal" levels from 2012/13. Income forecasts have therefore been adjusted to reflect this position.

There is a bit of good news emerging under other income budgets. Current indications are that the favourable variances are now in respect of disabled facilities grants, game site fees, income from beach rentals/concessions and car parking fees.

Concessionary Fares

a) Current Scheme

The current monitoring information based on usage figures supplied by Lancashire County Council (LCC) suggests that the cost of Concessionary Fares is expected to be in line with budget.

The Government has now confirmed that the future administration of the scheme will transfer nationally, with full responsibility passing to Lancashire County Council in 2011/12. No announcement has been made regarding the funding transfer.

Negotiations with bus operators have reached a stalemate regarding the reimbursement of cost. Lancashire authorities have offered a reimbursement rate of 50% plus 2.5% for additional costs. The operators are claiming a reimbursement rate of 63%. The operators have indicated that they wish to pursue their claim to a Tribunal hearing and will make a case for a substantial increase for additional costs in the light of a 50% reimbursement rate. Given that no agreement has been reached with operators it is considered prudent to adjust the estimates on the basis that the anticipated savings of £100k in 2009/10 and 2010/11 will not be achievable.

b) One off Grant Payment in 2010/11

The Council received notification from the Department for Transport in relation to a proposed one-off Special Grant for Concessionary Fares payable in 2010/11 only. Despite the increase in grant the Council is still not fully compensated for the expenditure on the Concessionary Fares Scheme.

LCC continues to administer the pooling arrangements for the scheme.

iii. Capitalisation 2009-10 - Corporate Restructure Costs

Notification has been received of successful capitalisation applications in respect of redundancy and pension strain costs incurred during 2009/10 as a result of the corporate restructure. These costs had not been budgeted for as part of the revenue budget. Consequently these costs will be funded from a mixture of borrowing and capital receipts (as stipulated by the regulations) and will not fall on revenue.

iv. Miscellaneous Building Repairs

Wyre BC undertakes the Building Repairs contract for the Council. Wyre are not up to date on invoicing so there is currently a high positive budget variance reported. However, the budget holder has stated that this budget is fully committed in 2009/10.

v. Other General Savings Targets

The majority of the savings targets set by Budget Council in March 09 have either been achieved or are still on target. A shortfall in savings target of £13k is identified and detailed in Appendix B.

3. Risk Assessment

This item is for information only and makes no recommendations. A risk assessment detailing the financial risks currently being faced by the Council are set out in the MTFS Mid Year Review Report.

4. Conclusion





The Council continues to operate within an environment where tight financial control is essential. Quarterly monitoring reports are an integral part of the Council's financial monitoring framework, and the Portfolio Holder will receive further updates on a quarterly basis to highlight budget areas requiring further attention.














Report Author	Tel	Date	Doc ID
Bernard Hayes Section 151 Officer	(01772) 906002	22 nd February 2010	















List of Background Papers		
Name of document	Date	Where available for inspection
MTFS Budget report 2009/10	3 rd March 2009	Council agenda 3 rd March 2009 at www.fylde.gov.uk
MTFS Outturn report 2008/09	29th June 2009	Cabinet agenda 29th June 2009 at www.fylde.gov.uk
General Fund Budget Monitoring Report for Quarter ended 30 th June 2009	20 th August 2009	Portfolio holder agenda 20 th August 2009 at www.fylde.gov.uk
General Fund Budget Monitoring Report for Quarter ended 30 th September 2009	19 th November 2009	Portfolio holder agenda 19 th Nov. 2009 at www.fylde.gov.uk

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


















3RD QUARTER REVENUE BUDGET MONITORING - "HOT SPOTS" - VARIANCES OVER £10K

KEY:		Potentially ADVERSE variance impacting on General Fund resources - requires close monitoring and may result in a variance at outturn
		Potentially FAVOURABLE variance impacting on General Fund resources - requires close monitoring and may result in a variance at outturn
		Variance currently showing but expected to be on target at year end, requires action e.g. re-profiling of budget or virement required
		Variance currently showing but expected to be on target at year end




















COMMUNITY SERVICES DIRECTORATE								
Service Area	Detail Description	Updated Budget per Jan MTFS - to period 9	Actual at Period 9	Variance at Period 9	Fav (F) / Adv (A)	Budget Holder	Alert	Reason for Variance
Environmental Protection	Salaries - Basic Pay	£81,682.00	£59,409.59	-£22,272.41	F	Mike Walker		Vacant post - to be dealt with as part of restructure - saving will contribute to restructure savings target
Operational & Private Sector H	Other Fees	£0.00	-£11,610.50	-£11,610.50	F	David Gillett		Awaiting receipt of invoice
Operational & Private Sector H	Disabled Facilities Grant Fees	-£26,911.00	-£45,434.00	-£18,523.00	F	David Gillett		Increased number of grants awarded this year has resulted in a one off increase in grant agency fee income
Operational & Private Sector H	Contingency Costs	£26,252.00	-£18,381.83	-£44,633.83	F	David Gillett		Awaiting receipt of invoice & increased budget provision arising from prevention of homelessness grant from CLG
Operational & Private Sector H	Salaries - Basic Pay	£140,088.00	£99,367.13	-£40,720.87	F	David Gillett		Vacant post - to be dealt with as part of restructure - saving will contribute to restructure savings target
Parks Development & Grounds Mn	Boats Maintenance Etc	£12,378.00	-£602.18	-£12,980.18	F	Darren Bell		Budget profiling - expenditure increases over winter period
Parks Development & Grounds Mn	Games Site Fees	-£31,149.00	-£56,866.60	-£25,717.60	F	Darren Bell		Income exceeding target level
Parks Development & Grounds Mn	Agency Staff	£39,715.00	£50,186.97	£10,471.97	A	Darren Bell		Budget profiling - expenditure increases over summer period - budget on target
Parks Development & Grounds Mn	Other Fees And Charges	-£15,928.00	£0.00	£15,928.00	A	Darren Bell		Profiling - invoice raised in March
Parks Development & Grounds Mn	Other Reimbursements	-£31,927.00	-£43,097.42	-£11,170.42	F	Darren Bell		Internal recharges have been processed for the full year - budget on target
Parks Development & Grounds Mn	Other Fees And Charges	-£33,826.00	-£17,376.39	£16,449.61	A	Darren Bell		Profiling - invoice raised in March
Cemetery & Crematorium	Interments	-£117,492.00	-£104,935.37	£12,556.63	A	Darren Bell		Budget profiling - income across service expected to meet target at year end
Cemetery & Crematorium	Cremations	-£367,678.00	-£334,469.00	£33,209.00	A	Darren Bell		Budget profiling - income across service expected to meet target at year end

GOVERNANCE & PARTNERSHIPS DIRECTORATE								
Service Area	Detail Description	Updated Budget per Jan MTFS - to period 9	Actual at Period 9	Variance at Period 9	Fav (F) / Adv (A)	Budget Holder	Alert	Reason for Variance
Corporate Resources Mgt Team	Salaries - Basic Pay	£37,805.00	£13,717.63	-£24,087.37	F	Phil Woodward		To be dealt with as part of restructure - saving will contribute to restructure savings target
Corporate Resources Mgt Team	Redundancy Payments	£0.00	£57,196.06	£57,196.06	A	Phil Woodward		Following notification of successful capitalisation applications these costs will be capitalised at outturn and will not therefore fall on revenue
Legal Services Team	Books and Periodicals	£5,386.00	£15,809.08	£10,423.08	A	Ian Curtis		Budget not sufficient to support the Council's legal requirement. To be addressed in a future MTFS update report
Democratic Team	Consultants Fees	£25,352.00	£4,989.92	-£20,362.08	F	Roger Davies		Consultants fees to cover a replacement for the Borough's election officer from the Association of Electoral Administrators. Will be fully expended over the forthcoming months and imperative support required on the lead up to the General Election
Overview & Scrutiny Team	Salaries - Basic Pay	£44,658.00	£31,399.38	-£13,258.62	F	Annie Womack		To be dealt with as part of restructure - saving will contribute to restructure savings target
Electoral Registration	Computer - Program Licence Chgs	£16,978.00	£3,040.38	-£13,937.62	F	Roger Davies		This variance is due to budget profiling - expenditure is expected to be in line with target at year end.
Elections - Parliamentary	Other Reimbursements	£0.00	-£10,862.05	-£10,862.05	F	Roger Davies		Income in advance of general election
Elections - EU	Elections - Polling Station costs	£0.00	£15,451.40	£15,451.40	A	Roger Davies		Claim submitted to LCC and MOJ for reimbursement of 2009 euro and county election costs
Elections - EU	Elections - Postal Voting costs	£0.00	£12,811.47	£12,811.47	A	Roger Davies		Claim submitted to LCC and MOJ for reimbursement of 2009 euro and county election costs
Elections - LCC	Elections - Polling Station costs	£0.00	£18,876.37	£18,876.37	A	Roger Davies		Claim submitted to LCC and MOJ for reimbursement of 2009 euro and county election costs
External Audit Fees	External Audit Fees	£81,139.00	£50,557.00	-£30,582.00	F	Tracy Scholes		This variance is due to budget profiling - expenditure is expected to be in line with target at year end.
Members Expenses	Standards Committee Invstigtns	£15,002.00	£57.66	-£14,944.34	F	Ian Curtis		Three standards investigations using external investigators have been commissioned this year. One invoice has been paid in January'10 and the other two investigations are still underway. Some money may have to roll forward to next financial year to settle these outstanding caseloads
Retirement Benefits	Pension Strain Costs	£5,612.00	£259,033.67	£253,421.67	A	Paul O'Donoghue		Following notification of successful capitalisation applications these costs will be capitalised at outturn and will not therefore fall on revenue
Assistant Chief Executive	Restructure Savings Target	-£28,128.00	£0.00	£28,128.00	A	Tracy Scholes		Savings will be achieved across several salary headings after completion of all restructures








CUSTOMER AND OPERATIONAL SERVICES DIRECTORATE (page 1 of 3)

Service Area	Detail Description	Updated Budget per Jan MTFS - to period 9	Actual at Period 9	Variance at Period 9	Fav (F) / Adv (A)	Budget Holder	Alert	Reason for Variance
Perf & Business Improvement Mgt Team	Restructure Savings Target	-£28,128.00	£0.00	£28,128.00	A	Allan Oldfield		Savings will be achieved across several salary headings after completion of all restructures
Customer Services Team	Computer - Program Licnce Chgs	£14,838.00	£4,500.76	-£10,337.24	F	Joceline Greenaway		£12,000 has been spent against this budget in January 2010 for website and online development work
Corporate Administration Team	Salaries - Basic Pay	£64,495.00	£79,561.19	£15,066.19	A	Joceline Greenaway		On target for outturn
Computer Services	Computer - Telephone Charges	£25,790.00	£13,179.52	-£12,610.48	F	Andrew Marriott		The budget needs to be profiled for one off payments during the year - it will be on target
Computer Services	Computer - Development Costs	£15,449.00	£0.00	-£15,449.00	F	Andrew Marriott		Developments have started later due to resources but budget on target
Computer Services	Computer - Other Expenditure	£48,053.00	£28,374.25	-£19,678.75	F	Andrew Marriott		The budget needs to be profiled for one off payments during the year - it will be on target
Human Resources	Advertising - Recruitment	£9,000.00	£24,500.00	£15,500.00	A	Allan Oldfield		Two years jobsgopublic paid in one by arrangement and paid in full earlier in the year - budget will be on Target
Human Resources	Training Exps - qualifications	£14,742.00	£4,480.70	-£10,261.30	F	Allan Oldfield		Several staff have left the authority in the current financial year owing fees and the budget needs to be profiled. It is expected that a further £4000 will be saved this year only
Human Resources	Blackpool BC - HR Services	£142,519.00	£110,210.13	-£32,308.87	F	Allan Oldfield		Invoices outstanding - budget will be on target.
Fylde Waste Schemes	Salaries - Basic Pay	£623,227.00	£534,211.98	-£89,015.02	F	Jamie Dixon		Staff vacancies - saving will contribute to staffing re-structure savings target.
Fylde Waste Schemes	Superannuation	£98,945.00	£84,719.94	-£14,225.06	F	Jamie Dixon		
Fylde Waste Schemes	Agency Staff	£90,012.00	£60,797.37	-£29,214.63	F	Jamie Dixon		Part of Directorate salary savings required
Fylde Waste Schemes	Rech - Vehicle and Plant Costs	£633,745.00	£751,300.66	£117,555.66	A	Jamie Dixon		Profiling - currently on target for outturn
Fylde Waste Schemes	Printing	£6,750.00	£17,898.93	£11,148.93	A	Jamie Dixon		Profiling - currently on target for outturn
Fylde Waste Schemes	Oprtnng Lease-Primary (Plant)	£95,114.00	£200,777.09	£105,663.09	A	Jamie Dixon		Profiling - currently on target for outturn
Fylde Waste Schemes	Tipping - Dry Recyclate	£56,256.00	£41,853.47	-£14,402.53	F	Jamie Dixon		Profiling and invoices to be paid - budget on target
Fylde Waste Schemes	LCC Cost Sharing - Recycling	-£534,447.00	-£407,943.21	£126,503.79	A	Jamie Dixon		Invoices outstanding - budget on target.
Fylde Waste Schemes	Recycling Income	-£80,576.00	-£128,502.48	-£47,926.48	F	Jamie Dixon		Improved recycling income. Increased income to be used in year to fund leafleting costs re recycling service changes in March 2010 - virement required.


















CUSTOMER AND OPERATIONAL SERVICES DIRECTORATE - (page 2 of 3)

Service Area	Detail Description	Updated Budget per Jan MTFS - to period 9	Actual at Period 9	Variance at Period 9	Fav (F) / Adv (A)	Budget Holder	Alert	Reason for Variance
Wyre Waste Schemes	Salaries - Basic Pay	£1,043,443.00	£927,333.46	-£116,109.54	F	Jamie Dixon		Staff vacancies - offset by increased agency costs below
Wyre Waste Schemes	Salaries - Overtime (1.5)	£44,338.00	£33,754.87	-£10,583.13	F	Jamie Dixon		Profiling - currently on target for outturn
Wyre Waste Schemes	Salaries - OT Bank Hols (1.0)	£29,558.00	£18,526.12	-£11,031.88	F	Jamie Dixon		Profiling - currently on target for outturn
Wyre Waste Schemes	Superannuation	£139,346.00	£121,716.89	-£17,629.11	F	Jamie Dixon		Staff vacancies - saving will contribute to staffing re-structure savings target.
Wyre Waste Schemes	Agency Staff	£150,020.00	£299,337.51	£149,317.51	A	Jamie Dixon		Increased agency to cover staff vacancies - see above
Wyre Waste Schemes	Rech - Vehicle and Plant Costs	£1,165,676.00	£1,253,204.18	£87,528.18	A	Jamie Dixon		Profiling - currently on target for outturn
Wyre Waste Schemes	Hire of Transport	£3,508.00	£32,583.06	£29,075.06	A	Jamie Dixon		Increased rental costs due to fleet breakdowns and vehicles off-road.
Wyre Waste Schemes	Bin Sacks	£90,012.00	£66,867.38	-£23,144.62	F	Jamie Dixon		Profiling - currently on target for outturn
Wyre Waste Schemes	Optng Lease-Secndry (Plant)	£119,116.00	£155,309.61	£36,193.61	A	Jamie Dixon		Profiling - currently on target for outturn
Wyre Waste Schemes	Contract - Contract Sum	-£3,173,920.00	-£3,289,302.00	-£115,382.00	F	Jamie Dixon		Profiling - currently on target for outturn
Wyre Waste Schemes	Contract - Additnl Properties	-£187,147.00	-£119,252.48	£67,894.52	A	Jamie Dixon		Profiling - currently on target for outturn
Trade Waste Service	Rech - Vehicle and Plant Costs	£42,756.00	£0.00	-£42,756.00	F	Jamie Dixon		Profiling - currently on target for outturn
Trade Waste Service	LCC-Landfill Levy/Tipping Chgs	£123,017.00	£1,217.93	-£121,799.07	F	Jamie Dixon		Profiling - currently on target for outturn
Trade Waste Service	Bulk Bin Lease Charges	-£26,252.00	-£44,773.37	-£18,521.37	F	Jamie Dixon		Profiling - currently on target for outturn
Trade Waste Service	Bulk Bin Collection Charges	-£103,993.00	-£126,037.44	-£22,044.44	F	Jamie Dixon		Profiling - currently on target for outturn
Trade Waste Service	Bulk Bin Disposal Charges	-£107,548.00	-£128,285.38	-£20,737.38	F	Jamie Dixon		Profiling - currently on target for outturn
Operational Services Team	Salaries - Basic Pay	£85,673.00	£71,673.53	-£13,999.47	F	Jamie Dixon		Part of Directorate salary savings required
Highways Cleansing	Salaries - Basic Pay	£242,907.00	£216,664.10	-£26,242.90	F	Jamie Dixon		Part of Directorate salary savings required
Highways Cleansing	Salaries - Overtime (1.5)	£29,558.00	£13,391.14	-£16,166.86	F	Jamie Dixon		Profiling - currently on target for outturn

CUSTOMER AND OPERATIONAL SERVICES DIRECTORATE - (page 3 of 3)

Service Area	Detail Description	Updated Budget per Jan MTFS - to period 9	Actual at Period 9	Variance at Period 9	Fav (F) / Adv (A)	Budget Holder	Alert	Reason for Variance
CVMU	Salaries - Basic Pay	£179,666.00	£134,620.26	-£45,045.74	F	Jamie Dixon		Part of Directorate salary savings required
CVMU	Restructure Savings Target	-£27,754.00	£0.00	£27,754.00	A	Jamie Dixon		Savings will be achieved across several salary headings after completion of all restructures
CVMU	CVMU Materials Cost	£0.00	£27,273.18	£27,273.18	A	Jamie Dixon		Profiling - currently on target for outturn
CVMU	Oil, Lubricants and Grease	£0.00	£13,800.90	£13,800.90	A	Jamie Dixon		Profiling - currently on target for outturn
CVMU	Preston CC - SLA Other	£0.00	£15,008.93	£15,008.93	A	Jamie Dixon		Profiling - currently on target for outturn
Vehicles	Materials & Repairs	£479,290.00	£402,473.99	-£76,776.01	F	Steve Marsh		Profiling - currently on target for outturn
Vehicles	Fuel Costs	£523,387.00	£531,060.18	£7,673.18	A	Steve Marsh		A £35k favourable variance was reflected in the MTFS mid year review to reflect prices paid for the year to date. Any increases in fuel prices in the remainder of the year which reduce this forecast variance will be reflected at outturn

STRATEGIC DEVELOPMENT DIRECTORATE

Service Area	Detail Description	Updated Budget per Jan MTFS - to period 9	Actual at Period 9	Variance at Period 9	Fav (F) / Adv (A)	Budget Holder	Alert	Reason for Variance
Strategic Dev Services Mgt Team	Restructure Savings Target	-£46,882.00	£0.00	£46,882.00	A	Paul Walker		Savings will be achieved across several salary headings after completion of all restructures
Development Control	Planning Application Fees	-£240,032.00	-£226,617.61	£13,414.39	A	Mark Evans		Currently under review although there has traditionally there is a slight surge in applications in March
Development Control Team	Salaries - Basic Pay	£241,453.00	£210,750.10	-£30,702.90	F	Mark Evans		Vacancy Savings
Development Control Team	Agency Staff	£0.00	£11,941.79	£11,941.79	A	Mark Evans		Increased agency costs due to vacancy savings
Building Control	Income	-£177,264.00	-£125,275.58	£51,988.42	A	Andrew Dickson		Income reduced due to economic circumstances - any surplus or deficit on the building control function as a whole is transferred to a balance sheet reserve in order that the activity breaks even over a three year period. The opening balance on the reserve at the start of 2009/10 stood at £28k, so as long as the overall outturn position for the function as a whole is less than a £28k deficit, this variance will have no impact on revenue. Requires close monitoring.
Core Strategy	Expenditure	£34,504.00	£0.00	-£34,504.00	F	Mark Evans		Rephasing of expenditure required due to delay in implementing restructure. Remaining budget needs slippage to 2010/11 to achieve objectives set out in Cabinet report on 16.09.09
Planning Policy	Local Devlpmnt Framework Costs	£6,002.00	-£4,016.00	-£10,018.00	F	Mark Evans		Invoices outstanding
Planning Policy Team	Redundancy	£0.00	£25,203.98	£25,203.98	A	Mark Evans		Following notification of successful capitalisation applications these costs will be capitalised at outturn and will not therefore fall on revenue
Fylde Low Energy Initiative	Miscellaneous Contributions	-£24,663.00	-£7,831.00	£16,832.00	A	Paul Walker		Overall £7k shortfall in income which will need to be met from vacancy savings
Land Charges	Land Charges Fees - LCC	£16,258.00	£5,883.00	-£10,375.00	F	Andrew Dickson		Reduced payments to LCC for highway questions in search due to lower level of searches. This will be used to offset higher net service costs
Technical Team	Salaries - Basic Pay	£38,256.00	£220.35	-£38,035.65	F	Andrew Dickson		Staff vacancies - saving will contribute to staffing re-structure savings target.
Technical Team	Superannuation	£15,091.00	£37.90	-£15,053.10	F	Andrew Dickson		Staff vacancies - saving will contribute to staffing re-structure savings target.
Property Management Team	Ext Management (Contract/Fees)	£30,004.00	£19,218.70	-£10,785.30	F	Gary Sams		Invoices awaited from Wyre B.C.
Beach Patrol & Safety	Rent of Stands/Site	-£16,884.00	-£32,428.00	-£15,544.00	F	Gary Sams		Additional income beyond budget level - possible future MTFS adjustment
Coast Protection	Other General Repairs and Mtce	£45,006.00	-£14,046.46	-£59,052.46	F	Andrew Dickson		Some works due to be undertaken in remainder of 2009/10, remainder earmarked for slippage to undertake outstanding works in maintenance programme
Car Parks	Car Parking Fees	-£78,191.00	-£96,346.09	-£18,155.09	F	Andrew Dickson		Income exceeding budget overall.
Authority Wide	Other Miscellaneous Repairs	£182,294.00	£31,429.21	-£150,864.79	F	Paul Walker		Delay in invoicing from Wyre BC - expenditure is expected to be on target at year end.

Savings Monitoring Statement : Quarter 3 -

2009-10 Savings as approved by Council on 03-03-09 and subsequently adjusted via MTFS updates

Service	Description	Nature of Saving	Original Savings Target 09.10 £	Updated Savings Target 09.10 £	Anticipated Outturn 09.10 £	Potential Budget Shortfall £	Adverse / Favourable	Comments
Chief Executive	Chief Executive	Management Team Savings Target	110,000	110,000	110,000	0	F	Currently on target
	Chief Executive	Disestablish post of Assistant PA to the Chief Exec & Directors	18,000	18,000	18,000	0	F	Achieved
	Chief Executive	Cut Newspaper budget	2,000	2,000	2,000	0	F	Achieved
	Total Chief Executive		130,000	130,000	130,000	0		
Community Services	Emergency Planning	Reduce Emergency Planning budget to min. statutory level	20,000	20,000	20,000	0	F	Achieved
	Art Collection	Reduce Art Collection maintenance budget	4,000	4,000	4,000	0	F	Achieved
	Community Services	Departmental Restructure	25,000	25,000	25,000	0	F	Currently on target
	Cultural Services	Reduce operational overhead budget	7,000	0	0	0	F	MTFS adjustment
	Gambling Act 2005	Gambling Act - Income increase	20,000	20,000	20,000	0	F	Currently on target to be achieved within service
	Licensing Act 2003	Reduce Licensing budget to min. statutory level	8,000	8,000	8,000	0	F	Achieved
	Homelessness	Reduce Homelessness budget	15,000	15,000	15,000	0	F	Achieved
	Pest Control	Pest Control - Reduce expenditure / Increase income	5,000	5,000	5,000	0	F	Currently on target
	Crematorium	Cremation Operating Lease (expiry)	16,000	16,000	16,000	0	F	Achieved
	Arboricultural Works - Parks	General Budget Reduction (Retain bunting & Staging budgets)	30,000	30,000	30,000	0	F	Currently on target to be achieved within service
	Cemetery	Increase internment fees from £320 to £340 (plus VAT)	2,000	2,000	2,000	0	F	Currently on target to be achieved within service
	Crematorium	Increase cremation fees from £360 to £400 (plus VAT)	48,000	48,000	48,000	0	F	Currently on target to be achieved within service
	Lytham - Leisure and Playground	Revise operation of Fairhaven Lake Boats	15,000	15,000	15,000	0	F	Achieved
	Pollution Control	Other Fees (Public Health and Fly Tipping)	2,000	2,000	2,000	0	F	Achieved
	Sand Dunes	Remove Sand Dunes other fees budget	5,000	5,000	5,000	0	F	Achieved
	Environmental Protection	Environmental Protection Service - Reduce expenditure / Increase income	5,000	5,000	5,000	0	F	Achieved
	Total Community Services		227,000	220,000	220,000	0		

Service	Description	Nature of Saving	Original Savings Target 09.10 £	Updated Savings Target 09.10 £	Anticipated Outturn 09.10 £	Potential Budget Shortfall £	Adverse / Favourable	Comments
Governance and Partnerships	Benefit Fraud Investigation	Implement Shared Service	25,000	25,000	25,000	0	F	Achieved
	Finance Administration	Benefits Cheques to second class mail - Postage Savings	8,000	8,000	8,000	0	F	Currently on target
	Total Governance and Partnerships		33,000	33,000	33,000	0		
Strategic Development	Fylde Tourism	Reduction of general Tourism	5,000	5,000	0	5,000	A	This will not be achieved due to cost exceeding budget
	Strategic Development	Departmental Restructure	25,000	25,000	25,000	0	F	Currently on target
	Property Management	Review of property maintenance arrangements	20,000	20,000	20,000	0	F	Achieved
	Property Management	Reduction in Property Maintenance budget	40,000	40,000	40,000	0	F	Achieved
	Coast Protection	Reduction in Flood Defence / Coast Protection	30,000	30,000	30,000	0	F	Achieved
	Property Management	Increasing Rent / Concessions Income levels	19,000	19,000	19,000	0	F	Achieved
	Town Hall	Remove vending machine in Town Hall	5,000	5,000	3,000	2,000	A	£3k achieved only - remainder required to cover part year costs and termination fee. Full £5k saving for 2010.11.
	Street Seats, Name Plates & Signs	Street Furniture Maintenance	8,000	8,000	5,000	3,000	A	£5k achieved only - remainder required to fund urgent repairs/replacements
	Bus Shelters	Removal of Bus Shelter replacement	7,000	7,000	4,000	3,000	A	£4k achieved only - remainder required to fund essential repairs required to council owned bus shelters
	Open Air Baths Car Park	Remove Open Air Baths other fees budget	5,000	5,000	5,000	0	F	Achieved
	Planning Policy	Additional Planning Advice Income	5,000	5,000	5,000	0	F	Currently on target
	Concessionary Travel	Concessionary Fares generation factor adjustment	100,000	0	0	0	F	MTFS adjustment
	Total Strategic Development		269,000	169,000	156,000	13,000		

Service	Description	Nature of Saving	Original Savings Target 09.10 £	Updated Savings Target 09.10 £	Anticipated Outturn 09.10 £	Potential Budget Shortfall £	Adverse / Favourable	Comments
Customer and Operational Services	Human Resources	20 % Reduction in Vocational Training	5,000	5,000	5,000	0	F	Already achieved based on courses for 2009/10 and additional income from employees that have left having to pay back fees
	Computer Services	Removal of the post that has been frozen for 12 months	30,000	30,000	30,000	0	F	Achieved and post costs removed from budgets
	Corporate Administration Team	Removal of Part-Time vacant posts	8,000	8,000	8,000	0	F	Achieved and post costs removed from budgets
	Customer Services Team	Removal of Part-Time vacant posts	7,000	7,000	7,000	0	F	Achieved and post costs removed from budgets
	Town Hall - Telecommunications	Removal of the free Internet kiosks located across the borough	2,000	2,000	2,000	0	F	Saving Achieved - kiosks and charges ceased from 1st April 2009
	Modernisation of Local Govt	Removal of online performance management system	5,000	5,000	5,000	0	F	One year removal of fee already achieved and removed from budget
	Human Resources	Implement revised policy on car mileage and user status	10,000	10,000	10,000	0	F	Policy approved and implementation starts in August 2009
	Human Resources	HR SLA savings subject to final agreement with Blackpool BC	10,000	10,000	10,000	0	F	Achieved and new rates being paid from April 1st
	Operational Services Team	Operational Services restructure	37,000	37,000	37,000	0	F	Any shortfall will be delivered through further changes to be made as part of the new Directorate established from June 1st 2009 once plans have been made future savings report will be updated.
	Highways Cleansing	Delete vacant post	18,000	18,000	18,000	0	F	Achieved and post costs removed from budgets
	Fylde Waste Schemes	Charge customers for Grey and Green wheeled bins	25,000	25,000	25,000	0	F	Currently on target
	CVMU	Fleet Vehicles	10,000	10,000	10,000	0	F	Currently on target
	Highways Cleansing	Target reduction in agency budget	30,000	30,000	30,000	0	F	Currently on target
		Total Operational Services	197,000	197,000	197,000	0		
Miscellaneous		Additional Savings still to be found via Authority Wide review of staffing costs	300,000	150,000	150,000	0	F	Restructure proposals still in progress so savings not yet fully quantifiable. The forecast reflects the impact of offsetting the £300k saving target with the saving resulting from the 1% pay settlement for 09.10 when compared with the budgeted 2.5% settlement. Any shortfall in 09.10 could be potentially offset by general vacancy savings achieved in 09.10, but until new structures are finalised future year savings cannot be quantified
		Energy cost reduction	30,000	30,000	30,000	0	F	Currently on target
		Total Miscellaneous Costs	330,000	180,000	180,000	0		
Total Savings Target			1,186,000	929,000	916,000	13,000		

2009-10 Savings (Approved by Council on 03-03-08)

Service	Description	Nature of Saving	Original Savings Target 09.10 £	Updated Savings Target 09.10 £	Anticipated Outturn 09.10 £	Anticipated Budget Shortfall £	Adverse / Favourable	Comments
Strategic Development	Kirkham Offices	Co-locate One Stop Shop in St.Annes - Property Savings & Rental Income	17,000	0	0	0	F	MTFS adjustment
Operational Services	Tourist Information Centre	Incorporate TIC in Town Hall Refurbishment	49,000	49,000	49,000	0	F	Achieved
Total Savings Target			66,000	49,000	49,000	0		
2009/10 Total Savings Target			1,252,000	978,000	965,000	13,000		

REPORT



REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE & PARTNERSHIPS	COMMUNITY FOCUS SCRUTINY COMMITTEE	3 RD MARCH 2010	6

PERFORMANCE EXCEPTION REPORT

Public Item

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

Summary

The report provides details of the performance exceptions for data reported up to December 2010. Performance exceptions highlight both good and poor performance to date measured against the targets set for the current financial year.

Recommendation

That the committee scrutinise the performance exceptions detailed in the report and make any necessary recommendations to the lead officer and/ or Portfolio Holder in response to the exception performance outturn.

Portfolio Holder

The Cabinet Portfolio Holder for Partnerships and Community Engagement is Councillor Karen Buckley.

Report

Exception Performance: Under Performance

The percentage of overdue Freedom of Information requests (FYS13) is under performing running at 10% of requests overdue against a target of 0% although has shown improvement from the previous quarter when it was running at 14.66%.

The process for handling requests has been redesigned with an emphasis on each Service Area fulfilling appropriate requests in a timely manner, as this is a statutory responsibility of the Council, along with a monitoring process to chase requests before they become overdue.

Should they continue to over run an examination will take place to identify the offending Service Area(s) and additional guidance provided to remedy the situation.

The percentage of Council employees trained in customer care (FYS17) is down 14% to 74%. The customer care course has not been delivered for over 12 months because of limited resources. A list of all starters during this period has been obtained and new courses will start to operate from March 2010.

Net additional homes provided (NI154) is down 61% currently running at 62% below target as is the Number of affordable homes delivered (gross) (NI155) down 51% running at 45% below target. As previously disclosed these targets are affected by the economic downturn affecting house building.

Number of households living in temporary accommodation (NI156) as reported at December 2009 continued to under perform at 14. A full report relating to this specific indicator is being considered at this meeting.

Processing of planning applications as measured against targets for 'minor' applications (NI157b) has seen a minor increase but still sits at 14% below target. A number of applications in this category require the completion of a Section 106 legal agreement which delays sign off beyond the 8 week period.

Improved street and environmental cleanliness: levels of detritus (NI195b) have declined by 61% from 13 to 21 sites which is 43% over target at 12 sites. A reduction in mechanical sweeping due to vehicle breakdowns has lead to this increase, however new machinery is being procured to remedy this situation.

Exception Performance: Over Performance

The number of unique hits on the Council's website has increased by nearly 15,000.

Serious violent crime (NI15) is down 62% from 0.69 per thousand population to 0.26 per thousand population as is Serious acquisitive crime (NI16) down 19% from 5.75 per thousand population to 4.65 per thousand population.

Violent crime has been and remains a police priority. Nightsafe operations have been used to target the crime and disorder associated with the night time economy. Recent partnership working with the Independent Domestic Violence Advocates (IDVAs) has targeted domestic violence offenders to great effect and this work will continue.

Serious Acquisitive Crime has been identified as a policing priority. A number of initiatives have been run from simple target hardening messages – ‘lock it or lose it’ stickers applied to bins of every Fylde household to specific and continued targeting of offenders. The Serious Acquisitive Crime categories include burglary in a dwelling and stealing from motor vehicles and within Fylde the majority of these offences occur as a result of insecure premises and vehicles. The ‘lock it or lose it’ message needs to be repeated.

Processing of planning applications as measured against targets for ‘major’ applications (NI157a) continues to over perform at 15% over target.

Time taken to process Housing Benefit/ Council Tax Benefit new claims and change events (NI181) continues to perform well maintaining a 10 day turn around time and being 33% under target.

Improved street and environmental cleanliness: levels of litter (NI195a) also continues to over perform 25% under target at 6 sites. Similarly fly posting (NI195d) remains positive with 0 sites falling below standard.

Performance Updates

Risk Assessment

This item is for information only and makes no recommendations. Therefore there are no risks to address

Report Author	Tel	Date	Doc ID
Darius Ward	(01253) 658624	19 th February 2010	

Attached documents

1. Performance Data Appendix

IMPLICATIONS	
Finance	There are no direct financial implications arising from the report
Legal	There are no direct legal implications arising from the report

Community Safety	There are no direct community safety implications arising from the report
Human Rights and Equalities	There are no direct human rights and equalities implications arising from the report
Sustainability and Environmental Impact	There are no direct sustainability and environmental implications arising from the report
Health & Safety and Risk Management	There are no direct health and safety or risk management implications arising from the report






Ref	Title	Previous Outturn	Progress to Date	Target	On Target	DoT	Status
FYS02	FYS02 Percentage of undisputed invoices which were paid within 30 days of receipt or within agreed payment terms 01/04/09 31/03/10	96.33	94.39	95.00	✓	✓	●
FYS03	FYS03 The number of days sickness absence per employee (all sickness) 01/04/09 31/03/10	13.18	12.56	10.50	✗	✓	●
FYS04	FYS04 The percentage of long term sickness 01/04/09 31/03/10	61.00	58.00	55.00	✗	✓	●
FYS09	FYS09 The number of unique hits on the council web site www.fylde.gov.uk - 01/04/09 31/03/10	171517.00	186512.00	180000.00	✓	✓	●
FYS10	FYS10 The number of customer transactions carried out online - 01/04/09 31/03/10	13947.00	21027.00	27000.00	✓	✓	●
FYS11	FYS11 The percentage of employee appraisals completed 01/04/09 31/03/10	79.53	91.00	95.00	✗	✓	●
FYS13	FYS13 The percentage of overdue Freedom of Information requests 01/04/09 31/03/10	14.66	10.00	0.00	✗	✓	●
FYS14	FYS14 The average number of days to respond to all Freedom of Information 01/04/09 31/03/10	10.00	7.00	6.00	✗	✓	●
FYS15	FYS15 The number of missed bins per 100,000 collections Fylde service - 01/04/09 31/03/10	18.00	55.00	50.00	✓	✗	●

FYS17	FYS17 The percentage of council employees trained in customer care 01/04/09 31/03/10	86.00	74.00	95.00	X	X	●
FYS18	FYS18 The percentage of phone calls to 01253 658658 answered 01/04/09 31/03/10	80.00	83.00	80.00	✓	✓	●
FYS19	FYS19 The percentage satisfaction with the service delivered by Fylde Borough Council 01/04/09 31/03/10	89.00	87.00	90.00	X	X	●
NI 015	NI 015: Serious violent crime 01/04/09 31/03/10	0.69	0.26	1.00	✓	✓	●
NI 016	NI 016: Serious acquisitive crime 01/04/09 31/03/10	5.75	4.65	0.00	✓	✓	●
NI 020	NI 020: Assault with injury crime rate 01/03/09 31/03/10	4.25	3.09	2.00	X	✓	●
NI 154	NI 154: Net additional homes provided 01/04/09 31/03/10	297.00	117.00	306.00	X	X	●
NI 155	NI 155: Number of affordable homes delivered (gross) 01/04/09 31/03/10	61.00	30.00	55.00	X	X	●
NI 156	NI 156: Number of households living in Temporary Accommodation 01/04/09 31/03/10	14.00	14.00	6.00	X	X	●
NI 157a	NI 157a: Processing of planning applications as measured against targets for 'major' applications 01/04/09 31/03/10	84.21	69.23	60.00	✓	X	●
NI 157b	NI 157b: Processing of planning applications as measured against targets for 'minor' applications 01/04/09 31/03/10	55.65	55.83	65.00	X	✓	●
NI 157c	NI 157c: Processing of planning applications as measured against targets for 'other' application types 01/04/09 31/03/10	72.48	73.12	80.00	X	✓	●

NI 179	NI 179: VFM - total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008-09 financial year 01/04/09 31/03/10		1.15m		?	?	
NI 181	NI 181: Time taken to process Housing Benefit/Council Tax Benefit new claims and change events 01/04/09 31/04/10	10.00	10.00	15.00	✓	✓	●
NI 192	NI 192: Household waste recycled and composted 01/04/09 31/03/10	42.65	44.00	46.00	✗	✓	●
NI 195a	NI 195a: Improved street and environmental cleanliness levels of litter 01/04/09 31/03/10	6.00	6.00	8.00	✓	✓	●
NI 195b	NI 195b: Improved street and environmental cleanliness levels of detritus 01/04/09 31/03/10	13.00	21.00	12.00	✗	✗	●
NI 195c	NI 195c: Improved street and environmental cleanliness levels of graffiti 01/04/09 31/03/10	1.00	2.00	1.00	✗	✗	●
NI 195d	NI 195d: Improved street and environmental cleanliness levels of fly posting 01/04/09 31/03/10	0.00	0.00	0.00	✓	✓	●

All data reported to December 2009 unless otherwise stated.

Legend

	<u>On target</u>	<u>Direction of Travel</u>
	On target	Improvement from last period
	Under Target	Decline from last period
	On track and improving	
	Either on target but getting worse or off target but improving	
	Neither on target or improving	

REPORT



REPORT OF	MEETING	DATE	ITEM NO
COMMUNITY SERVICES	COMMUNITY FOCUS	4 TH MARCH 2010	7

HOMELESS HOUSEHOLDS IN TEMPORARY ACCOMMODATION UPDATE ON PERFORMANCE AGAINST TARGETS

Public Item

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

Summary

The former Policy and Service review committee previously considered reports relating to the number of homeless households in temporary accommodation and requested an update. The number of households in temporary accommodation provided by the Council is monitored through a national performance indicator (NI 156) for which a target has been set by the Government to be achieved in 2010.

The purpose of this report is to update members of the number in the Councils' temporary accommodation arising from homelessness and the progress towards achieving the nationally set target.

Recommendation

Members are asked to note the contents of the report and the action being taken to address performance in relation to the temporary accommodation target

Reasons for recommendation

To comply with the request from the former policy and service review committee.

Alternative options considered and rejected

The report is for members' information and no alternative options are required at this stage.

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Portfolio Title: Social Wellbeing Cllr Cheryl Little

1.0 Report

2.0 Background

3.0 The homelessness legislation, the Housing Act 1996 (amended through the Homelessness Act 2002) imposes a duty on housing authorities to 'secure that accommodation is available for an applicant pending their decision as to what duty, if any, is owed to the applicant under the Act.

4.0 The threshold for the duty is low in that the Local Authority only has to have a reason to believe that the applicant may be homeless, eligible for assistance and have a priority need.

5.0 The National Target

6.0 In 2004 the Government set a target to halve the number of homeless households living in temporary accommodation by 2010. This standard was applicable to all local authorities

7.0 At that point in 2004 Fylde BC had 12 households in temporary accommodation and for the North West there were 2732 households in temporary accommodation.

8.0 The target for Fylde BC has therefore been set at 6 households and for the North West in particular 1361 households. The North West achieved its target at the 31st March 2009 with a total of 1358 households in temporary accommodation. Fylde BC set a local target of 14 to be achieved by the 31st March 09 (A reduction from 18 in the previous year). The local target was achieved.

9.0 The target for the 31st March 2010 has been set a 6 in line with the national target.

10.0 The local situation

11.0 Fylde BC has access to 13 units of temporary units of accommodation available through New Fylde Housing, and in addition currently leases 2 private sector flats. When these units are not available (due to being occupied or undergoing repair or not suitable to the families needs) a homeless household is provided with a place at a Bed and Breakfast or holiday flat, which is often outside of the Borough.

12.0 During 2007/8 the council used temporary accommodation on 73 occasions, in 2008/9 on 66 occasions and so far (to Dec 09) in 09/10 on 49 occasions.

13.0 Records are maintained at each quarter end of the number in temporary accommodation at that point in time. The tables below provide the detail of households in temporary

accommodation for the current year and the two previous years and the number of homelessness presentations and housing advice enquiries.

TABLE 1 – Numbers in Temporary accommodation

2007/8	Q1	Q2	Q3	Q4	Average
Households In TA	22	24	11	18	18.75 households
Of which : households with Children	15	17	7	6	
: Total number of children accommodated	34	43	10	9	
2008/9					
Households In TA	12	15	13	14	13.5 households
Of which : households with Children	4	6	4	5	
: Total number of children accommodated	7	8	7	8	
2009/10					
Households In TA	13	16	14	N/A	14.3 households
Of which : households with Children	6	5	4		
: Total number of children accommodated	8	7	7		

TABLE 2 – Number of Homelessness presentations and Housing advice enquiries to the Council

	2007/8	2008/9	2009/10 (to Dec 09)
Presentations	134	137	74 (projected 100)
Housing advice	347	327	216 (projected 290)

14.0 It can be seen that significant progress has been made in reducing the numbers in temporary accommodation (at Q2 2007/8 – 24 households were in TA) and that the number of presentations and request for advice remains constant.

15.0 To achieve no more than 6 households in temporary accommodation is an extremely challenging target. The main reasons for homelessness are the end of a private sector tenancy and family/friends not being able to continue to accommodate the household.

16.0 It was envisaged that the target would be achieved by a variety of measures including:

- Provision of advice services directly through the Councils Housing advice officer or in partnership with external organisations i.e. Face 2 Face YMCA
- Provision of a rent bond scheme financially supported through the Council to Face 2 Face YMCA
- A reduction in the number of Homelessness presentations through Homelessness prevention work (mediation services etc)
- Provision of an Invest to Save budget to assist households to access the private sector.
- The elimination of the use of temporary accommodation through the provision of a Supported Housing scheme which would deliver a comprehensive support service to homeless households.
- Working with our partner RSL's to ensure homelessness is addressed within their priorities and own homelessness strategies.

17.0 Fylde BC has been extremely successful in working through these measures and ensured they were addressed in the Councils Housing Strategy and Homelessness Strategy. There is a positive relationship with New Fylde Housing and Face 2 Face YMCA delivered through

the Homelessness partnership agreement.

- 18.0 Following previous discussion with Government office an additional grant was made to the Council of £10,000 to enable the provision of an Invest to Save budget aimed at homelessness prevention. The Budget was set up in mid 2007/8 and has assisted many households in accessing private sector accommodation. The number approvals and total value are outlined below.

TABLE 3 – Invest to save budget

Year	No of approved cases	Amount
2007/8	5	£1251.00
2008/9	22	£6841.00
2009/10 (to date)	29	£9116.00

- 19.0 The number of application/approvals is clearly increasing and is a significant contributor to the prevention of homelessness
- 20.0 It can be seen that despite the measures outlined above and the success in reducing the number in temporary accommodation the national target of 6 had not been reached at Dec 09 and to sustain a figure of no more than 6 in temporary accommodation will be challenging.
- 21.0 Factors influencing this situation include:
- The increased situation of households with complex needs requiring support from a number of agencies and the provision of good quality supported housing.
 - A sustained level of homelessness presentations for whom existing homelessness prevention measures are not appropriate
 - The inability to access a sufficient supply of affordable and social housing in the Borough
- 22.0 Further work continues to be undertaken in respect of each of these issues; however they are longer term ambitions which may not be achieved in the short term to meet the national temporary accommodation target.
- 23.0 At a regional (north west) level the Government office advised in January 2010 that a number of authorities (20) have met their 2010 target, 9 were judged to be making good progress and 10 (which includes Fylde BC) were judged to have made no progress since the numbers in temporary accommodation(14 at Jan 2010) exceeded the 2004 level (12).
- 24.0 Increasingly there are a number who present as homeless but for whom the quality of the temporary accommodation available is inadequate due to a lack of on site supervision and support.
- 25.0 Progress continues to be made towards meeting the target with considerable effort being focused on homelessness prevention.
- 26.0 The future housing and economic climate contains many uncertainties, in particular, the potential for additional homelessness presentations arising through home repossession. The additional funding provided by the CLG in 2009 to assist in the avoidance of home repossessions has not been needed to date and it will be requested for this allocation to be

carried forward into the 2010/11 homeless budget to deal with those situations.

27.0 It should be noted that the meeting of the target whilst not only desirable in respect of the effect for individual families it is also essential to the authority for the following reasons:

- The number in temporary accommodation target is an LAA target for 2010
- Future CAA inspections.
- The potential impact for the Councils Homelessness grant provided by the Government.
- The potential impact in a future inspection by the Audit commission of the Councils strategic housing role.

28.0 In the short term the following additional measures are being undertaken to assist in meeting the target:

- A meeting has been arranged in April 2010 with the Government office Homelessness advisor to assess the assistance which can be given to meet the target during 2010.
- A funding bid is to be made to the LSP to assist in providing a new scheme through Face 2 Face to help homelessness prevention. The principal aim of the new project would be reduce the numbers losing a private sector tenancy by developing a scheme which would provide a further incentive to Landlords to maintain or provide a tenancy and an additional incentive to residents by providing independent skills training and support.
- A business process re-engineering review of access to temporary accommodation is ongoing to assess where improvements to the existing process could be made
- Exploration of opportunities to enable the provision of a supported housing scheme

29.0 Risk Assessment

30.0 The following risk has been identified and this risk has been added to the directorate operational risk register.

1. Meeting the national temporary accommodation target (NI 156)

31.0 Conclusion

32.0 The Council has made good progress in reducing the number of Homeless households in temporary accommodation and in the prevention of homelessness

33.0 The need for supported housing provision remains as many homeless households have support needs which cannot be addressed through the existing temporary accommodation provision.

34.0 The additional measures, outlined in paragraph 28, will enable further progress to be made.

Report Author	Tel	Date	Doc ID
D Gillett	(01253) 658689	Date of report	

List of Background Papers		
Name of document	Date	Where available for inspection
Document name		Council office or website address

Attached documents

None

IMPLICATIONS	
Finance	There are no additional costs arising. The existing budget contains provision for temporary accommodation costs.
Legal	The provision conforms with the Councils duty under the Housing act 1996 (amended through the Homelessness Act 2002)
Community Safety	No specific issues arising from this report
Human Rights and Equalities	No specific issues arising from this report
Sustainability and Environmental Impact	No specific issues arising from this report
Health & Safety and Risk Management	No specific issues arising from this report

REPORT



REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE & PARTNERSHIPS	COMMUNITY FOCUS SCRUTINY COMMITTEE	4TH MARCH 2010	8

LSP ECONOMIC DEVELOPMENT THEME GROUP

Public Item

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

Summary

The report provides details a brief overview of the current work of the LSP Economic Development Theme Group.

Recommendation

That the committee accept the report and proffer support for the activities.

Portfolio Holder

The Cabinet Portfolio Holder for Economic Development Cllr Albert Pounder.

Report

The LSP Economic Development Theme Groups is currently working on its action plan which is lodged on the LSP web pages of the Fylde Borough Council website. A copy of which is attached for member review.

Performance Updates

Continued....

Members will note that the action plan is RAG rated using the traffic lights system. The Action Plan is monitored by the LSP Executive at its quarterly meetings and any slippage (Red items) questioned.

Risk Assessment

This item is for information only and makes no recommendations. Therefore there are no risks to address.

Report Author	Tel	Date	Doc ID
Christine Miller	(01253) 658441	22 nd February 2010	

Attached documents

Economic Development Theme Group Action Plan dated 15-1-10.

IMPLICATIONS	
Finance	There are no direct financial implications arising from the report
Legal	There are no direct legal implications arising from the report
Community Safety	There are no direct community safety implications arising from the report
Human Rights and Equalities	There are no direct human rights and equalities implications arising from the report
Sustainability and Environmental Impact	There are no direct sustainability and environmental implications arising from the report
Health & Safety and Risk Management	There are no direct health and safety or risk management implications arising from the report

ECONOMIC DEVELOPMENT THEME GROUP

ACTION PLAN – 2008/2012 (as at 15/01/10)

PRIORITY 1

OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
To increase tourism to the Fylde	1. Website 1.1 Develop a baseline for 07/08 for the number of accommodation bookings made via the tourism website			11.1.2	Fylde Tourism Officer	To promote the website via marketing and advertisement Monitor unique hits on the website to monitor usage	Viv Wood- Fylde Tourism Officer	LSP Banner Advertising Income generated	Website hits Have been very encouraging.
	1.2 Make the website self-sufficient by Autumn 08					To progress the online booking system as a matter of urgency and report back by 24 th April 2009.	Tracy Scholes		Finance have been invited to LSP Exec to give update. Reported to the Exec that this will be ready Oct 2009. Reviewed date and amended to 31 st March 2010.
	2. Visitor Economy 2.1 Steam Figures 2008 Baseline Maintain annual 7% increase over 3 years			11.1.2	46	Staying Visitors Decrease for 2008 Down by 9% for Service Accom and down 5% for Non-Serviced Accom. Day Visitor has an increase of 9%.	Viv Wood- Fylde Tourism Officer	LSP	

	2.2 Increase the number of graded accommodation in Fylde Baseline 60% increase to 80% by 2012			11.1.2		Work with LCDL to target upgraded accommodation. Taking enquiries on a weekly basis re older establishment being re-vamped and becoming graded.	Viv Wood- Fylde Tourism Officer	LSP support	2 establishments graded
	2.3 Increase the number of accommodation providers participating in the Welcome to Excellence training initiative Baseline 0					Currently working with Blackpool and Fylde College to provide free of charge training. Dalmeny Hotel will provide training room free of charge.	Viv Wood- Fylde Tourism Officer	LSP support	No-one in Fylde has this. Viv to look into costing for Welcome to Excellence training.

PRIORITY 2

OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
To reduce the number of people claiming benefits in Fylde	877 (JSA) baseline at Jan 10 Target reduction by 27 claimants to new figure of 850 by July 10		NI153 NI152	Ch. 15	Job Centre Plus Michael Cole	Set up of St Annes Build up by Jan 10	Job Centre Plus in Partnership with FBC and Blackpool and Fylde College	LSP	

PRIORITY 3

OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
Maximise opportunities arising from the Golf Championship	Establish the potential benefits to be gained by Fylde from the men's open golf championship		NI 1 NI 6	11.1.5	Chair of golf sub-committee	Develop a project/action plan presented Phil Graghill, Golf Management Services presented at the end of June. Met with RDA 14 th October to discuss Marketing Plan	Viv Wood	£5K	Met with RDA to discuss funding for the marketing proposal and project manager. Project Manager position going out to open recruitment.
						To investigate and set up a proposal for training local ambassadors for the men's open golf (ambassadors – no on-site presence)	Viv Wood	LSP	After meeting with R&A, Ambassadors would not be allowed on site. Therefore we should drop this. Consider removal from action plan.
						After meeting on 20 th April develop an action plan for work that the LSP will be involved in. This action has been completed see above.	Tracy Scholes		

PRIORITY 4

OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
To develop and implement the Classic Resort Concept	To produce a Classic Resort Plan for submission to NWDA by March 2010		NI 166	11.1.3	Fylde Borough Council Regeneration Team		Paul Drinnan	Fully funded by Fylde Borough Council (development stage)	
						1. Publish draft Classic Resort plan for Consultation by November 2009			Ongoing
						2. Begin and complete stakeholder consultation by December 2009			Dependent upon above
						3. Submit plan to NWDA for funding/implementation decision			Dependent upon above

PRIORITY 5

OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
To enhance the built environment in Kirkham Town Centre	Spend £100,000 on building refurbishment in Kirkham Town Centre		NI 166 NI 171	11.1.7	Fylde Borough Council - Regeneration Team	1. Implement Building Refurbishment Programme – 'Kirkham Renaissance'	Paul Drinnan	Fylde Borough Council 50% Lancashire County Development s Limited 50%	Ongoing 7 projects currently being developed/im plemented £15,000 spend to date

OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
To support the promenade development brief	Development Brief for Site Published		NI 166		Fylde Borough Council - Regeneration Team	Commission consultants to carry out a review and produce a proposal	Paul Drinnan	Fylde Borough Council	Completed and presented to the public for consultation
						To undertake costed feasibility study post April 2009		£50K LSP?	Bid turned down may be under review as part of 2012. Will form part of discussions with NWDA.

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OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
Support the Development Ribble Coast & Wetlands Regional Park	Preparation of economic appraisal			11.1.4	Fylde Borough Council – Regeneration Team	Study to be undertaken by consultants.	Paul Drinnan	NWDA	Document now complete.
	Preparation of business plan			11.1.4	Fylde Borough Council – Regeneration Team	Study to be undertaken by consultants. Business plan to be completed in principle.	Paul Drinnan	NWDA	Document now complete.
	Produce inventory of relevant projects in the development of the Regional Park for the purposes of future business planning management and monitoring			11.1.4	Fylde Borough Council - Regeneration Team	To produce the document to input into an annual business and development plan	Paul Drinnan in conjunction with other strategic partners	N/A	Document under preparation.
	To adopt a 'Memorandum of Understanding' between the constituent partners of the Regional Park. This will deal with the management and governance				53	MOU due to be complete Autumn 2009			Draft document complete. Final version signed off.

	by the constituent partners to develop and implement the business plan.								
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OBJECTIVE	TARGET & BASELINE	LINKS	NATIONAL INDICATOR REF	SCS	OWNER	ACTIONS	LEAD OFFICER	FUNDING	PROGRESS
To promote and provide Intensive Start Up services and support to people considering setting up their own business within the Fylde local authority area – and particularly within the underperforming groups/areas (Central)	To increase the number of people starting their own business, to provide additional ongoing support for their first 3 years of trading, to improve business survival rates and growth year on year.		N171		Business Venture Group	<p>Appoint a dedicated business adviser to work full time in Fylde.</p> <p>Set up outreach drop in centre's across the Borough utilising Libraries, Community Centre's, Village Halls and any other suitable venue to reach the target groups and priority areas.</p> <p>Schedule a series of 1 to 1 and 1 to many sessions to include our pre-start 'Head for Business' course</p> <p>Develop and roll out a 4 day course 'Start your own business step by step.</p> <p>Provide a micro loan finance scheme 'Kickstart' offering loans of between £2,000 and £4,999 to both start up and existing micro businesses.</p>	Business Venture Group	NWDA/ERD F/LA/LCDL	<p>Business adviser appointed 1st October 2009, completed training and fully operational from 4th January 2010.</p> <p>Drop in centres now established in St Annes Town Hall, Lytham Library, Kirkham CAB Office, Freckleton Library, Gt Eccleston Village Centre.</p> <p>A 3 month schedule has now been drawn up covering all the drop in points – this will be reviewed quarterly and amended to meet client needs.</p> <p>All staff have</p>
					55				

								<p>completed training on delivery of Start your own business step by step course. First course starts in Fylde 22nd January 2010.</p> <p>BVG has agreed a contract with LCDL to deliver their Rosebud 'Kickstart' micro loan fund across Lancashire. New funds of £300,000 have been made available for 2010. In 2009 eight clients from the Fylde successfully applied for loans totaling £38,000</p>
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REPORT



REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OF STRATEGIC DEVELOPMENT SERVICES	COMMUNITY FOCUS SCRUTINY COMMITTEE	4 TH MARCH 2010	9

SCRUTINY REVIEW OF ENFORCEMENT CAPACITY AND RESOURCES

Public item

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

Summary

The report reviews progress made on the scrutiny review of enforcement capacity and resources which was agreed by Cabinet in November 2007.

Recommendation

That Members consider the report and make any recommendations to Cabinet.

Cabinet Portfolio

The item falls within the following Cabinet portfolios:

Planning and Development: Cllr Fiddler

Social Wellbeing: Cllr Little

Environmental Wellbeing: Cllr Eaves

Report

1. Background

- 1.1. Scrutiny previously carried out a detailed review of the council's enforcement functions. The outcome of the review was agreed by Performance Improvement Scrutiny Committee (PISC) on 30th October 2007 and Cabinet accepted the recommendations of scrutiny in full at its meeting on 14th November 2007. The PISC received a report monitoring progress with the recommendations in the review on 19th March 2009 and resolved (inter alia):

- 1.1.1. *To ask officers to return to the committee with further proposals and / or progress reports on implementing recommendations in 3 months time, or as soon as is reasonably practicable in view of impending restructures.*

- 1.1.2. *To express to Cabinet that the committee is still concerned about enforcement issues, and to request that Cabinet give more priority to enforcement.*
- 1.2. This report updates members on progress made against certain of the outstanding recommendations.

2. Recommendations and progress

The following sections report on progress with various aspects of enforcement.

3. Development Control enforcement

- 3.1. Members previously asked that at least one extra enforcement officer for Development Control / Conservation should be appointed, with the emphasis for that officer to have skills and experience in enforcement.
- 3.2. Mindful of this previous recommendation Officers put forward proposals to realign some existing resources towards DC enforcement during the departmental restructure in Strategic Development Services in 2009. As a result one additional post was created to bring the full complement to two planning enforcement officers.
- 3.3. As a result of a vacancy with the original substantive post Officers advertised for and appointed two new officers who started during October/November. The geographic split of duties across the borough follows the blue/green team split for other DC work as below.
- Green: St Annes, Ansdell, Staining, Singleton, Greenhalgh, Wesham, Newton, Clifton, Treales, Elswick, Little Ecclestone.
 - Blue: Lytham, (incl Park Ward), Warton, Freckleton, Kirkham, Wrea Green, Weeton
- 3.4. Since having two full time officers in post it has been possible to work through the previous back log of complaints and prioritise issues for more targeted enforcement. Some issues can be resolved fairly easily and can often be that the activity is permitted development or has planning permission. In other cases however where there is a problem the approach is to seek regularisation of the breach. This can take some weeks to secure usually through the submission of a retrospective planning application. Although if the property owner is unwilling to work with the council this can ultimately result in the issuing of a planning contravention notice and possibly subsequent legal action.
- 3.5. Since early November the planning enforcement issues with the Travellers at Hardhorn has consumed a significant amount of officer time.
- 3.6. It is intended that from 1st April the number of enforcement complaints and speed of time to respond to complainant/first visit the site will be a local performance indicator monitored regularly and reported to members through the usual quarterly performance reports to both CFSC and DC Committee. However in the meantime the table below gives an overview of the numbers of planning enforcement cases currently open/live.

Calendar year	2007	2008	2009	2010
Green team	5	8	31	14
Blue team	5	9	30	21
Total	10	17	62	35

Number of 'open/live' enforcement queries - Total = 124

4. Licensing

- 4.1. The previous overview and scrutiny report discussed issues related to alcohol and licensing. At the time Members expressed concern that 'no alcohol' zones had not been extended. However Members will be aware that the Council is currently consulting on the possibility of designating Lytham Green as a so called 'alcohol control area' under a Designated Public Places Order, so that the police can confiscate alcohol or require a person to stop drinking.
- 4.2. Members also requested that more information on enforcement should be provided to Licensing Committee. Hence the Committee has received a review of such activity for the 2008/09 year, and will receive further reviews on an annual basis.

5. Litter/waste and dogs

- 5.1. Members previously noted the powers to issue fixed penalty notices (FPN's) for littering and waste offences and for dog fouling. Current performance is shown below:

Financial year	2007/08	2008/09	2009/10 (to date)
Littering/waste	0	20	16
Dog fouling	20	4	7

- 5.2. Two further officers are about to be trained and authorised in Operational Services in order to be able to issue fixed penalties for waste related issues and will be concentrating on enforcing containers being left on the highway along with side waste.

Implications	
Finance	No direct implications
Legal	No direct implications
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability	No direct implications
Health & Safety and Risk Management	No direct implications

Report Author	Tel	Date	Doc ID
Paul Walker	(01253) 658431	21 st February 2010	

Name of document	Date	Where available for inspection
Performance Improvement Policy Scrutiny Committee agenda and minutes	19 th March 2009	http://www.fylde.gov.uk/meetings/details/675/
Fylde Borough Council Planning Enforcement Charter		http://www.fylde.gov.uk/GetAsset.aspx?id=fAAxADIAMAAyAHwAfABGAGEAbABzAGUafAB8ADAAfAA1

Community Focus Scrutiny Committee



Date	10 December 2009
Venue	Town Hall, St Annes
Committee members	Councillor Keith Hyde (Chairman) Councillor Thomas Threlfall (Vice-Chairman) Christine Akeroyd, Elizabeth Clarkson, Tony Ford, Kathleen Harper, Ken Hopwood, Barbara Pagett, Dawn Prestwich, John Prestwich, Elaine Silverwood, John Singleton
Other Councillors	Karen Buckley, Cheryl Little, Angela Jacques,
Officers	Allan Oldfield, Tracy Scholes, Bryan Ward, Annie Womack
Others	Chairman of the LSP - Bernard Whittle

1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

There were no declarations.

2. Substitute members

The following substitutions were reported under council procedure rule 22.3:

Councillor Elaine Silverwood for Councillor Maxine Chew

Councillor Barbara Pagett for Councillor Linda Nulty

3. Lytham Club Day Public Convenience Provision

This topic had arisen as a result of a Notice of Motion to Council in July 2009, asking the Council to consider its moral obligations to provide extra public conveniences on the day that Lytham Club Day is held each year. Council had referred the Notice of Motion for review by the relevant scrutiny committee.

Allan Oldfield (Director of Customer and Operational Services) presented his report, in which the risks and costs to the Council of undertaking such an obligation were outlined.

Members were also advised that it would not be feasible to do this just for Lytham Club Day, but would have to be undertaken for all club days, resulting in further cost and risk. Mr Oldfield explained that there was no budget provision to fund any portable public conveniences.

The committee discussed some schemes which had been adopted by other local authorities for special event days where traders had made their facilities available to the public. However, it was reported that those local authorities paid the traders for providing that service.

A number of members commented on the behaviour of some members of the public, not just on club days, and suggested that it would be prudent to review the number of permanent facilities available to the public.

After the debate the committee RESOLVED to recommend to Cabinet:

1. That the committee has considered the risks and the financial implication presented in this report and recommends that the Council supports the provision of portable public conveniences for all club days and major events.
2. That it is a requirement of event organisers to consider the provision of public conveniences as part of the event management plan.
3. That Council does not fund portable public conveniences for Lytham Club Day because there is currently no budget and no policy provision to do so.
4. That Mr Oldfield should review the current provision of permanent facilities across the Borough.

4. Performance Exception Report

Mr Oldfield also presented this report to the committee for their consideration. The performance exceptions included in the report reflected both good and poor performance to date, as measured against the targets set.

He provided updated information to the committee, which had not been available at the time of publication of the report. This related to N157a - improved to 87.5%; and N157c - improved to 75.42%.

Mr Oldfield explained the context of the performance exceptions report for the committee and told them that the figures were brought to the committee on a

quarterly basis. He then went on to highlight some of those indicators included in the report.

Committee members asked questions about sickness absence and the complaints procedure. Mr Oldfield clarified the requirement for the Council to report sickness as an overall figure without breaking it down into departments. However he did acknowledge that, if needed, that information could be provided for the use of the committee. He described for members the way in which the new complaints procedures operated.

He went on to tell the members that if any time they wanted a more in-depth report on any of the exception figures, they could resolve to request it.

After the debate the committee RESOLVED:

To note the report.

5. Crime and Disorder Reduction Partnership

This report was introduced by Bryan Ward, Community Safety Manager, and Inspector Lawler from Blackpool and the Fylde Police.

It was explained to the committee that it is now required to scrutinise the work of the Crime and Disorder Reduction Partnership (CDRP) and the report was intended to inform them about the work that was being done.

Inspector Lawler gave a detailed explanation to the committee about the local crime statistics which had been included in the report, and what was being done to tackle those issues. She advised the committee where there had been successes and where more work needed to be done.

In particular she talked about the potential of restorative justice, especially in neighbour disputes where there had been good results. She also described how the Fylde was subject to "travelling" crime, where criminals from neighbouring cities such as Manchester and Liverpool would travel to the Fylde and commit burglaries here. The police Nightsafe operation was also highlighted as a success.

The committee members had questions covering a very wide range of topics, including the effectiveness of local PACTs, positioning of CCTV, reoffending rates after restorative justice, and how the police tackled travelling crime. Inspector Lawler responded appropriately and advised members how to raise their specific concerns.

After a detailed debate on the issues, the committee RESOLVED:

To note the report, and to recommend that the Chairman of the Community Focus Scrutiny Committee, Cllr Keith Hyde, be invited to sit on the Partnership and to participate in future strategic assessment activity regarding the partnership.

Community Focus Scrutiny Committee



Date	7 January 2010
Venue	Town Hall, St Annes
Committee members	Councillor Keith Hyde (Chairman) Councillor Christine Akeroyd (Acting Vice-Chairman) Elizabeth Clarkson, Tony Ford, Lyndsay Greening, Kathleen Harper, Ken Hopwood, Linda Nulty, Dawn Prestwich, Elaine Silverwood, John Singleton, Thomas Threlfall
Other Councillors	None
Officers	Phillip Woodward, Allan Oldfield, Clare Platt, Tracy Scholes, Paul Walker, Lyndsey Lacey
Members of the Public	None

Acting Vice-Chairman

Councillor Christine Akeroyd was appointed Acting Vice- Chairmen for the purposes of the meeting.

1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

There were no declarations.

2. Substitute members

The following substitution was reported under council procedure rule 22.3:

Councillor Elaine Silverwood for Councillor Maxine Chew

3. General Fund budget monitoring report 2009/10- position as at quarter ended 30 September 2009

The Chief Executive, Phillip Woodward provided members of the committee with an overview the General Fund 'hot spots' under and over spending for the quarter ended 30 September 2009.

The report provided details of actions taken to address the 'hot spots' and an update in respect of the savings targets agreed by members for 2009- 10 as part of the Council's Medium Term Financial Strategy. The report also detailed the findings and issues emerging from budget monitoring carried out during the period 1st April to 30th September 2009.

The report made reference to significant improvements that were being made to the current spreadsheet budget monitoring tool which would involve the transfer of the budget information to the more robust and reliable CIVICA general ledger system. It was expected that this work would be completed by December 2009.

Mr Woodward explained that Appendix A of the report detailed the significant variances over £10k highlighted by budget monitoring undertaken during the year to 30th September 2009. An alert tagging system had been added to help improve the layout and highlight budget areas of concern.

Mr Woodward further reported that Appendix B of the report detailed the in year Budget savings forecast position for the year against the targeted savings set by Budget Council on 3rd March 2009.

Mr Woodward made particular reference to various budget areas of concern that impinged on the Council's general income and areas that required further attention relating to costs. Mr Woodward indicated that an updated report for the next quarter would be submitted to the next meeting of the committee in March.

Members were advised that the Council continued to operate within an environment where tight financial control was essential. Quarterly monitoring reports were an integral part of the Council's financial monitoring framework, and the Portfolio Holder would receive further updates on a quarterly basis to highlight budget areas requiring further attention. The third quarterly report for October to December 09 will be presented to the Portfolio Holder in February and the Committee in March.

Members of the committee sought clarification on various matters including members' expenses, emergency planning, concessionary fares scheme, sale of sand, Wyre waste contract, capitalisation, hire of transport, corporate restructure, bin sacks, agency staff and information relating to consultants fees. The relevant Directors addressed each matter at the meeting.

Following consideration of the matter the committee RESOLVED to note the current position and the comments outlined in the report.

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