



Agenda

Environment, Health and Housing Committee

Date:	Tuesday, 8 January 2019 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Frank Andrews, Peter Anthony, Maxine Chew, Chris Dixon, Gail Goodman JP, Peter Hardy, John Kirkham, Roger Lloyd, Graeme Neale, Louis Rigby.</p>

Public Platform

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

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

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 6 November 2018 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 22(c).	1
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	4

THE INTRODUCTION OF FIXED PENALTY FOR LITTERING FROM VEHICLES

PUBLIC ITEM

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

SUMMARY

On 1st April 2018, new legislation came into force concerning littering from vehicles. The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 grant new powers to litter authorities go issue civil penalty notices to the keeper of a vehicle in respect of which there has been a littering offence. This report details the legislative changes and advises on the level of fixed penalties available to the council.

RECOMMENDATIONS

1. To note the new powers under the Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations and that the amount of the fixed penalty under the regulations is by default is the same amount as for leaving litter under section 88(6A) of the Environmental Protection Act 1990.
2. To make provision for the purposes of regulation 6(6) for treating the penalty as having been paid in full if £50 has been paid within 14 days of issue.
3. Delegate to the Director of Resources the power under regulation 10 to authorise persons to perform the functions conferred by regulation 4 (penalty notices).

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions under this subject matter.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. Fylde Borough Council has a duty to keep land in its area, including highways and roads, clean, so far as practicable, under section 89(1) of the EPA 1990.
2. Fixed penalty notices are available as an enforcement option for the full range of environmental offences which are investigated by the Council's Environmental Services teams. Payment of a fixed penalty does not result in a criminal record and discharges the offender of criminal liability in connection with the offence. Fixed penalty notices provide the Council with a cost-effective and proportionate means of disposing of low level environmental offences without recourse to resource-intensive prosecutions and court proceedings.
3. The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 came into force in April 2018. They allow the council to issue a penalty notice to the owner of a vehicle when there is reason to believe that a littering offence has been committed in respect of that vehicle. This will usually be that litter was thrown from that vehicle. The penalty notice is issued to and payable by the keeper of the vehicle. It is immaterial whether the litter was thrown by the keeper of the vehicle, or even whether the keeper of the vehicle was present in the vehicle at the time.
4. The level of penalty is the same amount as applies to littering under section 88(6A) of the Environmental Protection Act 1990 unless the council specifies otherwise. If the council does decide to specify a different amount, that amount may not exceed £100. Fylde Council presently charges a fixed penalty of £100 under section 88(6A), so that level of penalty will automatically apply to the new powers unless the council decides to set a different amount.
5. The level of the penalty automatically increases by 100% if the penalty is not paid within 28 days of the penalty notice being given¹. This would increase the level of the penalty to £200.
6. The regulations allow for an early payment discount to be applied to the penalty to reduce the amount payable to an amount not less than £50 if the penalty is paid within 14 days being given. It is recommended that the council applies the early payment discount and sets the amount of the penalty after applying the discount as £50.
7. In accordance with the Environmental Protection Act 1990 and The Regulations, the income received from civil penalties for littering from a motor vehicle can only be spent on functions relating to litter and refuse (including keeping land & highways clear of litter and refuse, and enforcement against littering from motor vehicles), graffiti and fly-posting, controlling and enforcing against the unauthorised distribution of free literature. It is not to be used a means of generating income for other uses.
8. Subject to approval, the Council's Environmental Enforcement Policies will be updated with the new powers. The amounts have been set in line with the other FPN amounts as approved in line with the Council's zero tolerance policy with regards to incidents of environmental crime
9. To improve the efficiency of enforcement it is recommended that power be delegated to the Director of Resources to authorise persons to issue penalty notices under the regulations.
10. Enforcement activities contribute to improving the satisfaction of residents. Where the team secures successful enforcement actions these are used in press releases and educational activities to promote responsible behaviours.
11. The proposed fees and charges for 2019-2020 schedule shall be updated as necessary should the decision be approved.

¹ If the person to whom the penalty notice has been given uses their statutory right to make representations to the council or to appeal to an adjudicator, the 28 days do not start until those procedures have been exhausted.

IMPLICATIONS	
Finance	It is not possible to accurately assess the level of income that will be generated from the new charge but there is no direct cost in adopting the charge
Legal	The legal implications are set out in the body of 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 impact implications arising from the report
Health & Safety and Risk Management	There are no direct sustainability and environmental impact implications arising from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Philip Dent	Phil.dent@fylde.gov.uk ; Tel 01253 658604	November 2018

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

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	5
COUNCIL TAX PREMIUM 2019/20			

PUBLIC ITEM

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

SUMMARY

In 2013 the Government introduced legislation allowing local authorities the discretion to charge an additional 50% premium to the owners of properties left empty for over two years. The Council introduced this additional charge with effect from 1st April 2014.

In November 2018, government introduced legislation allowing local authorities the discretion to increase the premium to 100% with effect from 1st April 2019.

RECOMMENDATIONS

The Committee is requested to:

Consider the options as set out in this report, and in the event that changes to the level of the premium are proposed, to make a recommendation to Council in respect of any such changes, to be applicable from 1st April 2019 in respect of properties that have been left empty for two years.

SUMMARY OF PREVIOUS DECISIONS

On 27th January 2014 the Council approved the introduction of a new Council Tax Premium level of 50% payable in respect of properties that have remained empty for more than two years, effective from 1st April 2014.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

1.0 Background

- 1.1 Section 12 of the Local Government Finance Act (LGFA) 2012 (which amended s.11A of the LGFA 1992) allows billing authorities to have discretionary powers for a premium to be charged in cases where an owner has left a property unoccupied and unfurnished for over two years.

2.1 Empty Homes Premium on Properties Remaining Empty for in Excess of 2 Years

Current Position – 50% premium is currently charged

Dwellings which have remained empty and unfurnished for over 2 years are charged 150% of the normal Council Tax charge. At November 2018, 121 properties were subject to the premium charge.

Option from April 2019

This additional charge is discretionary and the Council could determine that the premium should remain at 150% of the normal Council Tax. However, the premium provides a strong incentive to owners to bring the property back into use and an increase in the premium to 200% of the normal Council Tax charge may encourage those owners that have not already done so to take action to ensure their property is brought back into use. Since the introduction of the premium, the number of long-term empty properties has reduced from 710 in October 2013 (the point when the annual tax base is established) to 450 at November 2018 – a reduction of 260 properties (36 %). For Council Tax purposes a property is classed as being a 'long-term empty' when it has been vacant for a period of over 6 months.

There remains a few national exemptions in respect of unoccupied and unfurnished properties and the premium does not apply in these cases. Full details are set out in section 3.0 of this report.

A further consideration in support of continuing to apply the premium charge links to Fylde Council Local Plan to 2032 which comments that the Council will identify and bring back into use empty housing and building in line with local housing and empty homes strategies and, where appropriate, acquire properties under compulsory purchase powers. After two years of remaining empty, properties may start to deteriorate and impact negatively on neighbourhoods. The return to use of long term empty properties may also contribute to the level of New Homes Bonus receivable by the Council and helps to improve current housing stock and increase the overall supply of housing.

Property owners are provided with advance notification that their property is approaching the date when the premium charge will commence – some three to four months prior to that date. This provides an opportunity for property owners to take appropriate action to avoid the premium charge where such a course of action is available to them e.g. the letting of a vacant property.

The current premium charge would appear to be having the intended effect and it could be reasonably implied that any increase to the premium that is charged would incentives owners even further to bring their property back into use.

3.0 Continuing Exemptions

- 3.1 For certain types of properties there are exemptions under current legislation which apply nationally and which therefore exclude properties from the impact of locally determined premiums. Examples of such exemptions include properties owned and last used by a charity, probate is in the process of being granted and the property is to be occupied by a minister of religion. These national exemptions would exclude them from the changes to the premium charge that is currently under consideration. The exemption in respect of properties in probate runs for a 6 month period following probate, and all other exemptions run for an indefinite period whilst the exemption applies.

4.0 Conclusions

- 4.1 Members are requested to consider the level of Council Tax Premium charge currently in operation and make a recommendation to Council in respect of the level of Council Tax Premium to be applicable from 1st April 2019 in respect of properties that have been left empty for two years.

IMPLICATIONS	
Finance	If subsequently approved at full Council the introduction of an additional 50% Council Tax premium on properties left empty for over two years would (based on the current number of empty properties of 121) generate additional income to Fylde Council of approximately £12,000 per annum at current council tax Band D charge levels, assuming that all of these properties were at Band D and remained vacant, thus incurring the full increased premium charge.
Legal	Section 12 of the Local Government Finance Act (LGFA) 2012 (which amended s.11A of the LGFA 1992) allows billing authorities to have discretionary powers for a premium to be charged in cases where an owner has left a property unoccupied and unfurnished for over two years. At the November 2017 Budget, the Chancellor announced the Government's intention to legislate to bring the maximum premium in England up to 100%, making the total payable 200%. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 brought in this power with effect from the 2019-20 financial year.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue, Chief Financial Officer	01253 658566	December 2018

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

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	6
BUDGET SETTING – FEES AND CHARGES 2019/20			

PUBLIC ITEM

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

SUMMARY

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

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

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

Note: A full schedule of proposed fees and charges for all Council services for 2019/20 is accessible at the link below:

<http://www.fylde.gov.uk/council/finance/fees-charges/>

RECOMMENDATIONS

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

1. To recommend to Council a proposed schedule of fees and charges applicable for 2019/20; and
2. To note that the final fees and charges for 2019/20 will be approved by the Budget Council in March 2019.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2019/20.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

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

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2019.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2018

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

Attached documents

Appendix A – Fees and Charges Schedule – Environment, Health and Housing Committee

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
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<u>Cemetery & Crematorium</u>					
<p>The fees for a 'resident' apply where the deceased, immediately before their death was an inhabitant of the Borough of Fylde or a parishioner of any Parish comprised therein.</p>					
Interments:					
<p>For the Interment of:</p>					
- The body of a stillborn child, or a child whose age at the time of death did not exceed 17 years. In a child's grave allocated by the Authority	d	Per Interment	D	0.00	0.00
- The body of a non-resident whose age exceeded 17 years at the time of death	d	Per Interment	D	840.00	882.00
- The body of a resident whose age exceeded 17 years at the time of death	d	Per Interment	D	560.00	588.00
- For interment in a vault of a non-resident (exclusive of the charges for brickwork)	d	Per Interment	D	840.00	882.00
- For the interment in a vault of a resident (exclusive of the charges for brickwork)	d	Per Interment	D	560.00	588.00
- Construction of a vault	d	Per Vault	D	Cost + 10%	Cost + 10%
- For the interment of cremated remains in a grave for a non-resident	d	Per Interment	D	213.00	223.00
- For the interment of cremated remains in a grave for a resident	d	Per Interment	D	142.00	149.00
For the purchase of exclusive right of burial in:					
- An earth grave, for 100 years for a non-resident	d	Per Grave	D	1110.00	812.00
- An earth grave, for 100 years for a resident	d	Per Grave	D	740.00	777.00
- An earth grave non-standard size for cremated remains, for 100 years for a non-resident	d	Per Grave	D	786.00	661.00
- An earth grave non-standard size for cremated remains, for 100 years for a resident	d	Per Grave	D	420.00	441.00
Removal & Re-fix of Memorials:					
- For removal and re-fix of memorials	d	Per Memorial	D	Cost + 10%	Cost + 10%

VAT Codes:

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

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Cemetery & Crematorium Continued:</u>					
Memorials					
For the right to erect:					
- A headstone not exceeding 3ft	c	Per Memorial	D	81.50	85.50
- A headstone on Foundation	c	Per Memorial	D	145.00	152.00
- Kerbings on permitted graves	c	Per Memorial	D	70.00	74.00
- For each extra inscription (Inc. VAT)	a	Per Inscription	D	35.00	37.00
Cremations:					
For the cremation:					
- Of the body of a stillborn child or of a child whose age at the time of death exceeded one month but did not exceed 17 years.	c	Per Cremation	D	0.0	0.00
- Of the body of a person whose age at the time of death exceeded 17 years	c	Per Cremation	D	689.00	724.00
- Early morning & adult simplicity cremations by appointment with the Crematorium Registrar	c	Per Cremation	D	460.00	483.00
- Direct cremations at a time agreed with the crematorium	c	Per Cremation	D	395.00	399.00
- Saturday morning service traditional cremations	c	Per Cremation	D	1033.00	1086.00
Memorial Wall Plaques:					
- Single wall plaque including inscription to 70 characters.	a	Per Plaque	D	231.00	238.00
- Double wall plaque including 2 inscriptions to 140 characters.	a	Per Plaque	D	462.00	476.00
- Double wall plaque including reserved section to 70 characters.	a	Per Plaque	D	340.00	350.00
- Second inscription on existing plaque	a	Per Plaque	D	122.00	126.00
Memorial Wall Lease Fee					
- Lease fee per section	a	Per Section	D	-	35.00

VAT Codes:

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Cremations Continued:</u>					
Memorial Niche:					
- For a purchase of a new niche to include interment of first casket.	c	Per Niche	D	398.00	410.00
- For the purchase of a refurbished niche to include first casket.	c	Per Niche	D	229.00	236.00
- For the interment of a second casket in an existing niche.	c	Per Internment	D	51.00	53.00
- Single inscription on niche cover	a	Per Inscription	D	99.00	102.00
Extra Letters on Existing Memorial Stone:					
- Extra Lettering on existing kerbstones	a	Per Inscription	D	122.00	126.00
- For cleaning and re-blackening original inscription (per section)	a	Per Section	D	50.00	51.00
- For other types of memorial works	a	Per Occasion	D	Cost + 50%	Cost + 50%
Book of Remembrance:					
- For a two line entry	a	Per entry	D	46.00	48.00
- For an entry up to five lines	a	Per entry	D	92.00	96.00
- For an entry up to eight lines	a	Per entry	D	140.00	144.00
- For an entry up to five lines to include a floral emblem, badge, crest or other design	a	Per entry	D	165.00	170.00
- For an entry up to eight lines to include a floral emblem, badge, crest or other design	a	Per entry	D	210.00	216.00
Copies of Book Entries on Folded Memorial Card:					
- For a two line entry	a	Per Card	D	30.00	31.00
- For an entry up to five lines	a	Per Card	D	44.50	46.00
- For an entry up to eight lines	a	Per Card	D	50.50	52.00
- For an entry up to five lines to include a floral emblem, badge, crest, or other design	a	Per Card	D	118.00	121.00
- For an entry up to eight lines to include a floral emblem, badge, crest, or other design	a	Per Card	D	148.00	152.00

VAT Codes:

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

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Private Sector Housing</u>					
- Enforcement Notice (Housing Act 2004)	d	Per Notice	D	419.00	427.00
- HMO Licence (Housing Act 2004)	d	Per Application	D	919.00	937.00
- HMO Licence Renewal (Housing Act 2004)	d	Per Application	D	303.00	309.00
- Immigration housing inspection	d	Per Inspection	D	130.00	133.00
<u>Tenancy Support</u>					
- Items taken from home and taken into storage	a	Per Removal	D	50.00	50.00
- Weekly storage costs	a	Per Removal	D	10.00	10.00
- Items removed from storage and taken to home	a	Per Removal	D	50.00	50.00

VAT Codes:

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

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Environmental Health, Rodent & Pest Control Charges*</u>					
Domestic Premises:					
<ul style="list-style-type: none"> - Rodents and insects which present a risk to public health: (Mice, Rats, Cockroaches and bed bugs). (The fee includes up to 2 revisits if needed.) 	a	Up to 3 visits	D	45.00	-
<ul style="list-style-type: none"> - Pests (Excluding Wasps) which do not present a risk to public health. (The fee is per treatment although includes a revisit within 1 month if needed.) 	a	Per Treatment	D	75.00	-
<ul style="list-style-type: none"> - Pests (Including Wasps) which do not present a risk to public health (The Fee is per treatment although includes a revisit within 1 month if needed.) 	a	Per Treatment	D	68.00	-
Call out fee – if Officer visits but no treatment required	a	Per Visit	D	20.00	-
Non Domestic Premises:					
All Pests					
<ul style="list-style-type: none"> - Call out and treatment minimum charge 	a	Per Visit	D	95.00	-
<ul style="list-style-type: none"> - Subsequent visits 	a	Per Visit	D	45.00	-
<ul style="list-style-type: none"> - Advisory visit to customers premises 	a	Per Visit	D	20.00	-
<ul style="list-style-type: none"> - Contract Work 		Individual Price Per Contract			
<ul style="list-style-type: none"> - Moles – Up to 3 visits (Domestic and non-domestic) 	a	Per Treatment	D	65.00	-
<ul style="list-style-type: none"> - Subsequent visits 	a	Per Additional Visit	D	30.00	-

VAT Codes:

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

DRAFT Fees and Charges Schedule 2019/20

Appendix A

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Drainage Services</u>					
- Clearance of blocked drain	a	Per Clearance	D	115.00	120.00
- CCTV drain investigation	a	Per investigations	D	115.00	120.00
- Combined clearance and CCTV investigation	a	Per Clearance / Investigation	D	230.00	235.00
<u>Removal of Illegal Traveller Encampments:</u>					
- Work associated with illegal encampments up to removal order stage	a	Per Encampment	D	350.00	350.00
- Should the encampment remain, then work associated with execution of removal order – per hour	a	Per hour	D	120.00	120.00
- Legal costs and removal to be charged in addition to the above	a	Per Encampment	D	At Cost	At Cost
<u>Air Pollution Control (Environment Protection Act 1990)</u>					
Fees are charged at the national rates which are established and set by the Government.					
https://www.gov.uk/government/publications/environmental-permitting-charging-scheme					
List of Authorised Processes:					
- Commercial Interest	a	Per Property / Site Per Hour	D	75.00	75.00
- Fylde Residents / Students (Academic Research)	d	Per Property / Site Per Hour	D	Free	Free
Public Register Entries:					
- Commercial Interest – per hour	a	Per Property / Site Per Hour	D	110.00	110.00
- Fylde Residents / students (Academic Research)	d	Per Property / Site Per Hour	D	Free	Free
Contaminated Land Enquiries:					
- Contaminated Land Enquires: Desk top study – records /search and basic written response where no more than one site identified - per hour	a	Per Property / Site Per Hour	D	110.00	110.00
- Contaminated Land Enquiries: Where in addition to above, basic written response detailed landfill gas or chemical data is requested or the enquiry covers more than one site.	d	Per Property / Site Per Hour	D	Individual Costs to be negotiated	Individual costs to be negotiated

VAT Codes:

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

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Other Environmental Information:					
- Commercial Interest – Per Hour	a	Per Hour	D	110.00	110.00
- Fylde Residents / Students (Academic Research)	d	Per Session	D	Free	Free
Street Trading Consents:					
- Class 1: Commercial – Annual	d	Per Application	D	450.00	460.00
- Class 1: Commercial – Renewal	d	Per Application	D	420.00	430.00
Class 2 : Charitable Organisations (no more than one day duration)	d	Per Application	D	0.00	0.00
Volunteer Surrender of food:					
- Documentation / Certification (Per Hour – minimum 1 hour)	d	Per Application	D		
Food Hygiene Rating Scheme:					
FBO Request for Food Hygiene Rating Revisit	d	Per Revisit	D	125.00	128.00
General Fees & Charges:					
- Work carried out in default of a notice (Initial Costs)	a	Per Investigation	D	120.00	120.00
- Plus cost per premises / Site Visit	a	Per Site / Premises	D	65.00	65.00
Private Water Supplies Regulations 2009					
- Risk Assessment	a	Per Assessment	P	500.00 (MAX)	500.00 (MAX)
- Sampling	a	Each Visit	P	100.00 (MAX)	100.0 (MAX)
- Investigation	a	Each Investigation	P	100.00 (MAX)	100.00 (MAX)
- Granting an authorisation	a	Each Authorisation	P	100.00 (MAX)	100.00 (MAX)

VAT Codes:

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
General Fees & Charges continued:					
- Analysing a sample (reg 10)	a	Each Sample	P	25.00 (Max)	25.00 (Max)
- Analysing a sample taken during check monitoring	a	Each Sample	P	100.00 (Max)	100.00 (Max)
- Analysing a sample taken during audit monitoring	a	Each Sample	P	500.00 (Max)	500.00 (Max)
<u>Licences</u>					
Site Licensing Fees – The Mobiles Homes Act 2013:					
- New Site Application	d	Per Application	D	320.00	320.00
- Transfer Existing Site Licence	d	Per Application	D	190.00	190.00
- Alteration of Conditions	d	Per Application	D	375.00	375.00
- Depositing Site Rules	d	Per Application	D	80.00	80.00
- Annual Licence Fee – Per Site	d	Per Site	D	250.00	250.00
- Annual Licence Fee - Pitch Fee	d	Per Pitch	D	5.00	5.00
Street Café:					
Grant	d	Per Application	D	305.00	312.00
Renewal	d	Per Application	D	225.00	230.00
Sex Shop:					
Grant	d	Per Application	D	1670.00	1710.00
Public/Private Hire:					
Vehicle	d	Per Application	D	185.00	190.00
Hackney Carriage Vehicle Licences	d	Per Application	D	185.00	190.00
Hackney Carriage Drivers Licences	d	Per Application	D	92.00	94.00

VAT Codes:

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
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Plate Charges					
- Full Set	d	Per Application	D	19.75	21.00
- Rear Plate & Mount	d	Per Application	D	10.75	11.25
- Rear Plate Only	d	Per Application	D	5.00	5.25
- Rear Mount Only	d	Per Application	D	5.75	6.00
- Front Plate & Mount	d	Per Application	D	6.50	7.00
- Front Plate Only	d	Per Application	D	2.50	2.75
- Front Mount Only	d	Per Application	D	4.00	4.25
- Button & Keys	d	Per Application	D	1.25	1.50
- Pouch	d	Per Application	D	1.25	1.25
- Private Hire Door Stickers	d	Per Pair	D	6.15	6.15
Drivers					
- New (annual)	d	Per Application	D	92.00	94.00
- New (3 yearly)	d	Per Application	D	230.00	235.00
- Private Hire Operators 1-5 Vehicles (5 yearly)	d	Per Application	D	305.00	312.00
- Private Hire Operators 6-10 Vehicles (5 yearly)	d	Per Application	D	325.00	333.00
- Private Hire Operators 11 Vehicles (5 yearly)	d	Per Application	D	350.00	358.00
- Replacement Driver Badges	d	Per Application	D	10.50	10.50
- Driver Licence Renewals (Private Hire or Hackney)	d	Per Application	D	76.50	78.00
- Driver Licence Renewals (Private Hire or Hackney 3 yearly)	d	Per Application	D	180.00	184.50
- Drivers Combined New	d	Per Application	D	127.50	130.50
- Drivers Combined New (3 yearly)	d	Per Application	D	230.00	235.00

VAT Codes:

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DRAFT Fees and Charges Schedule 2019/20

Appendix A

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
- Driver Combined Existing	d	Per Application	D	82.50	84.50
- Driver Combined Existing (3 yearly)	d	Per Application	D	180.00	184.50
- Transfer Licence Fee	d	Per Application	D	36.00	37.00
Notes: We do not issue refunds with respect to Taxi/PHV Licences					
- Fare Cards	d	Per Application	D	2.65	2.65
- Knowledge Test	d	Per Test	D	18.50	19.00
Licensing & Registration:					
- Animal Boarding Establishment	d	Per Application	D	127.50	131.50
- Dog Breeding Establishment Licence	d	Per Application	D	127.50	131.50
- Dangerous Wild animal Licence	d	Per Application	D	225.00	230.00
- Pet Shop Licence	d	Per Application	D	127.50	131.50
- Riding Establishment Licence	d	Per Application	D	225.00	230.00
- Riding Establishment Licence Renewal	d	Per Application	D	200.00	206.0
- Scrap Metal Collectors	d	Per Application	D	335.00	343.00
- Scrap Metal Site	d	Per Application	D	340.00	348.50
- Second Hand Dealer Registration	d	Per Application	D	122.50	125.50
- Skin Piercing Registration – Premises	d	Per Application	D	165.00	172.00
- Skin Piercing Registration - Persons	d	Per Application	D	165.00	172.00
Notes: Skin piercers include acupuncturists, tattooists, ear piercers and electrologists'. Both skin piercers and their premises have to be registered with an Authority. Normally there is one registered proprietor for each premises, although there may be a number of practitioners. Each and every additional practitioner will be required to register.					

VAT Codes:

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<p>General: Alterations or additions to the above licences, registrations and consents, which result in the need to visit premises and issue documentation will be charged at half the standard fee.</p> <ul style="list-style-type: none"> - Many of the Licences are issued from the 1st January each year. Where application is made part way through a year, 1/12 of the standard fee will be charged for each full month remaining plus an administration fee of £54.00 - Where a licence is surrendered part way through a year a 1/12 refund of the standard fee will be charged for each full calendar month remaining, less an administration fee of £54.00 - Licence fee levels for 2016/17 have been assessed to ensure the fee equates to no more than the cost of providing the licence. <p><u>Gambling Act 2005 – Premises Licence Fees</u></p> <p>Casino Premises Licence:</p> <ul style="list-style-type: none"> - Annual Fee - Variation Fee - Transfer Fee - Reinstatement of Licence <p>Bingo Premises Licence:</p> <ul style="list-style-type: none"> - New Application - Annual Fee - Provisional Statement Fee - Premises Licence fee holder of provisional statements - Variation Fee - Transfer Fee - Reinstatement of Licence 					
	d	Per Application	D to P max	265.00	271.50
	d	Per Application	D to P max	190.00	195.00
	d	Per Application	D to P max	152.50	156.50
	d	Per Application	D to P max	152.50	156.50
	d	Per Application	D to P max	195.00	200.00
	d	Per Application	D to P max	240.00	246.00
	d	Per Application	D to P max	152.50	156.50
	d	Per Application	D to P max	30.00	31.00
	d	Per Application	D to P max	190.00	195.00
	d	Per Application	D to P max	152.50	156.50
	d	Per Application	D to P max	152.50	156.50

VAT Codes:

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

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Bingo Premises (Other) Licence:					
- New Application	d	Per Application	D to P max	195.00	200.00
- Annual Fee	d	Per Application	D to P max	240.00	246.00
- Provisional Statement Fee	d	Per Application	D to P max	152.50	156.50
- Provisional Licence fee for holders of provisional statements	d	Per Application	D to P max	30.00	31.00
- Variation Fee	d	Per Application	D to P max	190.00	195.00
- Transfer Fee	d	Per Application	D to P max	152.50	156.50
- Reinstatement of Licence	d	Per Application	D to P max	152.50	156.50
Adult Gaming Centre Premises Licences:					
- New Application	d	Per Application	D to P max	195.00	200.00
- Annual Fee	d	Per Application	D to P max	240.00	246.00
- Provisional Statement Fee	d	Per Application	D to P max	152.50	156.50
- Premises Licence fee for holders of provisional statements	d	Per Application	D to P max	30.00	31.00
- Variation Fee	d	Per Application	D to P max	190.00	195.00
- Transfer Fee	d	Per Application	D to P max	152.50	156.50
- Reinstatement of Licence	d	Per Application	D to P max	152.50	156.50
Family Entertainment Centre Premises Licence:					
- New Application	d	Per Application	D to P max	195.00	200.00
- Annual Fee	d	Per Application	D to P max	240.00	246.00

VAT Codes:

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Family Entertainment Centre Premises Licence Continued:					
- Provisional Statement Fee	d	Per Application	D to P max	152.50	156.50
- Premises Licence fee for holders of provisional Statement	d	Per Application	D to P max	30.00	31.00
- Variation Fee	d	Per Application	D to P max	190.00	195.00
- Transfer Fee	d	Per Application	D to P max	152.50	156.50
- Reinstatement of Licence	d	Per Application	D to P max	152.50	156.50
Tracks:					
- New Application	d	Per Application	D to P max	195.00	200.00
- Annual Fee	d	Per Application	D to P max	240.00	246.00
- Provisional Statement fee	d	Per Application	D to P max	152.50	156.50
- Premises licence fee for holder of provisional Statement	d	Per Application	D to P max	30.00	31.00
- Variation Fee	d	Per Application	D to P max	190.00	195.00
- Transfer Fee	d	Per Application	D to P max	152.50	156.50
- Reinstatement of licence	d	Per Application	D to P max	152.50	156.50
- Fee for notification of change of circumstance	d	Per Application	P	50.00	50.00
- Fee for copy of licence	d	Per Application	P	25.00	25.00

VAT Codes:

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Licensing Act Charges Licensed Premises Fees: Non-Domestic Rateable Value Application / Initial Fee					
Band A: 0 - 4300	d	Per Application	P	100.00	100.00
Band B: 4301 - 3300	d	Per Application	P	190.00	190.00
Band C: 33001 - 87000	d	Per Application	P	315.00	315.00
Band D: 87001 - 125000	d	Per Application	P	450.00	450.00
Band E: 125001 and Over	d	Per Application	P	635.00	635.00
Annual / Renewal Charge					
Band A: 0 - 4300	d	Per Application	P	70.00	70.00
Band B: 4301 - 3300	d	Per Application	P	180.00	180.00
Band C: 33001 - 87000	d	Per Application	P	295.00	295.00
Band D: 87001 - 125000	d	Per Application	P	320.00	320.00
Band E: 125001 and Over	d	Per Application	P	350.00	350.00
Note: Where the premises are in Band D or Band E, and where the primary or exclusive function is to supply alcohol for consumption on the premises the fees will be as follows.					
Annual / Renewal Charge					
Band D: 87001 - 125000	d	Per Application	P	640.00	640.00
Band E: 125000 and Over	d	Per Application	P	1,050.00	1050.00
Personal Licence: Renewable after 10 years	d	Per Application	P	37.00	37.00

VAT Codes:

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DRAFT Fees and Charges Schedule 2019/20

Appendix A

ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
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Other Fees & Charges:					
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	d	Per Application	P	10.50	10.50
Notification of Change of name or address (holder of premises licence)	d	Per Application	P	10.50	10.50
Application to vary to specify individual as premises supervisor	d	Per Application	P	10.50	10.50
Application to transfer premises licence	d	Per Application	P	23.00	23.00
Interim authority notice	d	Per Application	P	23.00	23.00
Application for making a provisional licence	d	Per Application	P	23.00	23.00
Application for a copy certificate or summary on theft, loss of certificate or summary	d	Per Application	P	315.00	315.00
Notification of change of name or alteration of club rules	d	Per Application	P	10.50	10.50
Change of relevant registered address of club	d	Per Application	P	10.50	10.50
Temporary event notices	d	Per Application	P	10.50	10.50
Application of copy of notice on theft, loss etc. of temporary event notice	d	Per Application	P	21.00	21.00
Application for copy of licence on theft, loss etc. of personal licence	d	Per Application	P	10.50	10.50
Notification of change of name or address (personal licence)	d	Per Application	P	10.50	10.50
Notice of interest in any premises	d	Per Application	P	21.00	21.00
Note: All the prescribed Licensing Act 2003 fees are currently prescribed in regulations to the act. New legislation is anticipated whereby such fees shall be locally set but the date for this currently unknown.					

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ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	7
BUDGET SETTING – REVENUE BUDGET 2019/20 - FIRST DRAFT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2019/20 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2019/20 – First Draft

LINK TO INFORMATION –

<http://www.fylde.gov.uk/council/finance/first-draft-budget-book-2019-20>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2019/20 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2019/20 report which was approved by the Finance and Democracy Committee at the meeting of 24th September 2018.

This allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee lead officer, service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2019/20 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2019/20 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2019 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2019/20 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 5th March 2019.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	8
REVENUE BUDGET MONITORING REPORT 2018/19 – POSITION AS AT 30th NOVEMBER 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30th November 2018 and specifically for those services under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2018.

LINK TO INFORMATION

General Fund Revenue Budget Monitoring Report 2018/19 as at 30th November 2018:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2018-19/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those services under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19

POSITION AS AT 30TH NOVEMBER 2018

Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30th November 2018. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30th November 2018.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2018/19 budget at its meeting on 5th March 2018. Subsequently on 25th June 2018 the Finance and Democracy Committee approved the Council's outturn position for 2017/18. The impact of those approvals, including savings and growth options approved at Council and slippage from 2017/18 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2018 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2018. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

3. Budget Areas to Note

As would be expected, because monitoring is being undertaken as a comparison to recently revised budgets, there are only a small number of variances from that revised position to note. The main variances are described below:

i. Employee Costs

The forecast includes an estimate of 'turnover savings' (delays in the recruitment to vacant posts) of £300k per annum. The actual savings achieved to date in relation to direct employee costs (including the savings from delays in recruitment to posts) are in excess of this level and consequently this budget will be reviewed as part of the next update to the Financial Forecast.

ii. Cemetery and Crematorium Income

Whilst there has been some increase in the number of burials carried out in the year to date the number of cremations held this year has been below expectations. The income budget for cremations has been raised year-on-year as previous income expectations have been exceeded and a review of future income forecasts will be undertaken. Additionally some of the income shortfall is due to restrictions on available service times due to the building works being carried out in relation to the external canopy scheme. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.

iii. Green Waste Collection Service income

Subscription to the Green Waste collection service for 2018/19 has now ended and the final number of subscribing households has been higher than forecast (at 17,850 compared to 17,303 in 2017/18), resulting in a favourable variance on the income budget of over £18,000. The budget for 2018/19 and subsequent years will be updated in the next Financial Forecast revision to reflect this increased level of income achieved in 2018/19 and the forecast income for future years.

iv. Fleet and Plant Expenditure

There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 9 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary.

v. Council Tax and Housing Benefits

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, particularly Rent Allowance expenditure. However, as the majority of these are directly reimbursed from central government grant a large variance at year end is not currently anticipated and the variances have therefore been excluded from the variance analysis report. The position will be kept under review throughout the remainder of the year and a MTFS adjustment may follow.

4. Conclusions

- 4.1 The updated financial forecast as presented to the Council in December 2018 is an improvement in the short-term since Budget Council in March 2018 and now shows surpluses forecast for each of the years up to and including 2022/23. The improved financial forecast position for 2018/19 is due to a number of factors including increased levels of income from retained business rates and the impact of the in-year savings and efficiencies. The Council needs to continue with the approach of delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers.
- 4.2 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.3 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Council's website.

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS								
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,895,672	6,040,587	5,924,064	-116,523	FAV	GREEN	The forecast includes an estimate of 'turnover savings' (delays in the recruitment to vacant posts) of £300k per annum. The actual savings achieved to date in relation to direct employee costs (including the savings from delays in recruitment to posts) are in excess of this level and consequently this budget will be reviewed as part of the next update to the Financial Forecast.
Organisational Improvement	Organisational Improvement Costs	23,000	15,336	5,369	-9,967	FAV	BLUE	A number of additional commitments have recently been finalised for upcoming initiatives. It is anticipated that this budget will be fully spent by the end of the financial year.
Legal Services Team	Legal Fees	-10,000	-6,668	-19,478	-12,810	FAV	GREEN	This favourable variance arises from an increase in the level of legal fees, which include fees that are charged for the preparation of Section 106 Developer agreements as well as legal costs recovered in litigation. The actual level of income varies significantly depending on the number of such agreements completed in any given period and the level of costs awarded by the court and recovered. This budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAV	GREEN	We are currently awaiting the outcome of St Annes Neighbourhood Plan appeal which will determine when this budget will be required. If the budget is not required in this financial year a slippage request into 2019/20 may follow in due course.

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Vehicle & Plant	FMS Materials Cost	147,670	98,555	62,965	-35,590	FAV	BLUE	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 9 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary.
	Fuel Costs	318,906	212,660	199,185	-13,475	FAV	BLUE	
	Tyres - Renewal	35,086	23,492	11,735	-11,757	FAV	BLUE	
	Agrippa Signage	11,005	7,365	990	-6,375	FAV	BLUE	
	Hire of Transport	70,377	46,931	20,462	-26,469	FAV	BLUE	
Car Parks	Car Parking Fees	-605,000	-463,417	-508,582	-45,165	FAV	GREEN	The sustained period of good weather during the late spring and summer months led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget for the period to date. Income during the remainder of the year will be significantly lower than that of the summer period. The budget will be kept under review for the remainder of the financial year and will be adjusted for future years as necessary.
Fylde Waste Schemes	Green Waste Subscription Charge	-517,000	-517,000	-535,510	-18,510	FAV	GREEN	Subscription to the Green Waste collection service for 2018/19 has now ended and the final number of subscribing households has been higher than forecast, resulting in a favourable variance on the income budget of over £18,000. The budget for 2018/19 and subsequent years will be updated in the next Financial Forecast revision to reflect this increased level of income achieved in 2018/19 and the forecast income for future years.

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Cemetery & Crematorium	Interments	-200,000	-133,360	-151,098	-17,738	FAV	AMBER	Whilst there has been some increase in the number of burials carried out in the year to date this is more than offset by a significant reduction in the number of cremations carried out. Some of this is due to restrictions on available service times due to the building works being carried out in relation to the external canopy scheme. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.
	Cremations	-1,100,000	-733,480	-669,207	64,274	ADV		
Homelessness	CAB - Debt Advice Service	16,366	10,912	4,264	-6,648	FAV	GREEN	Delays in the commencement of this project has led to an underspend in the year to date. The budget will be kept under review and a request for slippage of the remaining funding into 2019/20 may follow in due course.
	Homelessness Reduction Act Initiatives	9,000	6,000	19	-5,981	FAV	GREEN	Alternative sources of central government funding have been used to deliver these initiatives during the first part of the year in order that all available funding is maximised. The budget requirement for the remainder of the year will be kept under review and adjusted as appropriate.
	Void Loss/Recharge Costs	14,290	9,528	-3,462	-12,990	FAV	GREEN	Improved management practices aimed at maintaining a minimum level of voids within the temporary housing units have led to a reduced level of costs during the year. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
	Housing Benefit/Universal Credit Repayment Income	-10,000	-6,668	-12,327	-5,659	FAV	GREEN	Improved management practices have resulted in all temporary accommodation placements being initially funded from available Housing Benefit Grants, together with the prompt establishment of payment agreements where rent arrears occur. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
Taxi Licensing	Private Hire Driver Licences	-12,692	-8,464	-2,892	5,572	ADV	AMBER	In accordance with the Deregulation Act 2015, the Council had to make provision for the issue of three year driver licences, as opposed to the traditional 1 year licence. Whilst we continue to offer the one year licence, take up of the three year licence in 2016/17 has resulted in increased income for that year but reduced income levels for the subsequent two years i.e. 2017/18 and 2018/19. Income is expected to increase again during 2019/20 as the initial three year licences become due for renewal. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
Community Grants	Community Projects Fund	20,000	13,336	3,186	-10,150	FAV	BLUE	The availability of funding for community groups from this initiative is currently being widely promoted to increase the number of applications from eligible organisations. It is anticipated that further awards will be made during the remainder of the financial year. This budget will be kept under review.

Appendix A (Cont'd)

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
PLANNING COMMITTEE								
Development Management	Consultants Fees	51,000	34,008	9,720	-24,288	FAV	BLUE	Consultants will be required to carry out specialist assessment of several planning applications during the final quarter of the year and it is expected that this work will be completed within the approved budget by the end of the financial year.
	Archaeology and Ecology Agreement	32,000	21,336	6,594	-14,742	FAV	BLUE	The Archaeological Service Level Agreement with Lancashire County Council is currently under renegotiation with the Lancashire Districts and, as a result there are a number of outstanding invoices that have not been issued by LCC. It is expected that the budget will be spent by year end.
	Planning Application Fees	-750,000	-500,100	-507,799	-7,699	FAV	BLUE	Planning application fee income for the period is marginally in excess of the budget. The timing of when applications are made is often difficult to forecast and this budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Planning Appeals	Planning Appeal Hearing Costs	80,000	53,344	60,058	6,714	ADV	BLUE	A number of planning inquiries have taken place during the year to date and others may be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year.
Planning Enforcement	Enforcement Costs	15,000	10,000	0	-10,000	FAV	BLUE	This budget relates to potential legal action to secure compliance with conditions at a particular site. It is expected that these costs will be incurred during the final quarter of the year.
Development Management Team	Consultants Fees	40,000	26,672	0	-26,672	FAV	BLUE	This budget has not been required in the financial year to date. This budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Local Plan	Legal Fees and Court Costs	24,000	16,004	27,375	11,371	ADV	AMBER	It is expected that there will be no further costs against this code during the remainder of the financial year and that a relatively minor overspend will be reported for the whole of 2018/19 for this budget.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	9
CAPITAL PROGRAMME MONITORING REPORT 2018/19 - POSITION AS AT 30th NOVEMBER 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's approved Capital Programme as at 30th November 2018 and specifically for those schemes under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2018.

LINK TO INFORMATION

Capital Programme Monitoring 2018/19 as at 30th November 2018:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2018-19/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on the Council's approved Capital Programme for those schemes under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

CAPITAL PROGRAMME MONITORING REPORT 2018/19 –

POSITION AS AT 30TH NOVEMBER 2018

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2018/19, together with an update on the Council's overall Five Year Capital Programme. This report includes details on a number of the more significant schemes within the Capital Programme. Appendix A to this report provides an update by Committee on all schemes scheduled for commencement or delivery in 2018/19. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 5th March 2018. That update showed a balanced capital programme position from 2018/19 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2018. The Programme has also been rolled forward to include the year 2022/23.

2. Notes on Specific Schemes

There are a number of schemes for which further information is provided below:

i) Fairhaven and Church Scar Coast Protection Scheme

The Fairhaven and Church Scar Coast Protection scheme total cost is £21.83m, being funded by Environment Agency grants of £21.43m and a contribution from Fylde Council of £0.4m. This is made up of a contract price of £17.6m, with a risk/contingency budget of £1.7m and a budget for fees of £0.5m. Work started on site in December 2017 and is progressing well with the replacement hard sea defences at Church Scar nearing completion and with work on the promenade underway. Work on the sheet piling around Fairhaven Lake started in September, four months ahead of schedule.

In addition to the core sea defence works a range of public realm enhancements to the scheme have been added to the scheme at a total cost of £360k, funded by Fylde Council from the Capital Investment Reserve. The works relate to the remodelling of the Stanner Bank car park entrance, the provision of bespoke seating to compliment the wider landscape and the provision of ducting to allow for future services connection to a potential structure/building on or around the Mawson lookout. These works will be delivered alongside the main scheme.

The Coastal Defence Team have been successful in securing additional funding from the Environment Agency to enable the Granny's Bay hard sea defences to be delivered following completion of the Fairhaven Scheme in 2019/20. A report on this additional work in the sum of £2m (which is reflected in the total scheme cost above) was approved by the Operational Management Committee at its meeting in September and Council in October 2018. The Granny's Bay works will essentially tie the two schemes at Fairhaven and Church Scar together, as well as providing local erosion and flood protection. Completion of these works will remove the requirement for much of the emergency maintenance works undertaken by the Council following extreme storms at Granny's Bay. With Granny's Bay now included the whole scheme is now currently forecast to be completed by summer 2020.

The expenditure forecast has been re-phased to reflect the current expectations regarding the timing of the delivery of the scheme. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported regularly to members.

(ii) Accommodation Project

This has been a key scheme for the Council and sees the accomplishment of an ambition to refurbish the town hall premises that has existed for a number of years. All of the internal works are now complete and staff have now located back to all floors within the building. In September 2018 the Finance and Democracy Committee approved a scheme to complete the remaining element of the project relating to the exterior parking areas and associated landscaping in the total sum of £238k. It is anticipated that these works will be completed within the current financial year.

(iii) Better Care Fund (Formerly Disabled Facilities Grants)

As the local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG). From 2015/16 the Government established the 'Better Care Fund', and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the updated budget for 2018/19 (including slippage from 2017/18, 2018/19 grant allocation, a further grant top up in year of £120k and a £40k contribution from Progress Housing) totalling £1.415m provides for the delivery of more disabled adaptations than has previously been possible. It is anticipated that for 2018/19 all identified need for disabled adaptations can be met from the existing resource.

(iv) Project Slippage

Areas of slippage will be addressed in future years to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(v) Other Capital Receipts

The approved programme for 2018/19 onwards assumes "Right to Buy" receipts of £25k per annum and "General Asset Sales" of £90k for 2018/19 and £45k for 2019/20 per annum thereafter. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future quarterly monitoring reports, along with the impact this may have on the financing of the programme.

(vi) Capital Investment in St. Annes Pool

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k that has been re-phased into 2019/20. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

3 Conclusions

3.1 Actual expenditure to 30th November 2018 is £10.403m against an updated full year budget of £17.996m. This equates to approximately 58% of the full year budget. The expenditure on a number of schemes is phased later during the financial year and there is usually a period of time that elapses between the completion of schemes and the final settlement of all invoices.

3.2 The current Capital Programme as updated is showing a balanced position for 2018/19 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2019/20.

- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2018 was £3.219m after a favourable 2017/18 outturn position allowed for the transfer to the reserve of an additional sum of £0.560m for 2017/18. Of this, £1.933m was already committed to previously-approved capital schemes leaving an unallocated balance on the reserve at that point of £1.286m.

Planned transfers into the reserve in 2018/19 and 2019/20 are currently estimated to be a total of £1.966m, whilst a number of additional schemes to be funded from the reserve have been approved since 1st April 2018 in the total sum of £0.653m. Consequently the latest estimate of the unallocated balance on the Capital investment Reserve, including the anticipated transfers into the reserve in 2018/19 and 2019/20, stands at £2.599m.

Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2018/19 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/18

Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Accommodation Project - Phase 8 - Town Hall Car Park	Capital Investment Reserve / borrowing / general asset disposal receipts	0	0	238	238	0	238	F&D Committee (24/09/18) Approved the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project Scheme and a fully-funded increase to the Capital Programme scheme for the Accommodation Project in the sum of £178,000 for 2018/19 to be met from the Capital Investment Reserve. It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		0	0	238	238	0	238	
<u>TOURISM & LEISURE COMMITTEE</u>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63		57	120	2	118	It is anticipated that this scheme will be completed to budget in 2018/19.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93		-93	0		0	There is no expenditure currently planned for 2018/19. Consequently the budget has been re-phased into 2019/20 and this will be reflected in the latest update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	107	5	0	112	90	22	It is anticipated that this element of the scheme will be completed to budget in 2018/19. The second round grant application to the HLF for the substantive project has been secured as of 11th December 2018. This will enable a major restoration of the lake and surrounding parkscape to be completed by the end of Summer 2020.
Promenade Gardens Water Play Facility	Capital Investment Reserve	150	0	109	259	259	0	This scheme has been completed to budget during 2018/19.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	0	0	40	40	0	This scheme has been completed to budget during 2018/19.
Staining Playing Fields Development Scheme	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Town Hall Arts Store Improved Storage Facilities	Capital Investment Reserve	50	0	0	50	35	15	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		553	5	73	631	426	205	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,398	19	45	1,462	1,231	231	It is anticipated that all vehicle purchases will be completed to budget in 2018/19. If any vehicle orders are delayed due to specific build time this may lead to the re-phasing of a proportion of the budget into 2019/20
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	60	0	-60	0		0	Finance & Democracy Committee in September 2018 approved the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project Scheme
Coastal Cleansing and the Provision of Beach Bins	Capital Investment Reserve	0	0	25	25		25	It is anticipated that this scheme will be completed to budget in 2018/19.
Public Transport Improvements	S106 Developer Contributions	18	0	30	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	12,000	-170	-330	11,500	6,404	5,096	Delivery of the scheme remains on schedule, with further information provided within the body of this report. Any changes or re-phasing will be reflected in future updates of the Financial Forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	360		-260	100		100	A proportion of this budget has been re-phased into 2019/20 to reflect the revised delivery timescale for the scheme. This has been reflected in the latest update of the Financial Forecast.
Sub total		13,836	-151	-550	13,135	7,635	5,500	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	929	245	241	1,415	1,055	360	The budget has been increased by a further £160k for 2018/19 comprising an additional grant allocation of £120k from central government and a £40k contribution from Progress Housing. This will be reflected in the next update of the Financial Forecast. It is anticipated that the majority of the grant allocation will be spent in 2018/19.
Housing Needs Grant	DFG Grant Repayments	0		16	16	3	13	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	74		-18	56		56	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460			460		460	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840			840	840	0	This scheme has been completed to budget during 2018/19.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	275	-275	275	275	0	Part of this budget will be re-phased into 2019/20 to reflect final completion of the scheme in that year. This will be reflected in future updates of the Financial Forecast.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	31		31	16	15	It is anticipated that this scheme will be completed to budget in 2018/19.
CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	38			38		38	The money is only to be used for replacement monitored cameras as they are required. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2019/20.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294		-294	0	0	0	This budget has been re-phased into 2019/20 to reflect the revised delivery timescale for the scheme and this has been reflected in the latest update of the Financial Forecast.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60		50	110	37	73	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		2,970	551	-280	3,241	2,226	1,015	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
PLANNING COMMITTEE								
St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	117	8	40	165		165	A review of the delivery timescale for the substantive regeneration scheme in St Annes has concluded that it will not be practicable to commence the scheme in the current financial year. Consequently the budget will be re-phased into 2019/20 to reflect the revised delivery timescale for the scheme. This will be reflected in future updates of the Financial Forecast.
Lytham Regeneration Schemes	S106 Developer Contributions	130		-130	0		0	The proposals for Lytham Town Centre are to be reviewed as part of a reassessment of the wider regeneration scheme and a revised proposal will be presented to the Committee for consideration in due course. This scheme has therefore been re-phased into 2019/20 in the latest update of the Financial Forecast to reflect the revised delivery timescale for the scheme.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	50			50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
M55 Link Road	S106 Developer Contributions	0	108	250	358	116	242	This relates to the use of s.106 monies for design work on the scheme to construct a new link road from the M55 to St Annes. It is anticipated that the design works will be completed to budget in 2018/19.
Coastal Footpath Enhancements	S106 Developer Contributions	0		20	20		20	It is anticipated that this scheme will be completed to budget in 2018/19.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	110			110		110	It is anticipated that this scheme will be completed to budget in 2018/19.
St Annes Pier - Coastal Revival Fund	Specific Grant	0		48	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		407	116	228	751	116	635	
Total Expenditure		17,766	521	-291	17,996	10,403	7,593	

UPDATED 5 YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23 - BY SCHEME

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 8 - Town Hall Car Park	238				
	0				
Sub total	238	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot	120				
St Annes Pool	0	93			
Fairhaven Lake & Promenade Gardens - First Round	112				
Fairhaven Lake & Promenade Gardens Restoration	0	120			
Fairhaven HLF Project Underwriting	0				
Promenade Gardens Water Play Facility	259				
Promenade Footways	40	40	40	40	40
Staining Playing Fields Development Scheme	50				
Town Hall Arts Store Improved Storage Facilities	50				
Sub total	631	253	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	1,462	471	547	77	323
Car Park Improvements	0	30	30	30	30
Coastal Cleansing and the Provision of Beach Bins	25				
Public Transport Improvements	48	48	48	48	30
Fairhaven and Church Scar Coast Protection Scheme	11,500	7,330			
Fairhaven and Church Scar Coast Public Realm Works	100	260			
Sub total	13,135	8,139	625	155	383
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,415	1,050	1,050	1,050	1,050
Housing Needs Grant	16				
Affordable Housing Scheme - 93 St Albans Road	56				
Affordable Housing Scheme - Sunnysbank Mill, Kirkham	460				
Affordable Housing Scheme - Keenan Mill	840				
Church Road Methodist Church, St Annes	275	275			
Affordable Warmth Scheme	31				
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	0	294			
Lytham Park Cemetery - Windbreak Canopy	110				
Sub total	3,241	1,619	1,050	1,050	1,050
PLANNING COMMITTEE					
St Annes Regeneration Schemes	165	150			
Lytham Regeneration Schemes	0	130			
Kirkham Public Realm Improvements	50				
M55 Link Road - \$106 monies for design work	358				
Coastal Footpath Enhancements	20				
Ansdeil / Fairhaven - Public Realm scheme	110				
St Annes Pier - Coastal Revival Fund	48				
Sub total	751	280	0	0	0
Total Expenditure	17,996	10,291	1,715	1,245	1,473

UPDATED 5 YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23 - FINANCING

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
FINANCING:					
Capital Receipts - General Asset Sales	90	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	63				
Better Care Fund / Disabled Facilities Grant	1,375	1,010	1,010	1,010	1,010
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	16				
Section 106 Monies - St Annes	165	100			
Section 106 Monies - Lytham	0	130			
Section 106 Monies - Kirkham	21				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460				
Section 106 Monies - Church Road Methodist Church, St Annes	175	275			
Section 106 Monies - M55 Link-Road	358				
Section 106 Monies - Affordable Housing, Keenans Mill	840				
Section 106 Monies - Public Transport Improvements	48	48	48	48	18
Section 106 Monies - Refurbishment of 93 St Albans Road, St Annes	56				
Capital Investment Reserve	937	1,306			
M55 Link-Road Reserve					
Other External Finance (see analysis below)	11,869	6,970	40	40	40
Direct Revenue Finance	136				
Prudential Borrowing	1,362	382	547	77	335
Total Financing	17,996	10,291	1,715	1,245	1,473

Total surplus (-) / shortfall in year	0	0	0	0	0
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Cumulative surplus (-) / shortfall	0	0	0	0	0
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See note below for external funding available to finance the above schemes:

Other External Finance: Analysis

LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	11,500	6,930			
Lancashire County Council - Affordable Warmth Scheme	31				
Community Housing Grant Fund - Church Road Methodist Church	100	0			
Heritage Lottery Fund - Fairhaven	112				
Coastal Revival Fund	48				
New Fylde Housing - DFG Contribution	40	40	40	40	40
	11,869	6,970	40	40	40

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	10
MID-YEAR PERFORMANCE 2018/19			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2018/19. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Environment, Health & Housing team input data into the InPhase corporate online system from service based performance data

LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance suite for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The performance information is relevant to the committee terms of reference and the responsibility of the committee to monitor performance of the services within its remit.

FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager (01253 658543 or alexs@fylde.gov.uk).

Mid-Year Commentary by Performance Exception for the Environment, Health & Housing Committee

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

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

PM105 Total cases homelessness prevented, assisted to obtain alternative accommodation was 38 and last year's comparison figure was 14, the target is 14.

The Homeless Reduction Act introduced in April 2018 placed new statutory prevention and relief duties on local authorities to assist "all households" facing homelessness. Previously we had a statutory homeless duty for households in priority need and a duty to provide advice and assistance only. As a result the service now has to accept a prevention duty for everyone within 56 days of becoming homeless, to work with them proactively to source accommodation. This figure is the number of households in Qtr 1 and Qtr 2 who we have accepted a prevention duty for and worked with to source alternative accommodation.

PM106 Homelessness relieved (decision made assisted to find accommodation) was 56 and last year's comparison figure was 10, the target is 4.

The Homeless Reduction Act introduced in April 2018 placed new statutory prevention and relief duties on local authorities to assist "all households" facing homelessness. Previously we had a statutory homeless duty for households in priority need and a duty to provide advice and assistance only. As a result the service now has to accept a relief duty for everyone who is homeless to work with them for 56 days proactively to source accommodation. This figure is the number of households in Qtr 1 and Qtr 2 who we have accepted a relief duty and worked with to source alternative accommodation.

PM108 % of the total DFG Budget committed was 60 and last year's comparison figure was 44, the target is 50.

The current spend of DFG budget is above spend from previous years at this time. This is due to a number of factors. The number of monthly referrals from Occupational Therapists has increased to an average of 16 per month whereas in the previous years it was around 10 per month. In addition we have enabled from this year's budgets 6 extensions, 4 of which have been for children and 2 major internal alterations for children. In the 2018 Budget it was announced an additional £45 million would be pumped into disabled facilities grants in England for 2018-19. Last year an additional £42 million was provided and Fylde received £96,235 in Qtr 4 17/18.

PM25: % of premises scoring 3 or higher on the food hygiene rating scheme was 91 and last year's comparison figure was 92, the target is 85.

The level of compliance within food businesses constantly varies with a new food hygiene rating awarded at every visit. The rating is dependent upon the conditions observed. It is important to note that food hygiene inspections continue to be completed in line with National and local guidelines with proportionate and risk based action taken to deal with non-compliance.

PM29a: Total number of housing advice cases was 394 and last year's comparison figure was 132, the target is 250.

The introduction of the Homeless Reduction Act in April 2018 has seen an marked increase in the number of households contacting the Housing Team for advice and assistance. In addition under the Homeless Trailblazer project a post has been funded in the customer services team as a housing specialist to pick up referrals as soon as an initial contact has been made in the hope that we do not miss anyone who needs advice and assistance in relation to their housing situation.

PM29c Total number of homeless presentations was 123 and last year's comparison figure was 54, the target is 68.

The Homeless Reduction Act introduced in April 2018 placed new statutory prevention and relief duties on local authorities to assist "all households" facing homelessness. Previously we had a statutory homeless duty for households in priority need and a duty to provide advice and assistance only. As a result the service now has to accept a relief duty for everyone who is homeless to work with them for 56 days proactively to source accommodation. This figure is the number of households in Qtr 1 and Qtr 2 who have presented to us that are

already homeless, whom we now owe a relief duty to work with them for 56 days to source alternative accommodation.

PM99: Number households received financial assistance from the council to prevent repossession was 34 and last year's comparison figure was 14, the target is 14.

The introduction of the Homeless Reduction Act in April 2018 has seen an marked increase in the number of households contacting the Housing Team for advice and assistance and to whom either a prevention or relief duty is owed to work with that household to source alternative accommodation. Financial assistance is through an Invest to save budget of £10,000 that helps with rent in advance and a rent bond. Grants are provided that reflect the Local Housing Allowance levels per household for up to 1 month. In addition to the Invest to Save budget we are sourcing funding from external charitable sources, such as the Vickers Relief, Swollowdale, Glasspool and Lady Sick Poor to assist households, totalling at the end of Qtr 2 £6,700.






*******PERFORMANCE BELOW TARGET*******

Commentary is provided to explain why performance is currently not on target, with details of any corrective action.
















PM97a: The length of time for applicants on the waiting list for a Disabled facility grant (weeks) was 4 and last year's comparison figure was 0, the target is 0.

The current spend of DFG budget is above spend from previous years at this time. The number of monthly referrals from Occupational Therapists has increased to an average of 16 per month whereas in the previous years it was around 10 per month. At the end of Quarter 2 we were holding a waiting list of 4.

PERFORMANCE KEY ICON STATUS

	Over Performance – the indicator is over performing against target
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.
N/A	Not Applicable – no comparable data available. This could be due to the methodology being change or being a new measure created.

Environment, Health and Housing

Local Key Performance Indicators	Frequency	Good Performance Is	APR 2017 to SEP 2017	APR 2018 to SEP 2018	Mid-year Target	Performance Status
PM104 Total cases homelessness prevented, able to remain in own home	Quarterly	Bigger is Better	17	17	15	
PM105 Total cases homelessness prevented, assisted to obtain alternative accommodation	Quarterly	Bigger is Better	14	38	14	
PM106 Homelessness relieved (decision made assisted to find accommodation)	Quarterly	Bigger is Better	10	56	3	
PM108 % of the total DFG Budget committed	Quarterly	Bigger is Better	44	60	50	
PM109 Percentage of food hygiene interventions completed (Category A to D)	Quarterly	Bigger is Better	63	47	45	
PM25: % of premises scoring 3 or higher on the food hygiene rating scheme	Quarterly	Bigger is Better	92	91	85	
PM28: Number of households living in temporary accommodation at the end of the quarter	Quarterly	Smaller is Better	17	18	15	
PM29a: Total number of housing advice cases	Quarterly	Bigger is Better	132	394	250	
PM29c Total number of homeless presentations	Quarterly	Bigger is Better	54	123	68	
PM70: % of Licensing Act 2003 certificates issued within 3 working days of statutory time scale (Q)	Annual	Bigger is Better	100	100	100	
PM71c: Total % of hackney carriage/private hire vehicle & driver licenses issued within 3 days	Annual	Bigger is Better	100	100	100	
PM72: Percentage of statutory EPA Permitted process inspections completed (quarterly)	Annual	Bigger is Better	100	100	100	
PM73: Percentage of high risk "A" rated health and safety premise inspections completed (quarterly)	Annual	Bigger is Better	100	100	100	
PM97a: The length of time for applicants on the waiting list for a Disabled facility grant (weeks)	Quarterly	Smaller is Better	0	4	0	
PM99: Number households received financial assistance from the council to prevent repossession	Quarterly	Bigger is Better	14	34	14.5	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2019	11
ST ANNES BATHING WATERS 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the water quality at the two St Annes Bathing Waters.

SOURCE OF INFORMATION

Environment Agency Bathing Water data.

Directive 2006/7/EC of the European Parliament and of the Council 15th February 2006. Concerning the management of bathing water quality.

Statutory Instrument 2013 No 1675, Water Resources.

The Bathing Water Regulations 2013.

LINK TO INFORMATION

- **United Utilities Bathing Waters Map**

<http://www.unitedutilities.com/Bathing-Waters-Map.aspx>

- **2018 Bathing Water Profile for St Annes**

<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41800>

- **2018 Bathing Water Profile for St Annes North**

<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41900>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on Bathing Water quality.

FURTHER INFORMATION

Contact: Darren Bell Head of Technical Services

Tel: 01253 658465

INFORMATION NOTE

St Annes Bathing Waters 2018

1. The Environment Agency are responsible for implementation of the Bathing Waters Directives, monitoring and reporting on water quality and ensuring action is taken to meet the appropriate standards for the directives throughout the UK. They also regulate discharges to the aquatic environment.
2. Fylde Borough Council operates two controlled bathing waters one at St Anne's Pier and the other is St Anne's North adjacent to North Beach car park. During the bathing season 1st May to 30th September the Council are responsible for the provision of public information about the bathing waters being displayed in an easily acceptable place in the vicinity of the bathing waters. This includes the provision of public information to prevent exposure to pollution during short term incidents and advise against bathing where the bathing water does not meet the sufficient standard.
3. Changes were made from 2012 with the introduction of the revised Bathing Water Directive. Under the new regulations the revised directive sets guideline standards for Escherichia coli and intestinal enterococci.
4. The standards used at the end of the 2018 bathing season give an overall assessment of all water quality taken over a five year period (2014 to 2018) 100 samples, 20 per year.
5. The new standard has four classifications:-

Excellent, Good, Sufficient, Poor.

The EU directive requires member states to ensure that, by the end of the 2015 bathing season, all bathing waters are at least sufficient each year.

The table below indicates the different parameters for bathing water quality.

Parameter	Excellent	Good	Sufficient
Escherichia coli (cfu/100ml)	<250 (*)	<500 (*)	<500 (**)
Intestinal enterococci (cfu/100ml)	<100 (*)	<200 (*)	<185 (**)
(*) Based upon a 95-percentile evaluation			
(**) Based upon a 90-percentile evaluation			

cfu = colony-forming unit

E.coli should not exceed 500cfu per 100ml based upon a 90-percentile evaluation of samples.

Intestinal enterococci should not exceed 185cfu per 100ml based upon a 90-percentile evaluation of samples.

6. The Environment Agency has been working with Fylde Council again this year to make daily predictions of pollution risks at our bathing waters during the 2018 bathing season. These inform the public of increased pollution risk through signs displayed at bathing waters. These warnings are short term pollution events that have clearly identifiable causes which are not normally expected to affect bathing water quality for more than approximately 72 hours. Where pollution risk forecasts have coincided with statutory bathing water sampling and if all conditions are met there is a potential for discounting samples at the end of the season. A maximum of 3 samples can be discounted per bathing season. Three samples have been discounted at St

Annes Pier in accordance with Article 3(6) of the bathing water directive during the 2018 season and three samples were discounted at St Annes North bathing water.

7. The Fylde coast has eight bathing waters and the table below indicates this year's results, showing their improvement over the last six years.

Bathing water area	2013 results	2014 results	2015 results	2016 results	2017 results	2018 results
Fleetwood	Poor	Poor	Excellent	Good	Good	Good
Cleveleys	Poor	Poor	Poor	Good	Good	Good
Bispham	Sufficient	Sufficient	Sufficient	Good	Good	Good
Blackpool North	Poor	Poor	Good	Sufficient	Good	Sufficient
Blackpool Central	Poor	Poor	Sufficient	Good	Good	Good
Blackpool South	Poor	Good	Excellent (Blue Flag status)	Excellent (Blue Flag status)	Excellent (Blue Flag status)	Good
St Annes North	Poor	Good	Excellent	Good	Good	Good
St Annes Pier	Poor	Good	Good	Good	Good	Good



8. The Bathing Water classification for St Annes Pier and St Annes North are both classed as good for 2018. It is the third time that all Fylde coast bathing waters have passed the tougher standards that were introduced in 2015, and proves a huge improvement in sea water quality across the Fylde Coast. The tables in the appendix shows the results for 2017-2018.
9. This year's classifications are the result of a remarkable turnaround for the Fylde coast resort's beaches, where heavy investment coupled alongside work with businesses, communities and public sector partners has contributed to making sure we have a coastline to be proud of.

FURTHER INFORMATION - Contact: Darren Bell Head of Technical Services

Tel: 01253 658465

Appendix 1

St Annes North Bathing Water 2018

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
121	01/05/2018 12:40	10	10
122	15/05/2018 11:35	18	45
123	27/05/2018 11:15	10	18
124	31/05/2018 11:45	18	10
125	04/06/2018 15:05	18	10
126	12/06/2018 10:50	36	27
127	18/06/2018 15:30	45	18
128	24/06/2018 10:45	10	10
129	27/06/2018 11:45	10	10
130	03/07/2018 13:10	10	18
131	11/07/2018 10:15	18	10
132	24/07/2018 09:40	118	18
133	27/07/2018 11:10	18	10
134	01/08/2018 14:48	55	36
135	10/08/2018 11:05	370	64
136	16/08/2018 14:04	410	73
137	23/08/2018 11:15	27	36
138	29/08/2018 13:50	82	10
139	07/09/2018 10:30	1000	909
140	11/09/2018 12:20	2200	2700

St Annes North Bathing Water 2017

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
101	08/05/2017 10:12	10	10
102	16/05/2017 13:02	10	10
103	23/05/2017 10:21	10	10
104	26/05/2017 11:50	5700	300
105	09/06/2017 11:44	430	109
106	12/06/2017 12:45	100	18
107	14/06/2017 14:56	55	10
108	22/06/2017 10:02	370	370
109	26/06/2017 13:49	54	109
110	05/07/2017 10:12	18	10
111	10/07/2017 12:40	73	27
112	14/07/2017 14:20	10	10
113	23/07/2017 11:20	127	136
114	26/07/2017 12:22	380	164
115	06/08/2017 11:25	240	55
116	11/08/2017 13:15	260	64
117	21/08/2017 10:35	145	73
118	25/08/2017 12:44	420	220
119	04/09/2017 10:45	218	18
120	11/09/2017 13:00	1600	280

St Annes Pier Bathing Water 2018

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
121	01/05/2018 14:40	55	27
122	15/05/2018 11:35	82	164
123	27/05/2018 11:15	10	10
124	31/05/2018 11:45	10	10
125	04/06/2018 15:05	10	10
126	12/06/2018 10:50	27	10
127	18/06/2018 15:30	10	27
128	24/06/2018 10:45	10	10
129	27/06/2018 11:45	10	10
130	03/07/2018 13:10	10	10
131	11/07/2018 10:15	18	10
132	24/07/2018 09:40	73	10
133	27/07/2018 11:10	10	10
134	01/08/2018 14:48	64	64
135	10/08/2018 11:05	64	27
136	16/08/2018 14:04	270	109
137	23/08/2018 11:15	230	45
138	29/08/2018 13:50	91	18
139	07/09/2018 10:30	290	936
140	11/09/2018 12:20	1200	3200

St Annes Pier Bathing Water 2017

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
101	08/05/2017 10:21	10	10
102	16/05/2017 13:15	10	10
103	23/05/2017 10:10	10	10
104	26/05/2017 12:10	73	73
105	09/06/2017 11:54	220	36
106	12/06/2017 12:55	127	10
107	14/06/2017 15:04	27	10
108	22/06/2017 10:12	280	94
109	26/06/2017 14:05	250	36
110	05/07/2017 10:30	18	10
111	10/07/2017 12:55	100	27
112	14/07/2017 14:35	18	10
113	23/07/2017 11:00	64	55
114	26/07/2017 12:41	100	45
115	06/08/2017 11:40	250	164
116	11/08/2017 13:25	155	55
117	21/08/2017 10:45	510	240
118	25/08/2017 13:15	580	270
119	04/09/2017 11:05	91	18
120	11/09/2017 12:45	650	173

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	8 JANUARY 2018	12
CARE AND REPAIR ANNUAL REPORT (2017-18)			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

In 2015/16 Fylde and Wyre Councils entered into an agreement to fund at a fixed rate the Care and Repair Services across Fylde and Wyre for a period of up to 5 years, the annual contribution being £30,000. This arose from a review of the Care and Repair service/commissioning strategy undertaken by Lancashire County Council (LCC) in 2014 and this required a partnering arrangement between Fylde and Wyre councils to agree, with LCC, to deliver the joint service, with Wyre Council as the lead authority.

This report covers the period 1st April 2017 to 31st March 2018, which is the third year of the 5 year agreement entered into in 2015/16. The current financial year 2018/19 will be the fourth year and 2019/2020 will be the final year of the agreement, during which an evaluation of the project will be undertaken.

SOURCE OF INFORMATION

Annual report provided by Care and Repair (Fylde and Wyre) completed by Michelle Scott, Care and Repair Manager.

INFORMATION ATTACHED

Care & Repair (Wyre and Fylde) Annual Report 1 April 2017 to 31 March 2018

Handy Person Data

Achievements 2017/18

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Reports have been presented to Members on the operation of the Care and Repair service in Fylde and Wyre for the past eleven years. The Care and Repair (Wyre and Fylde) provides help, advice and support with repairs, maintenance, adaptations and improvements to the home for householders aged 65 and over or adults with a disability living in Wyre and Fylde. From 01/11/2017 to 31/10/2018 the service also operated the Sanctuary Scheme for residents in the Borough of Fylde, for victims of domestic abuse, to remain and feel safe in their own home by adding security measures to their property.

FURTHER INFORMATION

Contact Kirstine Riding, Housing Services Manager 01253 658569

Care & Repair (Wyre and Fylde)

Annual Report

1 April 2017 to 31 March 2018

Core Service

During the year 1 April 2017 to 31 March 2018, Care & Repair (Wyre and Fylde) dealt with 3355 enquiries for advice and support.

The service met its target times for:

Average number of weeks between enquiry and first visit – 0.5 against a target of 3

Average number of weeks between first visit and practical completion for jobs costing less than £1000 – 16 against a target of 20

Average number of weeks between first visit and practical completion (jobs costing £1000 or more) – 33 against a target of 40

We have little control over timescales where there is a need to source charity funding, as finding this funding can be very time-consuming and is often delayed whilst waiting for trustees to meet to consider requests, make their decisions and authorise release of funding.

The Handyperson service has also met the target time for carrying out works – average number of weeks between initial enquiry and completion being 0.5 against a target of 2. Where the target timescale was exceeded for a job, this was generally due to, or at the request of, the service user.

Private/Charity Funded Works

The Service has facilitated the following works for clients:

Cases completed	42
Cases in progress	11

In addition, during the year, at various stages during the process, 30 jobs did not progress for a number of reasons, including:

- Client not eligible for charity funding but not willing to pay for the work
- Client refused to disclose financial circumstances (for grant or charity funding application)
- No charity funding available
- Client changed their mind about having the work done
- Referred to DFG team

Care & Repair supplied and fitted grab rails and banister rails for 137 clients, on request through the Handyperson service, for those people who did not wish to wait for an assessment by Social Services. This paid for service keeps waiting times down for Occupational Therapist assessment for those people who require only a grab rail and ensures that people who do not want to wait for an assessment for a rail from Social Services, and are happy to pay, can have grab rails fitted safely and professionally.

Care & Repair has continued to deliver and install minor aids (grab rails, shower seats, newel rails, etc) for Millercare and HMI Healthcare pharmacy who are retail providers of minor aids under the Lancashire County Council retail prescription scheme. The arrangement has continued to be beneficial to all, especially the clients, who have their equipment delivered and fitted quickly and safely, as well as getting the opportunity to access other services provided by Care & Repair.

19 clients have been supported to access in excess of £40,000 charity and/or grant funding to carry out essential work to their property.

Caseworkers carried out 515 visits to people in their homes, undertaking an assessment of their needs and providing appropriate support, including referrals to other services and bespoke assistance with benefits claims for Attendance Allowance, Personal Independence Payments and Carer's Allowance.

Benefits Claims

During the year, Caseworkers have completed applications to support clients with claims for disability-related benefits, resulting in **184 successful claims**, providing additional Attendance Allowance income of **£616,538.00 per annum**, at least £2979.60 per person and, for some couples, as much as £8902.40.

Successful claims for other disability-related benefits have brought in additional annual income for clients of **£138,187.40**, giving an overall total of **£754,725.40 extra annual income** for older and disabled residents in Wyre and Fylde.

We rely on clients letting us know whether or not their claims have been successful, as there is no other way we can get this information. We are still awaiting the outcome of claims for 127 clients (which could amount to a further £378,000 or more). Claims for Personal Independence Payments (PIP) have been very slow in being assessed and we have received very little information from clients as to whether or not their claims have been successful, with many still not having received a decision.

Marketing/Promotion

Throughout the year, Caseworkers and the Manager attended the following events/venues to promote the services provided by Care and Repair:

- The Tuesday Group, Verona Hall, Thornton Cleveleys
- Clifton Hospital Dementia Awareness event
- Westview Health Village
- Lifelong Learning Group, Thornton Little Theatre
- Emmanuel Church Fleetwood – memory service coffee morning
- Clifton Hospital August Dementia Hub
- NHS/CCG AGM marketplace event
- Carers Event at Barton Grange
- Clifton Hospital November Dementia Hub
- Stroke Association talk – St Annes YMCA
- Fylde Heat and Eat Event – St Annes
- Healthier Fleetwood Afternoon Tea and Talk event

- Poulton Methodist Church Dementia Hub
- Stroke Association talk – Fleetwood
- Clifton Hospital March Dementia Hub

Supplies of leaflets have been distributed across Wyre and Fylde, to a wide range of venues and organisations, including Lancashire Wellbeing Service, Blackpool Victoria Hospital, Lytham Primary Care Centre, Age UK Lancashire, St Annes Fire Station, LCC Adult & Community Services offices, Bispham Rehabilitation, Regenda, as well as shops, churches, libraries, GP surgeries and businesses who are in contact with people who would be eligible for our service. Leaflets have also been delivered door to door in areas which we know are populated predominantly by our target client group.

The Manager has played an active part in the following groups:

- Advice Network (Blackpool, Fylde and Wyre) - Chair
- Lancashire Agencies Forum
- Foundations HIA Managers' Meeting
- DWP Lancashire Customer Representatives Group
- Fylde and Wyre Disability Partnership
- Garstang ICC meetings
- Healthier Fleetwood Strategy Group
- Energy Officers Group
- Wyre and Fylde Community Network – Chair
- Whyndyke Housing Panel
- PPE Group
- Dementia Steering Group
- Fylde Community Funds Panel
- Guinness World Record Steering Group

The Manager attended the following events during the year:

- Dying Matters event
- Friends Against Scams event
- Dementia Awareness Event – Clifton Hospital
- Dementia Awareness Event – Preesall Fire Station
- Forget-me-not Dementia Café, Lytham
- Just Good Friends, St Annes
- JSNA Showcase event
- Mental Health Forum
- Active Ageing Alliance event
- Home Comforts Dementia Event
- Citizens Advice AGM
- CCG Chairs Reception
- Dementia Friends Champions Forum
- MCP Workshop
- International Women's Day event

Working with Partners

Funding has been in place for Sanctuary Scheme work to continue in both Fylde and Wyre, to support victims of domestic violence, anti-social behaviour and repeat burglary. During the year, Care & Repair dealt with 9 referrals to the Sanctuary Scheme in Fylde and 19 referrals in Wyre for the Sanctuary and Haven Schemes.

Care & Repair has continued to work in partnership with Lancashire Fire and Rescue Service, making referrals for smoke alarms and Home Fire safety checks for vulnerable clients.

Funding for Affordable Warmth initiatives was again provided by Lancashire County Council Public Health, with Care & Repair the lead Agency for this work in Wyre, acting as first point of contact and assessing referrals for eligibility and appropriate support. Care & Repair also raised a further £34,670.35 from charities and Government ECO funding towards the cost of heating repairs. Affordable warmth work will continue to be provided through the summer to support clients in Wyre who are eligible.

Fylde has delivered its own Affordable Warmth initiative and Care & Repair has referred Fylde residents to that scheme.

Quality Assurance and Monitoring

Surveys were sent out to clients who had core service work completed during the year. Everyone who completed a survey rated the service as Excellent or Good.

Staff

A number of staff changes have taken place during the year across the team, including in the roles of Technical Officer, Caseworker and Handyperson.

Handyperson Service

During the year, the Handyperson Service carried out 1611 jobs.

A breakdown of work carried out is provided with this report (Appendix 1).

The small repairs handyperson service has continued to provide help for clients with works which would not be viable for a contractor but which clients are not able to carry out themselves. Charges for the Handyperson small repairs service and grab rails brought in £4605.00 contribution towards running costs and 18 clients made voluntary donations, amounting to £149.00, an average donation of £8.28.

Care & Repair has continued to deliver and install grab rails and other minor adaptations equipment for Millercare and HMI Pharmacy, both of these being retailers operating the scheme for County. These arrangement work well for both parties and clients benefit from gaining direct access to Care & Repair services via the Handyperson visit. Health and Social Care professionals and clients are able to send prescriptions direct to Care & Repair for items of equipment.

The Handyperson Service carried out valuable work on the Affordable Warmth project, delivering heaters and other measures and installing draught-proofing. The Handyperson Service is key in the effective delivery, by Care & Repair, of affordable warmth initiatives.

Minor Adaptations works

The collaboration agreement currently in place with Lancashire County Council requires Care & Repair to deliver the minor adaptations works.

Care & Repair delivered 798 minor adaptations in 2017-18, including external handrails, steps, banister rails and other bespoke minor adaptations. Care & Repair has worked closely with local health professionals, contractors and the Lancashire County Council Fylde and Wyre administration team to deliver this work.

The Agency also dealt with 694 enquiries during the year for reputable trades-people to carry out works which are not appropriate for the Handyperson Service for clients who are able to arrange works themselves, without support from the Care & Repair core service.

Finance and Funding

Care & Repair has operated within budget and retains a contingency fund of 3 months operating costs.

Lancashire County Council has extended the Integrated Home Improvement Service (Care & Repair Wyre and Fylde) contract, to March 2019. This is year four of a collaboration agreement which commenced in 2015, for a duration of three years with an optional extension of up to two years.

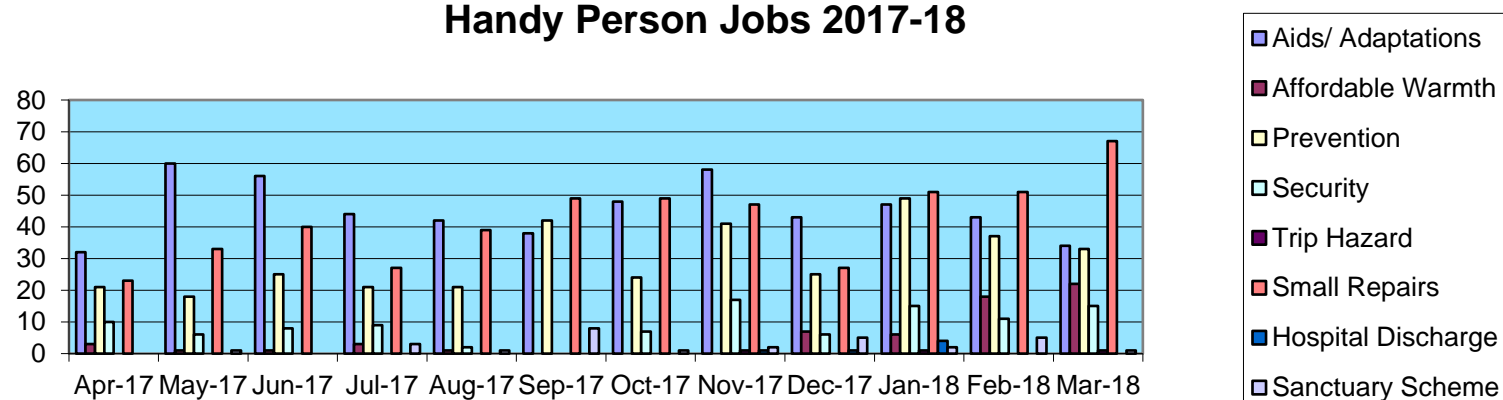
The additional funding provided by Wyre and Fylde Districts enables a broader client base to receive the service.

Care & Repair continues to work as a key partner, delivering services which meet priorities and targets for Lancashire County Council Adult and Community Services and Public Health, Wyre and Fylde District Councils, Lancashire Health and Wellbeing Board and the Clinical Commissioning Groups covering Wyre and Fylde. The service plays a key role in supporting residents to remain living independently in their homes for as long as they wish, preventing hospital admissions and reducing the need for social care interventions, with the service adapting to meet specific needs and priorities, as demonstrated through the Affordable Warmth partnership project.

Michele Scott
Manager
June 2018

Handy Person Data 2017-18

	<u>Aids/ Adaptations</u>	<u>Affordable Warmth</u>	<u>Prevention</u>	<u>Security</u>	<u>Trip Hazard</u>	<u>Small Repairs</u>	<u>Hospital Discharge</u>	<u>Sanctuary Scheme</u>	<u>Wyre</u>	<u>Fylde</u>	<u>Total</u>
Apr-17	32	3	21	10	0	23	0	0	49	40	89
May-17	60	1	18	6	0	33	0	1	65	54	119
Jun-17	56	1	25	8	0	40	0	0	78	52	130
Jul-17	44	3	21	9	0	27	0	3	66	41	107
Aug-17	42	1	21	2	0	39	0	1	55	51	106
Sep-17	38	0	42	0	0	49	0	8	79	58	137
Oct-17	48	0	24	7	0	49	0	1	82	47	129
Nov-17	58	0	41	17	1	47	1	2	109	58	167
Dec-17	43	7	25	6	0	27	1	5	68	46	114
Jan-18	47	6	49	15	1	51	4	2	90	85	175
Feb-18	43	18	37	11	0	51	0	5	83	82	165
Mar-18	34	22	33	15	1	67	0	1	103	70	173
Total	545	62	357	106	3	503	6	29	927	684	1611

Handy Person Jobs 2017-18

Care & Repair (Wyre and Fylde)

Our Achievements 2017-18

£319,181

Is the amount we have raised from charities and grants since 2010 to carry out essential repairs for our clients

3355

Is the number of enquiries we dealt with

We supported **184** older people to claim

£616,538

Attendance Allowance and other disability benefits

Our Handyperson Team

carried out

1611

jobs for clients

Our Caseworkers visited

515

people in their homes to assess their needs and provide support

We supported

42 clients

to carry out repairs, improvements and adaptations to their homes

What our clients said about us:

"I had no heart in anything, was getting quite depressed, but since having the work done I feel more inclined to get things done. I go out more and have more confidence"

"It has meant I was able to live back in my own home"

What our clients said about us:

"Excellent and supportive staff. Always tried to help throughout. I felt very reassured about things"

"Can't fault the service, not just for this job but for all previous ones"