



Wyre Borough Council
Date of Publication: 3 March 2021
Please ask for : Peter Foulsham
Democratic Services and Scrutiny
Manager
Tel: 01253 887606

Dear Councillor,

You are hereby summoned to attend a meeting of Wyre Borough Council remotely via WebEx on **Thursday 11 March 2021** commencing at 7pm.

Yours sincerely,

A handwritten signature in black ink that reads "Garry Payne".

Garry Payne
Chief Executive

COUNCIL AGENDA

1. **Apologies for absence**
2. **Confirmation of minutes** (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting of the Council held on 12 November 2020.
3. **Declarations of Interest**

To receive any declarations of interest from any Member on any item on this agenda.
4. **Announcements**

To receive any announcements from the Mayor, Leader of the Council, Deputy Leader of the Council, Members of the Cabinet, a Chairman of a Committee or the Chief Executive.
5. **Public questions or statements**

No questions or statements have been received for this meeting from members of the public under Paragraph 9 of the Council Procedure Rules.

6. Questions "On Notice" from councillors

No questions "on-notice" have been received from any Member of the Council to a member of the Cabinet or the Chairman of a Committee for this meeting under Paragraph 12 of the Council Procedure Rules.

7. Pay Policy Statement 2021/22 (Pages 11 - 22)

Report of the Leader of the Council (Cllr Henderson) and the Corporate Director Resources and the S151 Officer (Clare James).

8. Refreshed Business Plan 2019-2023 (Update 2021) (Pages 23 - 28)

Report of the Leader of the Council (Cllr Henderson) and the Chief Executive (Garry Payne).

9. Revenue Budget, Council Tax and Capital Estimates (Pages 29 - 44)

Report of the Leader of the Council (Cllr Henderson).

Please note: The report of the Corporate Director Resources (Section 151 Officer) on the Council's Revenue Budget, Council Tax and Capital Programme, which was considered by the Cabinet on 17 February 2021, forms part of the background to the attached report of the Leader of the Council, with paragraph 3.1 seeking Council agreement to the recommendations of the Cabinet. An extract from the minutes of that meeting, setting out the Cabinet's recommendations, is attached as Appendix 1 of the Leader of the Council's report to this meeting. However, the detailed information from the report of the Corporate Director Resources to the Cabinet is not reproduced in this agenda. That report can be viewed via the Cabinet agenda on the Council's website at:

<https://wyre.moderngov.co.uk/documents/s11475/Cabinet-170221%20Report%20inc%20Appendix%201%20start.pdf>

10. Members' Allowances Scheme (Pages 45 - 50)

Report of the Corporate Director Resources and the S151 Officer (Clare James).

11. Membership of Committees (Pages 51 - 54)

Report of the Leader of the Council (Cllr Henderson) and the Chief Executive (Garry Payne).

12. Appointment to Lancashire Enterprise Partnership Scrutiny Committee (Pages 55 - 58)

Report of the Leader of the Council (Cllr Henderson) and the Chief Executive (Garry Payne).

13. Audit Committee Periodic Report

(Pages 59 - 62)

Report of the Chairman of Audit Committee (Cllr McKay) and the Corporate Director Resources and the S151 Officer (Clare James).

14. Notices of Motion

None.

If you have any enquiries on this agenda, please contact Peter Foulsham, tel: 01253 887606, email: peter.foulsham@wyre.gov.uk

Please note: The meeting will be available for members of the public to watch live here: <https://www.youtube.com/user/WyreCouncil>

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Council Minutes

The minutes of the Council meeting held on Thursday, 12 November 2020 at the Council Chamber, Civic Centre, Poulton-le-Fylde and remotely via WebEx.

Councillors present:

The Mayor, Councillor Andrea Kay and the Deputy Mayor, Councillor Howard Ballard

Councillors I Amos, R Amos, Armstrong, Lady D Atkins, Sir R Atkins, Baxter, Beavers, Berry, B Birch, C Birch, Bowen, Bridge, Cartridge, Catterall, Collinson, Cropper, E Ellison, P Ellison, Fail, Fairbanks, Gerrard, George, Henderson, Holden, Ibison, Ingham, Le Marinel, Leech, Longton, McKay, Minto, Moon, Orme, O'Neill, Raynor, Robinson, Storzaker, Swales, A Turner, S Turner, A Vincent, Matthew Vincent, M Vincent, D Walmsley, L Walmsley, Webster and Williams

Apologies: Councillor Smith

Officers present:

Garry Payne, Chief Executive
Mark Billington, Corporate Director Environment
Marianne Hesketh, Corporate Director Communities
Clare James, Corporate Director Resources and Section 151 Officer
Peter Foulsham, Democratic Services and Scrutiny Manager
Duncan Jowitt, Democratic Services Officer
Emma Keany, Democratic Services Officer
Marianne Unwin, Assistant Democratic Services Officer
Joanne Billington, Head of Governance
Steve Simpson, Head of ICT

Also present: Members of the public watched the meeting via YouTube.

14 Election of Mayor 2020/22

The Chief Executive, Garry Payne, invited nominations of the office of Mayor for the period from 12 November 2020 to the Annual Meeting in May 2022.

It was proposed by Councillor R Amos, seconded by Councillor A Vincent and **agreed** that Councillor Andrea Kay be elected to the office of Mayor of the Borough of Wyre for the period from 12 November 2020 to the Annual

Meeting in May 2022.

The Chair was then taken by Councillor Kay, who signed the declaration of acceptance of office.

Councillor Kay thanked the Council for electing her as Mayor and said that she was proud and honoured to have been elected to the office. She added that she would commit to the people of Wyre to the best of her ability, with enthusiasm, compassion and dedication.

She announced the Mayor's Charities for 2020/22, confirming that the main charity would be Doherty's Destiny. She also planned to support Men in Sheds and Armed Forces Breakfast Clubs.

15 Election of Deputy Mayor 2020/22

The Mayor invited nominations for the appointment of Deputy Mayor for the period from 12 November 2020 to the Annual Meeting in May 2022.

It was proposed by Councillor Moon, seconded by Councillor S Turner and **agreed** that Councillor Howard Ballard be appointed to the office of Deputy Mayor of the Borough of Wyre for the period from 12 November 2020 to the Annual Meeting in May 2022.

Councillor Ballard thanked the Council for his election.

16 Confirmation of minutes

The Leader of the Council (Councillor Henderson) proposed and the Deputy Leader of the Council (Councillor Alan Vincent) seconded that the minutes of the meeting of the Full Council held on 17 September 2020 be confirmed as a correct record.

Councillor Fail proposed and Councillor Beavers seconded an amendment to the minutes (attached in full as an appendix to these minutes).

Following discussion, the proposed amendment was lost (by 6 votes to 35 with 2 abstentions).

It was **agreed** that the minutes of the meeting of the Full Council held on 17 September 2020 be confirmed as a correct record (by 36 votes to 7 with 2 abstentions).

17 Declarations of Interest

None.

18 Announcements

None.

19 Public questions or statements

None received.

20 Questions "On Notice" from councillors

None received.

21 Mid-Year Treasury Management Report

The Resources Portfolio Holder (Councillor Alan Vincent) and the Corporate Director Resources (Clare James) submitted a report on the overall position and activities in respect of Treasury Management for the first half of the financial year 2020/21, covering the six month period from April 2020 to September 2020.

Agreed that the report be noted, in line with the requirements of CIPFA's 'Treasury Management in the Public Services: Code of Practice (revised 2017)'.

22 Localised Council Tax Support

The Resources Portfolio Holder (Councillor Alan Vincent) and the Corporate Director Resources (Clare James) submitted a report to confirm the continuation of the current Localised Council Tax Support (LCTS) Scheme for the 2021/22 financial year.

Agreed (by 46 votes to 0 with 1 abstention):

1. That the current LCTS Scheme be continued into the 2021/22 financial year noting the maximum percentage contribution from working age claimants remains unchanged at 8.5%.
2. That the current policy be confirmed, recognising that it includes a number of specified amounts used to calculate entitlement, which may change in line with up-ratings published by the DWP. Recognising also that there may be minor adjustments to the scheme should further guidance be received from the Ministry of Housing, Communities and Local Government (MHCLG), and that the roll out of Universal Credit (UC) will ultimately replace existing social benefits. The Head of the Contact Centre is to have the delegated authority to make these minor adjustments.

23 Calendar of Meetings 2021/22

The Leader of the Council (Councillor David Henderson) and the Chief Executive (Garry Payne) submitted a report detailing the proposed programme of meetings involving Councillors for 2021/22.

It was **agreed** that the Calendar of Meetings 2021/22 be noted.

24 **Appointments to Committees**

The Leader of the Council (Councillor Henderson) and the Chief Executive (Garry Payne) submitted a report that detailed changes to the appointments to committees for the remainder of the 2020/21 Municipal Year, following the election of Councillor Andrea Kay as Mayor.

It was **agreed** (unanimously)

1. That Councillor Ann Turner of the Conservative group be appointed to the Licensing Committee in place of Councillor Andrea Kay.
2. That Councillor Sue Catterall of the Conservative group be appointed to the Councillor Development Group in place of Councillor Andrea Kay.
3. That Councillor Ann Turner of the Conservative group be appointed as a nominated substitute for Code of Conduct Hearings (if required) in place of Councillor Andrea Kay.
4. That Councillor Peter Le Marinel be appointed as the Armed Forces Champion in place of Councillor Andrea Kay.

25 **Notices of Motion**

None.

The meeting started at 7.00 pm and finished at 7.41 pm.

APPENDIX TO MINUTES

Proposed amendment under item 4

Item 4 – Council Minutes Amendment

Amendment to Para 9 – Lancashire Combined Authority

Insert the following sub paragraphs

- 1) Cllr Beavers asked that members reject the recommendations as she felt the middle of a pandemic was not the right time to dissolve our local District Councils and Lancashire County Council. Cllr Beavers suggested the proposals were rushed and that there was a need to carry out a consultation with the residents of Wyre.

- 2) Cllr Fail referred to ‘The Proposition for Local Government Reorganisation in Lancashire’, and highlighted concerns that this was a single option paper with no other options considered. In particular Cllr Fail asked where were the options for 2, 3, and 4 unitaries, where were the options for different geographical groupings, where was the no Mayor option, and where was the status quo option?

Cllr Fail felt it was wrong to proceed with a fait accompli proposition, and concluded by requesting that the Council undertake thorough discussions, formally review options and do things in an ordered fashion.

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Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Clare James, Corporate Director Resources	Council	11 March 2021

Pay Policy Statement 2021/22

1. Purpose of report

- 1.1 To consider the Council's Pay Policy Statement for the 2021/22 financial year in advance of it being published on the council's website.

2. Outcomes

- 2.1 Increased accountability, transparency and fairness in the setting of local pay, ensuring that communities have access to the information they need to determine whether remuneration, particularly senior remuneration, is appropriate and commensurate with responsibility.

3. Recommendation

- 3.1 Members are asked to note and approve the Pay Policy Statement in respect of 2021/22 attached at Appendix A.

4. Background

- 4.1 The Localism Act 2011 requires the Council to prepare a Pay Policy Statement to articulate the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay Policy Statements must be prepared for each financial year, must be approved by the full Council and published in such manner as the authority thinks fit, which must include publication on the authority's website. The first statement was prepared and approved by Council at their meeting on 1 March 2012.

5. Key issues and proposals

- 5.1 Accountability** – The Secretary of State considers that decisions on pay policies should be taken by elected members i.e. those who are directly accountable to local communities. That is why the Act requires that pay policy statements, and any amendments to them, are considered by a meeting of full Council and cannot be delegated to any sub-committee. Such meetings should be open to the public and should not exclude observers. In addition, full Council should be offered the opportunity to vote before large salary packages are offered in respect of new appointments and the threshold set by the Secretary of State is £100,000. This should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.
- 5.2 Transparency** - Approved policy statements must be published on the authority’s website as soon as is reasonably practicable after they are approved or amended. The definition of chief officers is not limited to Heads of Paid Service or statutory chief officers but also includes those who report directly to them (non-statutory chief officers) and to their direct reports (deputy chief officers).
- 5.3 Fairness** – The Act requires authorities to set their policies on remuneration for their highest paid staff alongside their policies towards their lowest paid employees. In addition, it requires authorities to illustrate the relationship between the remuneration of its chief officers and its employees who are not chief officers via the publication of an organisation’s pay multiple – the ratio between the highest paid employee and the median earnings across the organisation. (The median is the middle number of a group of numbers; that is, half the numbers have values that are greater than the median, and half the numbers have values that are less than the median.)
- 5.4** The Pay Policy Statement for the 2021/22 – financial year is attached at Appendix A.

Financial and legal implications	
Finance	None arising directly from the report.
Legal	Compliance with sections 38 to 43 of the Localism Act 2011.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	Date
Liesl Hadgraft	01253 887316	liesl.hadgraft@wyre.gov.uk	03/02/2021

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix A – Pay Policy Statement 2021/22

dems/cou/21/1103lh1



Pay Policy Statement 2021/22

Wyre Council
Civic Centre
Breck Road
Poulton-le-Fylde

March 2021

The Pay Policy Statement for Wyre Council

1. Introduction

- 1.1 In order to demonstrate openness and accountability in local pay and in accordance with the Localism Act, the Council is required to publish a Pay Policy Statement for each financial year, which must be approved by full Council. This statement relates to the 2021/22 financial year, and must be prepared and approved before the end of March 2021. The statement must articulate the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
- 1.2 For the purposes of the statement, the reference to 'Chief Officers' includes the Head of Paid Service (Chief Executive), the Corporate Directors, including the S151 Officer, the Monitoring Officer (Head of Business Support) and deputy chief officers or those reporting or directly accountable to one or more of the statutory chief officers (Heads of Service), with the exception of some Third Tier Managers.
- 1.3 In accordance with the Act, remuneration includes: The employee's salary;
- Any bonuses payable by the authority to the employee;
 - Any charges, fees or allowances payable by the authority to the employee;
 - Any benefits in kind to which the employee is entitled;
 - Any increase in or enhancement of the employee's pension entitlement where the increase or enhancement is as a result of a resolution of the authority;
 - Any amounts payable by the authority to the employee on the employee ceasing to be employed by the authority, other than any amounts that may be payable by virtue of any enactment – e.g. statutory redundancy.
- 1.4 Under the new arrangements, full Council should be offered the opportunity to vote before large salary packages are offered in respect of any new appointments. The Secretary of State considers that £100,000 is the right level for that threshold to be set and salary packages should include salary, bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.
- 1.5 The Act does not require authorities to use their pay policy statements to publish specific numerical data on pay and reward. Data is currently published on pay and reward in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency in relation to [senior employees](#) defined as above £50,000 and the [Accounts and Audit Regulations 2015, Schedule , Employee and Police Officer Remuneration](#) for posts where the full time equivalent salary is at least £50,000.
- 1.6 In determining the pay and remuneration of all its employees, the council complies with all relevant employment legislation including the National Minimum Wage (Amendment) Regulations 2016, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The council ensures that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

2. Pay Multiple

- 2.1 In June 2010, the Government asked Will Hutton to undertake a review of Fair Pay in the public sector and the final report was published in March 2011. The report highlighted that there is value in ensuring that decisions about senior pay are taken in the context of similar decisions on lower paid staff and that the relationship between those decisions should be considered. The Government welcomed this approach and the Act therefore requires authorities to set their policies on remuneration for their highest paid staff alongside their policies toward their lowest paid employees. The recommended way of illustrating this relationship is via the publication of an organisation's pay multiple – the ratio between the highest paid employee and the mean average or median earnings.
- 2.2 Using information held in the payroll system as at January 2021, a pay multiple of 3.97 (previously 4.05), has been calculated as the mean average using a mean salary of £27,499 and 4.65 (previously 5.07) as the median using a median salary of £23,464.
- 2.3 The relationship between the remuneration of chief officers and other employees is determined by the pay and grading evaluation system and is not based on pay differentials associated with seniority. The pay and grading system determines salary levels based on skills, knowledge, relationships, the work environment and responsibilities, including managerial sphere of responsibility.
- 2.4 Following a series of staffing reviews which has seen significant reductions in cost, the Council's policy going forward will be to ensure that the pay multiple is not significantly changed. The council will monitor its alignment with external pay markets, both within and outside the sector, and use available benchmark information as appropriate.

3. Remuneration

- 3.1 There is no change to the senior management structure implemented with effect from 1 December 2019. The current remuneration package for the Chief Executive is £103,598 to £109,050 (by three incremental progression points) and the three Corporate Directors currently have a remuneration package of £65,457 to £73,980 (by three equal incremental progression points). In determining the grading structure for these posts, which fall outside the nationally agreed arrangements, the Council takes account of the need to ensure value for money balanced against the need to recruit and retain employees who are able to meet the requirements of the role.
- 3.2 Heads of Service are remunerated in accordance with the pay and grading structure agreed by both the Employment and Appeals Committee and the Cabinet at their meeting 8 December 2008. This revised pay and grading structure was implemented as a result of the 1997 Single Status Agreement which required all councils to review their local grading structures and to implement a structure which was fair and non-discriminatory. The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine and the pay and grading structure is published on the council's website.

For the 2021/22 financial year, Heads of Service will be remunerated as follows:

Head of Planning Services – Grade 14

Head of Environmental Health and Community Safety – Grade 14

Head of Built Environment – Grade 14
Head of Contact Centre – Grade 14
Head of Business Support – Grade 14
Head of Governance – Grade 13 (see also 3.3)
Head of Engineering Services – Grade 14
Head of Housing and Community Services – Grade 14
Head of Public Realm and Environmental Sustainability – Grade 14

Section 8 of this report details information on contracted chief officers.

- 3.3 The Head of Business Support receives an annual allowance of £3,239 (in 2020/2021) for undertaking the Monitoring Officer role. This allowance is increased in line with agreed pay awards and the 2021/22 increase will be applied when known. (Note: As part of a contract for services with Lancaster City Council, the Head of Governance currently receives an additional payment linked to progression through to the top of Grade 14.)
- 3.4 At the time of writing this policy, the pay award for 2021/22 has not yet been agreed.
- 3.5 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied where necessary to secure the best candidate. Progression through the incremental scale is subject to satisfactory performance, which is assessed on an annual basis. The level of remuneration is not variable dependent upon the achievement of defined targets.
- 3.6 The council does not award any other elements of senior remuneration such as bonuses, performance related pay or severance payments. Fees for the Returning Officer and other electoral duties are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific election duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.
- 3.7 **Parliamentary Elections** –A Maximum Recoverable Amount (MRA) of funding for conducting these elections is set by the Cabinet Office in advance of holding the election. This MRA details the total amount of funding that is available for administering the elections as well as the fee to be paid to the Returning Officer.

County Council Elections – The council receives notification from Lancashire County Council of a set of fees and charges which details the fee to be paid to the Deputy Returning Officer and also Presiding Officers, Poll Clerks and Polling Station Inspectors. The next County Council elections are due to be held on 6 May 2021, however in view of on-going COVID pandemic this will be subject to review.

Borough and Parish Elections –The fees and disbursements are determined by the Returning Officer under delegated powers. The schedule is reviewed annually and published on the website with the majority of fees being determined by the number of wards or parishes contested and the number of registered postal voters. The next Borough and Parish Council elections will be held on 4 May 2023.

Police and Crime Commissioner Elections –A Maximum Recoverable Amount (MRA) of funding for conducting these elections is set by the Cabinet Office in advance of holding the election. This MRA details the total amount of funding that is available for administering the election as well as the fee to be paid to the Local Returning Officer. The election due to be on 7 May 2020 was delayed owing to the

COVID-19 pandemic. The election is currently due to be held on 6 May 2021 and will be reviewed as with the County Council Elections.

- 3.8 There may be occasions when employees are subject to formal standby arrangements such as Albion and Neptune concerning river and tidal flooding. This is paid at £95.78 (in 2020/21) per week with recall to work being paid for chief officers at plain time or time off in lieu.
- 3.9 Officers who are legally required to be a member of a professional body to enable them to carry out their role for the council are entitled to re-imburement of their professional subscription. This applies to the Section 151 and Deputy Section 151 Officers and the council's legal officers including the Senior Solicitor.

4. Pension Contributions

- 4.1 Since 1 October 2017, the Council has been required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment for all those who do not opt out of the Local Government Pension Scheme (LGPS). The rate of future service contributions is set by the Actuary advising the Pension Fund and is reviewed on a triennial basis in order to ensure that the scheme is appropriately funded. The future service rate, set at 1 April 2020 for a three year period, is 18.3%.
- 4.2 The staging date for Auto-Enrolment of employees who receive payment in respect of the Elections was 1 August 2017 and the council had to automatically enrol all qualifying workers into an approved pension scheme from that date. For this purpose qualifying employees are those aged between 22 years and state pension age who earn at least £10,000 per year from their election duties. Wyre Elections had no automatic enrolment duty from the staging date but the situation is monitored as part of the ongoing assessment process.

5. Redundancy

- 5.1 The LGPS Regulations require the council to formulate and keep under review a policy for [Employer Discretions](#) concerning the exercise of functions in awarding additional pension or service to members and in operating early retirement and flexible retirement provisions.
- 5.2 The policy makes it clear how the council intends exercising its discretionary functions in order to ensure that Members remain in control and that the council tax payers' interests are safeguarded.
- 5.3 Section 2 shows the options available to the council and scheme members to terminate employment including early retirement, redundancy/early retirement in the interests of efficiency of the service, voluntary early retirement and ill health retirement.
- 5.4 Section 3 lists all the discretions that have been considered and how the council wishes to exercise their discretion in each case. There remains only one discretion which allows the granting of additional pension (up to a maximum of £6,755 a year) but the council has determined not to award this.
- 5.5 Whilst the council has a discretionary power to award a one-off lump sum payment of up to two years' pay (104 weeks) inclusive of any redundancy payment it has

decided not to award enhanced payments and will use the statutory formula to calculate redundancy payments giving a maximum of 30 week's pay but has adopted the power to use the actual week's pay (excluding employer's pension contribution) for the calculation of redundancy rather than the statutory limit. Subject to 5.7 below.

- 5.6 In approving early or flexible retirement with employer consent, the council will assess each case on its merits, taking into account the costs, the efficiency savings that will accrue, impact on service, potential for service improvements, etc.
- 5.7 The Restriction of Public Sector Exit Payments Regulations 2020 came into effect on 4 November 2020 and restricts the value of severance packages to £95,000. The calculation of the value of severance pay includes redundancy and pension strain payments. Whilst this has legally come into force, it has been challenged and a Judicial Review is likely to take place in 2021 along with further MHCLG and LGPS reforms.

6. Flexible Retirement

- 6.1 Sometimes it can appear that the public sector is paying an individual twice – through a salary and a pension – for doing the same job. The council can determine whether all or some benefits can be paid if an employee applies for flexible retirement at or after age 55. Employees opting for flexible retirement by reducing hours or moving to a lower grade can draw their pension benefits whilst continuing in employment and building up further benefits in the scheme. The council does not automatically operate this discretion but each case is considered on its merits.

7. Re-employment of Chief Officers

- 7.1 The council does not specifically preclude the employment or contracting of chief officers who were previously employed by the authority and who, on ceasing to be employed, were in receipt of a severance or redundancy payment.
- 7.2 Lancashire County Council, the administering authority for the LGPS, are responsible for determining any policies concerning the abatement of pensions i.e. where pension has been enhanced previously either through the award of added years or ill health retirement.

8. Contracts

- 8.1 Where the council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the council may consider engaging individuals under a 'contract for service'. These will be sourced through the relevant procurement process ensuring that the council can demonstrate value for money. The responsibility for assessing the employment status of the contractor sits with the council along with responsibility for deducting tax and national insurance and paying the correct tax as applicable. However, such persons are not Wyre Council employees and the council is not required to make either pension or national insurance contributions. The council undertook a joint recruitment exercise with Lancaster City Council to appoint a shared Head of ICT. The position is 37 hours per week, Lancaster City Council are the employing authority and as such remuneration falls within Lancaster's pay and grading structure. The post holder works 22.2 hours at Lancaster, Wyre contracts the remaining 14.8 hours per week the cost of this contract, including oncosts is £33,312.

9. Lowest Paid

- 9.1 In accordance with the Localism Act, the council is required to develop its own definition of “lowest paid” and explain why that definition has been chosen.
- 9.2 The lowest paid persons employed by the council are reimbursed in accordance with the established pay and grading structure with the minimum spinal column point (scp) in use. As of 1 April 2020 this will be the new scp 1 namely £17,842 per annum for a full time equivalent (37 hours). This level of payment ensures that all staff are paid above the statutory national living wage regardless of their age. However with the introduction of the Apprenticeship Scheme in April 2017, the national minimum wage for apprentices and those aged 16 to 25 was reintroduced in the pay policy so that we can ensure that we also meet the requirements of that scheme. The table below illustrates the rates of pay from 1 April 2020.

National Living Wage	National Minimum Wage			
25 and over	21 to 24	18 to 20	Under 18	Apprentice
£8.91	£8.36	£6.56	£4.62	£4.30

Apprentices are entitled to the apprentice rate if they're either aged under 19 or aged 19 or over and in the first year of their apprenticeship. The council currently has no apprentices or employees under 25 being paid the national minimum wage.

10. Terms and Conditions

- 10.1 For the purposes of the Pay Policy Statement, the reference to ‘Chief Officers’ includes the Chief Executive, the Corporate Directors and the Heads of Service who have different sets of terms and conditions as indicated below.

- Chief Executive – the Joint Negotiating Committee for Chief Executives;
- Corporate Directors – the Joint Negotiating Committee for Chief Officers; and
- Heads of Service – the National Joint Council for Local Government Services.

- 10.2 All posts carry a casual car user status, which entitles the employee to reimbursement at the rate of 52.2p per mile.

- 10.3 Entitlement to sickness absence for all posts is detailed below.

10.4 During 1 st year of service	One month's full pay and (after four months' service), two months' half pay
During 2 nd year of service	Two months' full pay and two months' half pay
During 3 rd year of service	Four months' full pay and four months' half pay
During 4 th and 5 th years of service	Five months' full pay and five months' half pay
After completing 5 th year of service	Six months' full pay and six months' half pay

- 10.5 Annual leave entitlement for both the Chief Executive and the Corporate Directors is 30 working days and after the completion of five years' service with the organisation 35 working days; recognising that these four post holders are not entitled to accrue flexi-time. Heads of Service being eligible for the following:

Up to the completion of 4 years	23 days
From the 4 th complete year to the 5 th complete year	25 days
After completion of 5 years	28 days

- 10.6 No chief officers or any other employees, excluding legal officers who require a practising certificate to represent the Council in court, receive any reimbursement for professional fees.

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Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	11 March 2021

Refreshed Business Plan 2019-2023 (Update 2021)

1. Purpose of report

1.1 To seek approval of the Council's Business Plan for 2019-2023 (updated for 2021).

2. Outcomes

2.1 To ensure that medium and long term resources and service provision are prioritised and planned in accordance with the Medium Term Financial Plan (MTFP), the aspirations of local residents, local research and data and the national policy framework.

3. Recommendation/s

3.1 To approve the Council's Business Plan for 2019-2023 (update 2021).

4. Background

4.1 Each year, the Council produces a Business Plan. The Business Plan is a key document in the business planning framework and its purpose is to set out the Council's vision and priorities in line with the Medium Term Financial Plan (MTFP). The council has effective performance management arrangements in place which ensures that progress against the Business Plan is reported on a quarterly basis. This includes the involvement and support of Overview and Scrutiny Committee who receive quarterly performance review reports.

4.2 This year the production of the business plan has been a little different due to COVID-19 with a large number of the business plan projects being rolled forward to 2021/22. The business plan has also been amended to ensure that there is a focus on economic recovery from the pandemic. The draft plan was discussed with Management Board and then was

considered by the Overview and Scrutiny Committee at their meeting on 18 January 2021. Following discussion at O&S, some new measures have been added.

5. Key issues and proposals

- 5.1** The Business Plan is attached at Appendix 1 and sets out what the Council is prioritising over the coming years. It provides a guide for Members and officers to ensure that all decisions and activities support the effective achievement of our vision and priorities.
- 5.2** The Business Plan covers a four year period which has been developed to align with the four year election cycle. A new style plan was developed in 2019 and this format has been retained for the 2021 update. The vision remains the same as do the themes but the priorities and projects have been refreshed and updated. The delivery plan continues to be monitored on a quarterly basis and updates will be reported to Management Board and Overview and Scrutiny Committee.
- 5.3** An Equality Impact Assessment (EIA) has been carried out on the Business Plan which is a requirement of Section 149 of the Equality Act 2010 which imposes a legal duty, known as the Public Sector Duty (Equality Duty), on all public bodies, to consider the impact on equalities in all policy and decision making. The EIA concluded that the Business plan will have a positive impact for all of our residents in terms of advancing equality and fostering good relations. The impact of the business plan will be monitored quarterly and any necessary adjustments will be made to the EIA, as appropriate.

Financial and legal implications	
Finance	The Business Plan is closely aligned to the Medium Term Financial Plan (MTFP) to ensure that priorities are effectively resourced.
Legal	There are none.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	✓
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection

List of appendices

Appendix 1 - Business Plan 2019-2023 (update 2021)

dems/cou/21/1103mh1

Business Plan 2019-2023

Updated 2021

Our Vision: Wyre is a healthy and happy place where people want to live, work, invest and visit

People

OUR AMBITION - EMPOWERED COMMUNITIES

We will:

- Collaborate with residents and local stakeholders to support and maximise opportunities for improving health and wellbeing across our communities
- Transform the way customers access our services through making better use of technology
- Explore opportunities for communities and partners to deliver initiatives that build resilience and sustainability
- Work with partners to support and raise the aspirations of young people



Economy

OUR AMBITION - A STRONG LOCAL ECONOMY

We will:

- Work with the Fylde Coast Economic Prosperity Board to support economic growth and attract investment to Wyre
- Collaborate with our partners to facilitate vibrant town centres
- Support businesses to grow, prosper and recover
- Work with our partners to improve the infrastructure and connectivity across the Fylde Coast
- Maximise commercial opportunities and deliver efficiencies

Place

OUR AMBITION - A QUALITY LOCAL ENVIRONMENT FOR ALL TO ENJOY

We will:

- Work with residents, Parish and Town Councils and businesses to plan, protect and enhance the quality of our neighbourhoods
- Utilise Wyre's USP – the Great Outdoors – supporting residents and visitors to maximise the opportunities from coast to countryside
- Collaborate with our partners to respond to a range of climate change issues, including our commitment to carbon footprint reduction and tackling flood risk across Wyre.

Delivering our Vision



Economy

How will we do this?

- Support business growth at the Hillhouse Technology Enterprise Zone
- Collaborate with partners to develop strategic economic plans such as the Greater Lancashire Plan
- Work with our partners to increase access for residents and businesses to high speed internet and wi-fi wherever possible
- Develop the Fleetwood Regeneration Framework and explore external funding opportunities to support the future options to transform Fleetwood over the next 20 years
- Explore investment and development opportunities for our other town centres in Poulton, Garstang and Cleveleys
- Work with partners to explore the feasibility of a Fylde Coast tramway / rail loop
- Explore investment opportunities for our key council assets
- Proactively support business recovery following the pandemic

How will we measure progress?

- Total visits to town centres
- Town centre vacancy rates
- Number of businesses supported
- % of fledgling businesses surviving - 18 months
- Number of Heritage Action Zone grants awarded to private owners
- Out of work benefit claimant count
- Visitor numbers to the borough

Wyre is a healthy and happy place where people want to live, work, invest and visit



People

How will we do this?

- Develop a long term strategy for sustainable leisure and wellbeing provision across Wyre
- Deliver a programme of work to promote healthy choices and healthier lifestyles to keep people well
- Maximise funding opportunities and deliver initiatives to support older people and people with disabilities to maintain independence
- Work with partners to improve the aspirations and resilience of our young people
- Develop a programme of work to improve and support the sustainability and resilience of our communities that builds on the learning from the covid support hubs
- Launch the next phase of the Digital Wyre Strategy ensuring customers have easy access to our services and that we embrace the opportunities new technologies bring

How will we measure progress?

- % of e-contacts as a % of total contacts
- Number of people helped to remain independent at home
- % of physically active adults
- Number of visits to leisure centres
- Net gain / loss of members per leisure centre
- Number of volunteer hours
- % of resident population who consider themselves to be in good health



Place

How will we do this?

- Review and monitor the Wyre Local Plan 2011-2031
- Deliver the Wyre Beach Management Scheme
- Facilitate and support the improvement and use of parks and open spaces
- Deliver our action plan to reduce the effect of climate change on our borough including exploring green energy opportunities
- Promote activity to support our residents to reduce waste, increase reuse and recycling and implement environmental initiatives to help achieve a cleaner, greener Wyre
- Support the Turning Tides Partnership in their ambition to achieve a blue flag coast that is free from plastic pollution

How will we measure progress?

- Number of people attending outdoor activities
- Satisfaction with parks and open spaces
- Satisfaction with keeping public land free from litter
- Reduction in fly tipping reported
- Money raised for good causes by the Wyre Community Lottery
- Reduction in council carbon emissions
- Number of public electric charging points
- Number of trees planted
- % of household waste recycled



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Report of:	Meeting	Date
The Leader of the Council (Councillor Henderson)	Council	11 March 2021

Council Tax 2021/22

1. Purpose of report

1.1 The determination of the Council Tax for the Borough for the 2021/22 financial year.

2. Outcomes

2.1 The total Council Tax for 2021/22 for the District, County, Police and Fire purposes.

3. Recommendations

3.1 That the formal Council Tax resolution as agreed by Cabinet 17 February 2021, as set out in Appendix 1 attached, be agreed.

3.2 That this Council's Band D equivalent Council Tax for the 2021/22 financial year of £209.74 together with parish precepts, as submitted in the report on the Budget, be approved for each of the valuation bands as follows:

Valuation Bands

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Barnacre-with-Bonds	145.44	169.67	193.92	218.15	266.63	315.11	363.59	436.30
Bleasdale	149.90	174.88	199.87	224.85	274.82	324.79	374.75	449.70
Cabus	150.74	175.86	200.99	226.11	276.36	326.61	376.85	452.22
Catterall	200.80	234.27	267.74	301.20	368.13	435.07	502.00	602.40
Cloughton-on-Brock	170.88	199.36	227.84	256.32	313.28	370.24	427.20	512.64
Fleetwood	161.68	188.63	215.58	242.52	296.41	350.31	404.20	485.04
Forton	161.80	188.77	215.74	242.70	296.63	350.57	404.50	485.40
Garstang	173.48	202.38	231.30	260.21	318.04	375.86	433.69	520.42
Great Eccleston	164.98	192.48	219.98	247.47	302.46	357.46	412.45	494.94
Hambleton	165.19	192.72	220.25	247.78	302.84	357.91	412.97	495.56
Inskip-with-Sowerby	157.71	183.99	210.28	236.56	289.13	341.70	394.27	473.12
Kirkland	196.74	229.53	262.32	295.11	360.69	426.27	491.85	590.22
Myerscough and Bilsborrow	162.68	189.78	216.90	244.01	298.24	352.46	406.69	488.02
Nateby	145.14	169.32	193.52	217.70	266.08	314.46	362.84	435.40
Nether Wyresdale	179.48	209.38	239.30	269.21	329.04	388.86	448.69	538.42
Out Rawcliffe	156.36	182.42	208.48	234.54	286.66	338.78	390.90	469.08
Pilling	197.44	230.34	263.25	296.15	361.96	427.77	493.59	592.30
Preesall	174.68	203.79	232.91	262.02	320.25	378.48	436.70	524.04
Stalmine-with-Staynall	174.17	203.19	232.23	261.25	319.31	377.36	435.42	522.50
Upper Rawcliffe-with-Taranacre	155.82	181.78	207.76	233.72	285.66	337.60	389.54	467.44
Winmarleigh	159.29	185.83	212.39	238.93	292.03	345.12	398.22	477.86
All other area of the Borough	139.83	163.13	186.44	209.74	256.35	302.96	349.57	419.48

- 3.3** That it be noted that for the year 2021/22 the major precepting authorities have stated the following amounts in precepts, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings in the Council's area as shown below:-

Valuation Bands

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Lancashire County Council	970.79	1132.59	1294.39	1456.19	1779.79	2103.39	2426.98	2912.38
Police and Crime Commissioner for Lancashire	150.97	176.13	201.29	226.45	276.77	327.09	377.42	452.90
Lancashire Combined Fire Authority	48.18	56.21	64.24	72.27	88.33	104.39	120.45	144.54

- 3.4** That having calculated the aggregate in each case of the amounts at 3.2 and 3.3 above, and in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, the following amounts are set as the Council Tax for the year 2021/22 for each part of its area and for each of the categories of dwellings shown below:-

Valuation Bands

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Barnacre-with-Bonds	1315.38	1534.60	1753.84	1973.06	2411.52	2849.98	3288.44	3946.12
Bleasdale	1319.84	1539.81	1759.79	1979.76	2419.71	2859.66	3299.60	3959.52
Cabus	1320.68	1540.79	1760.91	1981.02	2421.25	2861.48	3301.70	3962.04
Catterall	1370.74	1599.20	1827.66	2056.11	2513.02	2969.94	3426.85	4112.22
Claughton-on-Brock	1340.82	1564.29	1787.76	2011.23	2458.17	2905.11	3352.05	4022.46
Fleetwood	1331.62	1553.56	1775.50	1997.43	2441.30	2885.18	3329.05	3994.86
Forton	1331.74	1553.70	1775.66	1997.61	2441.52	2885.44	3329.35	3995.22
Garstang	1343.42	1567.31	1791.22	2015.12	2462.93	2910.73	3358.54	4030.24
Great Eccleston	1334.92	1557.41	1779.90	2002.38	2447.35	2892.33	3337.30	4004.76
Hambleton	1335.13	1557.65	1780.17	2002.69	2447.73	2892.78	3337.82	4005.38
Inskip-with-Sowerby	1327.65	1548.92	1770.20	1991.47	2434.02	2876.57	3319.12	3982.94
Kirkland	1366.68	1594.46	1822.24	2050.02	2505.58	2961.14	3416.70	4100.04
Myerscough and Bilsborrow	1332.62	1554.71	1776.82	1998.92	2443.13	2887.33	3331.54	3997.84
Nateby	1315.08	1534.25	1753.44	1972.61	2410.97	2849.33	3287.69	3945.22
Nether Wyresdale	1349.42	1574.31	1799.22	2024.12	2473.93	2923.73	3373.54	4048.24
Out Rawcliffe	1326.30	1547.35	1768.40	1989.45	2431.55	2873.65	3315.75	3978.90
Pilling	1367.38	1595.27	1823.17	2051.06	2506.85	2962.64	3418.44	4102.12
Preesall	1344.62	1568.72	1792.83	2016.93	2465.14	2913.35	3361.55	4033.86
Stalmine	1344.11	1568.12	1792.15	2016.16	2464.20	2912.23	3360.27	4032.32
Upper Rawcliffe-with-Tarnacre	1325.76	1546.71	1767.68	1988.63	2430.55	2872.47	3314.39	3977.26
Winmarleigh	1329.23	1550.76	1772.31	1993.84	2436.92	2879.99	3323.07	3987.68
All other areas of the Borough	1309.77	1528.06	1746.36	1964.65	2401.24	2837.83	3274.42	3929.30

4. Background

- 4.1** The Council Tax for Wyre Borough Council for 2021/22 as recommended by the Cabinet at their meeting of the 17 February 2021 is detailed below:-

	£m
Net Expenditure (Before Other Government Grants)	12.358
Less Contribution from NDR Earmarked Reserve	(3.275)
Less New Homes Bonus	(1.073)
Less Baseline Funding	(3.409)
Less Lower Tier Grant	(0.145)
Less NDR Grant (net of contributions to the Lancashire Pool)	(1.909)
Less EZ growth (transferred to a ring-fenced reserve)	(0.081)
	2.466
Add Projected NDR below Baseline Funding (offset above)	0.085
Add Collection Fund – Council Tax and NDR	5.205
	7.756
Amount Required from Council Tax	7.756
Divided by Council Tax Base at Band D equivalent	36,981
Council Tax for 2021/22	£209.74
Council Tax for 2020/21	£204.74
Increase from 2020/21	£5.00

5. Key issues and proposals

5.1 Under the provisions of the Local Government Finance Act 1992 as amended, Wyre Borough Council, as billing authority, is required to determine a Council Tax for the services provided by Lancashire County Council, the Police and Crime Commissioner for Lancashire, the Combined Fire Authority, Wyre Borough Council and where appropriate, Parish Councils. The expenditure levels, government contributions and other adjustments to arrive at the calculation of the full Council Tax are as follows:-

	Total for County	Total for Police	Total for Combined Fire	Total for WBC	Total Band D Excl. Parishes	Av. Band D Parish Precept	Total Band D Incl. Parishes
	£m	£m	£m	£m			
Precept	540,158	100,256	31,996	7.756			
		No. of properties					
Council Tax Base (Band D equivalent)	370,939	442,731	442,731	36,981			
	£	£	£	£	£	£	£
COUNCIL TAX 2021/22	1,456.19	226.45	72.27	209.74	1,964.65	21.20	1,985.85
COUNCIL TAX 2020/21	1,400.32	211.45	70.86	204.74	1,887.37	20.49	1,907.86
Increase/Reduction(-)	55.87	15.00	1.41	5.00	77.28	0.71	77.99
	3.99%	7.09%	1.99%	2.44%	4.09%	3.47%	4.09%
					or £1.49 per week		
2021/22 Council Tax as a proportion of total bill	74.1%	11.5%	3.7%	10.7%	100%		
2021/22 Council Tax as a proportion of total bill	73.3%	11.4%	3.6%	10.6%		1.1%	100%

5.2 The Council Tax for each property band based on the £1,964.65 indicated in the table in paragraph 5.1 (which excludes Parish Precepts) will be:-

	£	% of Band D
BAND A	1,309.77	66.6667
B	1,528.06	77.7778
C	1,746.36	88.8889
D	1,964.65	100
E	2,401.24	122.2222
F	2,837.83	144.4444
G	3,274.42	166.6667
H	3,929.30	200

5.3 The local authority is required each year to estimate whether there will be a surplus or deficit on its Collection Fund. Surpluses or deficits attributable to Council Tax are apportioned between the County, the Police and Crime Commissioner for Lancashire, the Combined Fire Authority and the District. Surpluses or deficits attributable to Non-Domestic Rates are apportioned between Central Government, the County, the Combined Fire Authority and the District. The estimated deficits attributable to Wyre in 2020/21 (the impact is felt in 2021/22) are anticipated to be £21,510 in relation to Council Tax and £5,183,910 in relation to Non-Domestic Rates. The deficit position in relation to Non-Domestic Rates is as a result of reliefs and discounts provided to rate payers during 2020/21, owing to the pandemic. The council received s.31 grants from central government to recompense us for the loss of income; these monies are outside of the Collection Fund. At year-end funds will be set aside in the NDR Equalisation Reserve and will be drawn down during 2021/22 to offset this deficit position. Both of these have been taken into account for the Borough Council's purposes in 2021/22. A collection rate of 97%, a reduction of 1% on that budgeted in 2020/21, has been assumed in the calculation of the Council Tax base. The Collection Fund Statement is shown at Appendix 2(a) for Council Tax and Appendix 2(b) for Non-Domestic Rates with a sample Council Tax Bill at Appendix 3.

Financial and legal implications	
Finance	Considered in detail in the report above.
Legal	In accordance with the Council's Policy Framework, decisions as to the Council's budget and setting the Council Tax are reserved to the Council. The recommendations contained within the report, if agreed, enable the Council to comply with the Policy Framework and also meet its statutory obligations.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Formal Council Tax Resolution agreed at Cabinet 17 February, 2021

Appendix 2(a) – Collection Fund Statement – Council Tax

Appendix 2(b) – Collection Fund Statement – Non-Domestic Rates

Appendix 3 – Example of Council Tax Bill

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Extract from minutes of Cabinet meeting of

CAB.25 Revenue Budget, Council Tax and Capital Programme

The Resources Portfolio Holder and the Corporate Director Resources (S.151 Officer) submitted a report asking Cabinet to confirm the Revenue Budget, Council Tax, Revised Capital Budget 2020/21 and Capital Programme 2021/22 onwards.

The Resources Portfolio Holder expressed his thanks to Clare James, all of her staff and all the staff of Wyre Council for helping keep businesses afloat during the COVID 19 pandemic and said that Wyre Council and Lancashire County Council had both been brilliant during the pandemic. He added that preparing a Medium Term Financial Plan had been difficult under the circumstances as the Government had set only a one-year deal and that it was difficult to predict the impact of the pandemic. Wyre's track record indicated that the council would continue to deal with whatever was to come.

The Leader also expressed his thanks to Clare James and her team and said that he was proud of all the staff of Wyre Council. He had observed that Wyre had been one of the first places to begin the roll out of vaccinations and had watched how the vaccinations were progressing.

Decisions

Cabinet agreed

1. That the following be approved and recommended to Council for their approval:-
 - a. The Revised Revenue Budget for the year 2020/21 and the Revenue Budget for 2021/22.
 - b. For the purpose of proposing an indicative Council Tax for 2022/23, 2023/24, 2024/25 and 2025/26, taking into account the Medium Term Financial Plan at Appendix 2 of the report, which reflects an increase of £5 each year, any increase will remain within the principles determined by the Government as part of the legislation relating to Local Referendums allowing the veto of excessive Council Tax increases.
 - c. Members' continuing commitment to the approach being taken regarding the efficiency savings, detailed within the council's 'Annual Efficiency Statement' at Appendix 1 of the report.
 - d. Any increases in the base level of expenditure and further additional expenditure arising during 2021/22 should be financed from existing budgets or specified compensatory savings, in accordance with the Financial Regulations and Financial Procedure Rules.

- e. The use of all other Reserves and Balances as indicated in Appendices 4 and 5 of the report.
 - f. The manpower estimates for 2021/22 in Appendix 4 of the report.
 - g. In accordance with the requirements of the Prudential Code for Capital Finance, those indicators included at Appendix 7 of the report.
 - h. The Revised Capital Budget for 2020/21 and the Capital Programme for 2021/22 onwards in Appendix 8 of the report.
2. That it be noted that, in accordance with the Council's Scheme of Delegation, as agreed by Council at their meeting on 24 February 2005:
- a. The amount of 36,980.66 has been calculated as the 2021/22 Council Tax Base for the whole area [(Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act"))]; and
 - b. A Council Tax Base, for dwellings in those parts of its area to which a Parish precept relates, has been calculated as indicated below.

Barnacre-with-Bonds	1,005.41
Bleasdale	59.55
Cabus	610.82
Catterall	896.61
Cloughton-on-Brock	386.46
Fleetwood	6,320.95
Forton	606.80
Garstang	1,797.87
Great Eccleston	689.05
Hambleton	1,051.51
Inskip-with-Sowerby	410.19
Kirkland	134.70
Myerscough and Bilsborrow	452.31
Nateby	212.24
Nether Wyresdale	323.30
Out Rawcliffe	262.10
Pilling	844.85
Preesall	1,892.07
Stalmine-with-Staynall	635.64
Upper Rawcliffe-with-Tarnacre	291.88
Winmarleigh	123.85

3. The Council Tax requirement for the council's own purposes for 2021/22(excluding Parish precepts) is £7,756,324.
4. That the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Act:-

a.	£69,791,020	Being the aggregate of the amounts which the council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
	£61,250,72	Being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3) of the Act.
	£8,540,295	Being the amount by which the aggregate at 3.4(a) above exceeds the aggregate at 3.4(b) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
	£230.94	Being the amount at 3.4(c) above (Item R) all divided by Item T (3.2(a) above), calculated by the council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
	£783,971	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act and as detailed in Appendix 6.
	£209.74	Being the amount at 3.4(d) above less the result given by dividing the amount at 3.4(e) above by Item T (3.2(a) above), calculated by the council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

5. That the council's basic amount of Council Tax for 2020/21 is not considered excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

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Collection Fund Statement - Council Tax**Appendix 2(a)**

2019/20 Actual £		2020/21 Original £	2020/21 Revised £	2021/22 Original £
	Income			
68,935,047	Council Tax - Income from Taxpayers	71,163,982	71,162,280	73,438,025
2,429	Transitional Reliefs & s13A 1(c) discounts	0	1,043,738	0
<u>68,937,476</u>		<u>71,163,982</u>	<u>72,206,018</u>	<u>73,438,025</u>
	Contribution re Collection Fund previous year balance			
0	Lancashire County Council	0	0	133,721
0	Police and Crime Commissioner for Lancashire	0	0	20,192
0	Lancashire Combined Fire Authority	0	0	6,767
0	Wyre B.C.	0	0	21,508
<u>68,937,476</u>		<u>71,163,982</u>	<u>72,206,018</u>	<u>73,620,213</u>
	Expenditure			
	Precepts			
49,632,251	Lancashire County Council	52,232,580	52,232,580	53,850,867
7,424,990	Police and Crime Commissioner for Lancashire	7,887,182	7,887,182	8,374,270
2,560,876	Lancashire Combined Fire Authority	2,643,111	2,643,111	2,672,593
8,057,509	Wyre B.C.	8,401,109	8,401,109	8,540,295
<u>67,675,626</u>		<u>71,163,982</u>	<u>71,163,982</u>	<u>73,438,025</u>
	Distribution of Collection Fund previous year balance:-			
900,638	Lancashire County Council	270,861	270,861	0
123,419	Police and Crime Commissioner for Lancashire	40,515	40,515	0
46,920	Lancashire Combined Fire Authority	13,960	13,960	0
147,410	Wyre B.C.	43,986	43,986	0
	Bad and Doubtful Debts			
265,670	Write Ons(-)/Offs	0	0	0
337,721	Provisions	0	1,000,000	0
<u>69,497,404</u>		<u>71,533,304</u>	<u>72,533,304</u>	<u>73,438,025</u>
<u>-559,928</u>	Surplus/Deficit (-) for year	<u>-369,322</u>	<u>-327,286</u>	<u>182,188</u>
<u>68,937,476</u>		<u>71,163,982</u>	<u>72,206,018</u>	<u>73,620,213</u>
705,026	Surplus/Deficit (-) Balance at 1 April	369,322	145,098	-182,188
<u>-559,928</u>	Surplus/Deficit (-) for year	<u>-369,322</u>	<u>-327,286</u>	<u>182,188</u>
<u>145,098</u>	Balance at 31 March	<u>0</u>	<u>-182,188</u>	<u>0</u>

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Collection Fund Statement - Non-Domestic Rates

Appendix 2(b)

2019/20 Actual £		2020/21 Original £	2020/21 Revised £	2021/22 Original £
	Income			
26,643,452	NDR Collected from Ratepayers	27,506,549	13,532,871	27,970,282
-962,690	NDR Transitional Protection due (to)/from Central Govt.	-874,699	-819,701	-802,596
	Distribution of Collection Fund previous year balance:-			
	Non-Domestic Rates			
522,312	Central Government	77,066	77,066	6,358,866
94,016	Lancashire County Council	52,230	52,230	1,179,556
10,446	Lancashire Combined Fire Authority	4,492	4,492	129,867
417,850	Wyre B.C.	167,875	167,875	5,183,907
<u>26,725,386</u>		<u>26,933,513</u>	<u>13,014,833</u>	<u>40,019,882</u>
	Expenditure			
	<u>Non-Domestic Rate Contributions</u>			
6,196,421	Central Government	12,456,705	12,456,705	12,702,236
4,337,494	Lancashire County Council	2,242,207	2,242,207	2,286,403
371,785	Lancashire Combined Fire Authority	249,134	249,134	254,045
13,879,981	Wyre B.C.	9,965,364	9,965,364	10,161,789
<u>24,785,681</u>		<u>24,913,410</u>	<u>24,913,410</u>	<u>25,404,473</u>
149,787	Cost of NNDR Collection - Wyre B.C.	147,810	147,810	147,818
	Distribution of Collection Fund previous year balance:-			
	Non-Domestic Rates			
0	Central Government	0	0	0
0	Lancashire County Council	0	0	0
0	Lancashire Combined Fire Authority	0	0	0
0	Wyre B.C.	0	0	0
0	Interest on refunds	0	0	0
	Disregarded Amounts			
0	Enterprise Zone Growth	46,989	0	80,792
	Bad and Doubtful Debts			
165,361	Write Ons(-)/Offs	220,000	125,010	220,000
1,143,919	Provisions for Bad Debts and Appeals	1,303,641	110,210	1,314,603
<u>26,244,748</u>		<u>26,631,850</u>	<u>25,296,440</u>	<u>27,167,686</u>
480,638	Surplus/Deficit (-) for year	301,663	-12,281,607	12,852,196
<u>26,725,386</u>		<u>26,933,513</u>	<u>13,014,833</u>	<u>40,019,882</u>
-1,051,227	Surplus/Deficit (-) Balance at 1 April	-301,663	-570,589	-12,852,196
480,638	Surplus/Deficit (-) for year	301,663	-12,281,607	12,852,196
<u>-570,589</u>	Balance at 31 March	<u>0</u>	<u>-12,852,196</u>	<u>0</u>

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Appendix 3



Local Taxation Section
Civic Centre
Breck Road
Poulton le Fylde
Lancs FY6 7PU

www.wyre.gov.uk

☎ (01253) 891000
email revenues@wyre.gov.uk

Issued on 16-MAR-2021

Mr J Average
21 Acacia Avenue
Wyretown
Lancs

Account Reference
7267616
**Please quote with payments and
in all correspondence**

COUNCIL TAX BILL

Reason for bill: Annual Bill

Property to which the bill refers		HOW THE TAX IS ARRIVED AT FOR BAND D		%
21 Acacia Avenue		Lancs County Council	1305.55	2.0
Wyretown		Wyre Borough Council	209.74	2.5
Lancs		PCC for Lancashire	226.45	7.0
		Your Parish Council	32.78	3.0
		LCC Adult Social Care*	150.64	2.0
		Combined Fire Authority	72.27	2.0
Parish	012			
Valuation Band	D			
Disabled Band	C			
Property Reference	001201230021001			
		Total for band	1997.43	4.0%
Charge for period	Band D	01 APR 2020 to 31 MAR 2021		1997.43
Less Disabled Persons Reduction		01 APR 2020 to 31 MAR 2021		-221.94
Less 25% Reduction for single occupancy		01 APR 2020 to 31 MAR 2021		-443.87

Percentage change from last year is shown.
See enclosed leaflet for more information



* The council tax attributable to Lancs County Council includes a precept to fund adult social care, go to wyre.gov.uk/counciltax for further details.

Total amount due - to be paid as detailed below

1331.62

FIRST INSTALMENT DUE ON 21-APR-2021 1 x 134.62
9 OTHER INSTALMENTS DUE ON 21-MAY-2021 TO 21-JAN-2022 9 x 133.00
INSTALMENTS TO BE PAID BY: DIRECT DEBIT

CHANGES IN CIRCUMSTANCES/PAYMENTS RECEIVED AFTER 2nd MARCH ARE NOT SHOWN ON THIS BILL. YOU WILL RECEIVE A REVISED BILL TO REFLECT ANY CHANGES AFTER THAT DATE IF NECESSARY

NOTES ON THE EXAMPLE COUNCIL TAX BILL

The example bill illustrates an annual bill which would be served on a taxpayer who is the only occupier of a band D dwelling and has elected to pay his bill by Direct Debit over ten months. He is permanently disabled.

1. As a result of having qualifying features in his home to meet the needs of his disability the bill is charged on band C rather than band D. Therefore an allowance to reflect the difference in charge between the two bands is shown on the bill.
2. A discount of 25% (of the band C tax) is allowed because of single occupation of the dwelling.
3. Council Tax regulations require the Council to show the percentage change from year to year for each of the precepts that make up the bill; Lancashire County Council (including the Adult Social Care Precept), Wyre Borough Council, the Police and Crime Commissioner for Lancashire and the Lancashire Combined Fire Authority. In addition there may be changes in the parish amount, some which may show a large percentage change but which are for only small sums of money.



Report of:	Meeting	Date
Clare James, Corporate Director Resources (Section 151 Officer)	Council	11 March 2021

Members' Allowances Scheme

1. Purpose of report

- 1.1 To inform Council of the outcome of an interim review of the Members' Allowances Scheme undertaken by the Independent Remuneration Panel.

2. Outcomes

- 2.1 A Scheme of Members' Allowances which appropriately reflects members' current roles, duties, responsibilities and commitments.

3. Recommendations

- 3.1 That, in line with the formula applied since 2012 and endorsed last year, the Basic Allowance paid to each Councillor be increased by 2.75%, from £4,347 per annum, to £4,467 with effect from 2 May 2021.
- 3.2 That no other changes be made to the Scheme for 2021/22.

4. Background

- 4.1 The Council is required to appoint an Independent Remuneration Panel (IRP) to review periodically its scheme of allowances to councillors. Until the meeting held on 28 January 2021 the Panel comprised Ron Matthews (Chairman), Michael Collins, Ryan Hyde and Rev John Squires.
- 4.2 Ron Matthews, who has been a member of the Panel for over twelve years, tendered his resignation at the meeting held on 28 January 2021. Michael Collins, who has been a member of the Panel for eight years, has indicated that he intends to resign, which will take effect after the next meeting. A recruitment exercise will need to be undertaken to ensure that the Panel consists of at least three members.

- 4.3** A 'lighter touch' interim review was carried out this year, during which the Panel met once. At that meeting the Panel considered comparative information about Members' Allowance Schemes, with the most recently available allowance levels at other councils in Lancashire and a group of similar councils in other parts of the country being presented. A full review of the Allowances Scheme will be carried out by the end of 2021/22.
- 4.4** All Wyre Councillors were invited to email any questions, comments or issues for consideration to the Panel. Two responses were received which were taken into account in the Panel's deliberations.

5. Key issues and proposals

Uplift of the Basic Allowance

- 5.1** Since 2012, the Basic Allowance paid to each Councillor at Wyre has been linked to the percentage increase in staff pay in the preceding year. In line with that formula, the Basic Allowance for 2020/21 was increased by 2% from the previous year to £4,347.
- 5.2** The current approach of linking councillors' allowances to staff increases is still considered by the Panel to be a fair methodology to use. It is therefore recommending that the Basic Allowance for each Councillor for 2021/22 be increased by 2.75% (£120) to £4,467.

Special Responsibility Allowances

- 5.3** The Panel was informed that there had been no significant changes since its last review to the roles for which Special Responsibility Allowances (SRAs) are paid or to the number of councillors receiving them. The Panel therefore decided not to recommend any changes to the way in which Special Responsibilities Allowances are calculated at this stage and to consider all such payments during its next review.
- 5.4** The Panel agreed that they would like to consider in greater detail the possibility of limiting councillors to receiving a maximum of two allowances (the Basic Allowance plus one other). This was a matter that would be considered during a full review of the scheme later in the year.

Levels of Allowances for 2021/22

- 5.5** The full list of Allowances for 2021/22, including the increases recommended above, is set out in Appendix A.

Arrangements for a full review in 2021/22

5.6 The Panel has given some initial consideration to the full review to be carried out in the coming year, ideally following the recruitment of additional panel members. It is intended that the officers will undertake a benchmarking exercise of the members' allowances paid at all Lancashire Authorities and Wyre's 'family group' of similar councils during August 2021. The Panel will consider comparative information to be submitted to them at an initial meeting, expected to be in September, when the scope of the review will be agreed. As in previous such reviews, in addition to looking at the Basic Allowance paid to all councillors, the Panel will review the formulas used for Special Responsibility Allowances. The Panel will invite all councillors to raise any issues or submit comments and may also invite the Party Group Leaders and some recipients of Special Responsibility Allowances to attend a meeting of the Panel to clarify their responsibilities to explain how they undertake their respective roles.

Financial and legal implications	
Finance	The cost of the proposed 2.75% increase in allowances for 2021/22 will be reflected in the draft revenue estimates, to be considered by the Cabinet at its meeting on 17 February. The cost of the change of Basic Allowances is expected to be £6,000 and the consequent increase in the cost of Special Responsibility Allowances (which are based on multiples of the Basic Allowance) is expected to be £2,448, (an overall increase of £8,448 in total).
Legal	The Council has a duty under Regulation 19 the Local Authorities (Members' Allowances) (England) Regulations 2003 to have regard to the recommendations of the Panel when considering any changes to the Scheme. The Council is also required, (under Regulation 22) to publicise receipt of the report and the main features of the Panel's recommendations.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	X
equality and diversity	X
sustainability	X
health and safety	X

risks/implications	✓ / x
asset management	X
climate change	X
ICT	X
data protection	X

Processing Personal Data

If the decision(s) recommended in this report will result in personal data being processed, a privacy impact assessment (PIA) will have been completed and signed off by the council's Data Protection Officer before the decision is taken (as required by the General Data Protection Regulations 2018).

report author	telephone no.	email	date
Peter Foulsham	01253 887606	peter.foulsham@wyre.gov.uk	10/02/2021

List of background papers:		
name of document	date	where available for inspection
None	-	-

List of appendices

Appendix A: Levels of Allowances 2021/22

dems/cou/21/1103pf2

Proposed Levels of Allowances 2021/22

The following allowances apply to the Wyre Borough Council Members' Allowances Scheme set out in Part 6.01 of the Constitution as adopted by the Council on 22 January 2015 for Wyre Borough Council. The payments set out below assume that the IRP's recommendations to the Council meeting on **11 March 2021** are approved. The allowances paid to the Group Leaders reflect the current political balance of the Council updated from 2 February 2021 (Conservative 37, Labour 8, Wyre Alliance 3 and Wyre Residents 2).

Basic Allowance (All Members will receive the Basic Allowance.)

Annual amount per Member (as at 2 May 2021) £4,467

Special Responsibility Allowance

Responsibility	Method of calculation	Annual Amount
Leader	4 x Basic Allowance	£17,868
Deputy Leader	0.5 x Basic Allowance	£2,233.50
Cabinet Members (excluding the Leader)	2 x Basic Allowance	£8,934
Group Leaders *	(n/50) x Basic Allowance, where n = no. of Members in Group	£3,305.58 (Con) £714.72 (Lab) £268.02 (Wyre Alliance) £178.68 (Wyre Residents)
Chairman of Overview and Scrutiny Committee	1.5 x Basic Allowance	£6,700.50
Chairman of Audit Committee	0.8 x Basic Allowance	£3,573.60
Chairman of Planning Committee	1.5 x Basic Allowance	£6,700.50
Chairman of Licensing Committee	1 x Basic Allowance	£4,467
Chairman of Standards Committee	0.1 x Basic Allowance	£446.70
Lead Members (2)	Fixed Sum	£250
Mayor	Annual Sum**	£9,423
Deputy Mayor	Annual Sum**	£1,848

Note: * Payable in respect of a group of two or more Members

** An annual allowance which reflects the Mayors/Deputy Mayors Civic duties

To illustrate: the total amounts payable to recipients of Special Responsibilities in 2021/22 are expected to be as follows (provided no changes to political balance or responsibilities occur):

Leader of the Council	(£4,467 + £17,868 + £3,305.58)	= £25,640.58
Deputy Leader	(£4,467 + £8,934 + £2,233.50)	= £15,634.50
Cabinet Members	(£4,467 + £8,934)	= £13,401
Labour Group Leader	(£4,467 + £714.72)	= £5,181.72
Wyre Alliance Group Leader	(£4,467 + £268.02)	= £4,735.02

Wyre Residents Group Leader	(£4,467 + £178.68)	= £4,645.68
Chairman of Overview and Scrutiny Committee	(£4,467 + £6,700.50)	= £11,167.50
Chairman of Audit Committee	(£4,467 + £3,573.60)	= £8,040.60
Chairman of Planning Committee	(£4,467 + £6,700.50)	= £11,167.50
Chairman of Licensing Committee	(£4,467 + £4,467)	= £8,934
Chairman of Standards Committee	(£4,467 + £446.70)	= £4,913.70
Mayor	(£4,467 + £9,423)	= £13,890
Deputy Mayor	(£4,467 + £1,848)	= £6,315

Travel Allowances

- a. For travel by rail, the option that offers best value for the council will be selected. Rail Travel Warrants should be used whenever possible, their value to be deducted from any amounts claimed.
- b. Member's or Co-optee's own motor cycle usage will be linked to the HMRC rate for tax allowances (currently 24p per mile).
- c. Member's or Co-optee's own private motor vehicle, or one belonging to a member of her/his family or otherwise provided for her/his use will be paid at a flat rate per mile (currently 52.2p). The allowance will be linked to the NJC car mileage rates paid to officers and reflect the mid-point of the casual user rate.
- d. Increase for each passenger to whom travelling expenses would otherwise be payable up to a maximum of four is paid at the HMRC rate for tax allowances (currently 5p per mile).

Subsistence Allowances

1. Day Subsistence

This is not normally paid as attendance at conferences and seminars will include the provision of refreshments/lunch.

2. Overnight Subsistence

The Overnight allowance to cover hotel bills including breakfast is normally arranged via the Financial Services team and paid directly by the Council. An evening meal allowance of £15 is payable on the production of valid receipts.

Dependants' Carers' Allowance

Amount per hour, calculated from time leaving home to time returning home, paid in accordance with the national minimum wage.

National Insurance Contributions (with effect from 06/04/20)

Earnings allowable before deductions made

£6,240 per annum*
(£520 per month)*



Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	11 March 2021

Membership of Committees

1. Purpose of report

1.1 To enable changes to be made to the membership of committees for the remainder of the 2020/21 Municipal Year.

2. Outcomes

2.1 Effective arrangements to carry out the Council's non-executive decision making and advisory functions.

3. Recommendations

3.1 That the revised allocation of seats on committees, with an allocation of 59 seats to the Conservative Group, 13 seats to the Labour Group, 5 seats to the Wyre Alliance Group and 3 seats to the Wyre Residents Group, be noted.

3.2 That Councillor O'Neill be appointed to the Planning Committee in place of Councillor George.

3.3 That Councillor George be appointed to the Audit Committee in place of Councillor O'Neill.

4. Background

4.1 On 2 February 2021 Councillors George and Gerrard informed the Chief Executive that they had resigned from the Wyre Alliance Group and had formed the Wyre Residents Group. They have confirmed that the Leader of the Wyre Residents Group will be Councillor George.

4.2 As a consequence, changes need to be made to the membership of committees in order to comply with the political balance rules.

5. Key issues and proposals

- 5.1** The number of members of the Conservative and Labour Groups remains unchanged, as does their allocation of seats on committees, which is Conservative 59 and Labour 13.
- 5.2** Of the remaining 8 seats, 5 are allocated to the Wyre Alliance Group and 3 to the Wyre Residents Group, based on the formula applied (there being 3 members of the Wyre Alliance Group and 2 members of the Wyre Residents Group).
- 5.3** The Wyre Alliance Group will be allocated one seat on each of the following committees: Planning, Licensing, Overview and Scrutiny, Audit and Employment & Appeals.
- 5.4** The Wyre Residents Group will be allocated one seat on each of the following committees: Licensing, Audit and Standards.

Financial and legal implications	
Finance	There are no overall financial implications arising from the changes.
Legal	No additional legal implications to note.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed

and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Peter Foulsham	01253 887606	Peter.foulsham@wyre.gov.uk	10/02/2021

List of background papers:		
name of document	date	where available for inspection
none		

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Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	11 March 2021

Appointment to Lancashire Enterprise Partnership Scrutiny Committee

1. Purpose of report

1.1 To report the appointment of a councillor as the council's representative on the Lancashire Enterprise Partnership Scrutiny Committee for the period until the next elections in May 2023.

2. Outcomes

2.1 Effective scrutiny of the Lancashire Enterprise Partnership.

3. Recommendation

3.1 That Councillor Matthew Vincent be appointed as the council's representative on the Lancashire Enterprise Partnership Scrutiny Committee until the next elections in May 2023.

4. Background

4.1 The Lancashire Enterprise Partnership (LEP) is a business-led public-private partnership set up to drive economic growth across Lancashire. It has since its inception in 2011, set out an economic strategy for Lancashire, most recently expressed in its Strategic Economic Plan. It collaborates with public and private sector partners, having successfully secured major strategic programmes and funding based on Growth Deal, City Deal, Growing Places, European funds and three local Enterprise Zones. More recently, it has supported the Transforming Cities and Housing Infrastructure Bids.

4.2 In November, 2017 the Government published the Industrial Strategy White Paper that set out a new direction for Britain. In light of this new direction and the Strengthening LEPs White Paper, the LEP is now seeking to reinvent itself to ensure it is fit for this new purpose, including continuing to align itself with key public and private sector partners.

4.3 Until now, the County Council's Scrutiny Committee has received annual reports on the work of the LEP and has been given the opportunity to scrutinise the Assurance Framework. The new Scrutiny Committee involving all fifteen local authorities will widen involvement and engagement and will perform the scrutiny function as and when the Assurance Framework is amended in the future.

5. Key issues and proposals

5.1 The Joint Scrutiny Committee, which will meet for the first time on 24 March 2021, comprises one elected representative from each of the 15 councils in Lancashire plus an Independent Private Sector Representative who acts as Chairman. There are no requirements for the committee to adhere to political balance rules.

5.2 In addition to the 15 Lancashire Council Members there will, in accordance with Government guidance for LEPs, be one representative from the business sector who cannot be an existing LEP Director or Committee Member.

5.3 The Joint Scrutiny Committee will meet at least twice a year and in accordance with business needs, as and when required.

5.4 The remit of the committee includes:

- To make positive recommendations for how future decisions of the LEP can be effectively implemented;
- To increase the transparency of the decisions made by the LEP;
- To make reports or recommendations to the LEP Board, and its Committees;
- To hold general strategy and policy reviews and to assist in the development of future strategies and policies of the LEP and to make recommendations to the LEP Board as appropriate;

5.5 Meetings of the Joint Scrutiny Committee will be webcast.

Financial and legal implications	
Finance	There are no direct financial implications associated with this report.
Legal	There are no additional legal implications associated with this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Peter Foulsham	01253 887606	peter.foulsham@wyre.gov.uk	11/02/2021

List of background papers:		
name of document	date	where available for inspection
None		

Appendices

None

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Report of:	Meeting	Date
Councillor Lesley McKay (Chairman) and Clare James, Corporate Director Resources (Section 151 Officer)	Council	11 March 2021

Audit Committee: Periodic Report

1. Purpose of report

- 1.1 The periodic consideration of the current position on issues being dealt with by the Audit Committee.

2. Audit Committee meetings

- 2.1 Since the last periodic report, which was discussed at the Council meeting on the 14 November 2019, the Audit Committee has met a further five times. Two of these meetings (16 June and 4 August 2020) were held under emergency powers following the decision by the Chief Executive to declare a major incident in Wyre in April 2020.

A link to the website for further details on the reports and minutes is included here: <https://wyre.moderngov.co.uk/ieListMeetings.aspx?Committeeld=149>

- 2.2 In summary, the following issues and reports have been considered by the Committee;

At the 19 November 2019 meeting:

- Compliance with the Regulation of Investigatory Powers Act 2000 (RIPA)
- Internal Audit and Risk Management - Progress Report
- Annual Review of Financial Regulations and Financial Procedure Rules
- Annual Review of Council's Counter Fraud Policies
- Approval of the Council's Data Protection Policy and Procedures
- Annual Audit Letter 2018/19
- Role of the External Auditor

At the 10 March 2020 meeting:

- Review of Audit Committee's Terms of Reference
- Internal Audit Strategy and Audit Plan 2020/21
- Internal Audit Charter
- Letter from the Public Sector Audit Appointments Limited (PSAA)

- External Audit Plan 2019/20
- Periodic private discussion with the Chief Internal Auditor

At the 16 June 2020 meeting (emergency powers):

- Review of Effectiveness of Internal Audit
- Internal Audit Annual Report 2019/20
- Annual Governance Statement 2019/20
- Risk Management Policy: Annual Review

At the 4 August 2020 meeting (emergency powers):

- Statement of Accounts Training 2019/20
- Statement of Accounts (Pre-Audit) 2019/20

At the 26 November 2020 meeting:

- Compliance with the Regulation of Investigatory Powers Act 2000 (RIPA)
- Internal Audit and Risk Management- Progress Report
- Annual Review of Financial Regulations and Financial Procedure Rules
- Annual Review of the Council's Counter Fraud Policies
- Approval of the Council's Data Protection Policy and Procedures
- Annual Review of the Audit Committee's Performance

2.3 A provisional meeting has been arranged for the 16 February 2021, when the Committee will be considering:

- Statement of Accounts 2019/20 (Post Audit)
- Management Representation Letter 2019/20
- Report to those charged with Governance (ISA 260) 2019/20

3. Key activities

3.1 The three main documents considered by the Audit Committee annually are the Annual Governance Statement (AGS), the Statement of Accounts (SOA) and the Report to those charged with Governance (ISA 260). With the exception of the AGS which was considered and agreed in line with statutory deadlines, at the time of writing this report, the Committee have yet to consider in detail the SOA and ISA 260 owing to delays caused by the pandemic.

3.2 In line with legislation, a notice has been published on the council's website to the effect that: "Owing to the coronavirus pandemic, financial reporting deadlines for the 2019/20 accounts have been extended, with the deadline for publication of a draft set of accounts moving from 31 May to 31 August and the deadline for audited accounts moving from 31 July to 30 November. The council has produced its draft set of accounts and provided these to the External auditors in July, prior to the deadline at the end of August. The draft set of accounts was approved by Audit Committee under emergency powers at their meeting on 4 August 2020.

3.3 At the council's Audit Committee, held on 26 November 2020, the external auditors informed the committee that the audit of the 2019/20 Statement of Accounts had overrun and that they would not be in a position to provide an opinion on the accounts by this deadline. Whilst every effort had been made by the external auditors to complete their audit by 30 November, owing to the impact of the coronavirus pandemic, resourcing pressures and auditor delays, work will continue. It is the expectation that the outstanding work will be completed in February.

3.4 With regards to the AGS, there were no significant governance issues which needed to be identified in the SOA for 2019/20. Whilst it was reported at the November 2019 meeting that steady progress was being made in relation to addressing a number of minor AGS issues identified whilst, owing to the on-going pandemic, progress has stalled. It is hoped that once normal business activities resume, the issues identified can be addressed or they will be picked up as part of the AGS minor issues action plan for 2020/21.

4. Comments and questions

4.1 In accordance with Procedure Rule 13.4, any Member of Council will be able to ask a question or make a comment on the contents of this report or any issue, which falls within the Audit Committee's area of responsibility. In accordance with Procedure Rule 13.6 any such comments or questions will be answered accordingly.

Financial and legal implications	
Finance	None arising directly from the report.
Legal	None arising directly from the report.

Other risks / implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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