



**Wyre Borough Council**  
**Date of Publication: 2 March 2022**  
**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 to be held at the Civic Centre, Breck Road, Poulton-le-Fylde on **Thursday, 10 March 2022** commencing at 7.00 pm.

Yours sincerely,

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

**Garry Payne**  
**Chief Executive**

The Mayor will invite the Mayor's Chaplin, Reverend Stephen Dunn, to say prayers.

### **COUNCIL AGENDA**

1. **Apologies for absence**
2. **Confirmation of minutes** (Pages 3 - 8)  
  
To approve as a correct record the Minutes of the meeting of the Council held on 27 January 2022.
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**

To receive any questions or statements from members of the public under Procedure Rule 9.1.

**6. Questions "On Notice" from councillors**

To receive any questions from Members of the Council to the Mayor, a member of the Cabinet or the Chairman of a Committee under Council Procedure Rule 12.1.

**7. Amendment to Localised Council Tax Support Scheme 2022/23 - Energy Bill Rebate** (Pages 9 - 12)

Report of Councillor Michael Vincent, Resources Portfolio Holder and Clare James, Corporate Director Resources.

**8. Pay Policy Statement 2022/23** (Pages 13 - 24)

Report of Councillor David Henderson, Leader of the Council and Clare James, Corporate Director Resources.

**9. Business Plan 2019 - 2023 (updated January 2022)** (Pages 25 - 30)

Report of Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive.

**10. Council Tax 2022/23 - Revenue Budget and Capital Programme** (Pages 31 - 46)

Report of Councillor David Henderson, Leader of the Council.

**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 16 February 2022, 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/ieListDocuments.aspx?CId=136&MId=1391&Ver=4>

**11. 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](mailto:peter.foulsham@wyre.gov.uk)

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## Council Minutes

The minutes of the Council meeting of Wyre Borough Council held on Thursday, 27 January 2022 in the Council Chamber, Civic Centre, Poulton-le-Fylde.

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### **Council members present:**

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

### **Apologies for absence:**

Councillor(s) R Amos, Cropper, Raynor, Stirzaker and Williams

### **Other councillors present:**

None

### **Officers present:**

Garry Payne, Chief Executive  
Mark Billington, Corporate Director Environment  
Clare James, Corporate Director Resources and Section 151 Officer  
Mary Grimshaw, Legal Services Manager and Monitoring Officer  
Jane Collier, Human Resources Manager and Deputy Monitoring Officer  
Duncan Jowitt, Democratic Services Officer  
Emily Wareing, Engagement and Communications Officer  
Debra Thornton, Web / Digital Officer

Two members of the public or press attended the meeting.

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## **51 Confirmation of minutes**

The Deputy Leader of the Council, Councillor Michael Vincent, proposed and the Leisure, Health and Community Engagement Portfolio Holder, Councillor Bowen, seconded that the minutes of the meeting of the full Council held on 2 December 2021 be confirmed as a correct record.

It was agreed (by 37 votes to 5) that the minutes of the full Council meeting held on 2 December 2021 be confirmed as a correct record.

**52        Declarations of Interest**

None.

**53        Announcements**

Councillor Bridge presented the Mayor with an award that the council and Danfo had won at the British Toilet Association Awards.

The Mayor announced that £250 had been raised by Fleetwood Town Flyers Walking Football Club and Cllr Ian Amos' team and that a number of events would be held before the end of the mayoral year

**54        Public questions or statements**

None received.

**55        Questions "On Notice" from councillors**

None received.

**56        Executive reports**

(a)     Leader of the Council (Councillor Henderson)

The Leader of the Council submitted a report.

Cllr Henderson noted a general point made by Cllr Fail asking that all Members should be given a response to any questions asked at Council.

The report was noted.

(b)     Resources Portfolio Holder (Councillor Michael Vincent)

The Resources Portfolio Holder submitted a report.

Cllr Vincent congratulated Marianne Unwin on her ADSO Rookie of the Year award as did Cllr Fail who also praised Peter Foulsham and Duncan Jowitt whose mentoring had contributed to her award.

Cllr Sir R Atkins asked about the progress of the Bourne Hill site development. Cllr Vincent said that specific details were commercially sensitive but it was progressing nicely and new building regulations from 1 June 2021 would make it much harder for developers to build anything other than carbon neutral properties.

Cllr Vincent said he would provide a written response to a question from Cllr Longton about the high volume of change of circumstances notifications in respect of Universal Credit and the introduction of a system of tolerances.

The report was noted.

- (c) Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Bridge)

The Street Scene, Parks and Open Spaces Portfolio Holder submitted a report.

Cllr Fail said that Wyre Labour Group had set up an operation to report dog fouling incidents to council. Cllr Bridge appreciated this being reported and said he believed enforcement was going well and that dog fouling issues were due to the actions of the irresponsible few.

The report was noted.

- (d) Planning Policy and Economic Development Portfolio Holder (Councillor Collinson)

The Planning Policy and Economic Development Portfolio Holder submitted a report.

The report was noted.

- (e) Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry)

The Neighbourhood Services and Community Safety Portfolio Holder submitted a report.

Cllr Berry announced that

- bathing water quality at Fleetwood and Cleveleys beaches had retained “good” status
- a presentation by the Rural Crime Task Force was to be made on Friday 11 February at Lancaster House and Members should contact him if they would like to attend.

Cllr Smith put a question to Cllr Berry about Wyre’s rough sleepers. Cllr Berry said the Housing Team had helped 28 rough sleepers into permanent accommodation and had saved about 450 people from being homeless. Cllr Fairbanks praised the council’s Housing Team who, she said were second to none and the Mayor congratulated the Housing Team on their work over the Christmas period and the Baines Trust for supporting them.

Cllr D Atkins asked about a closure of Garstang’s High Street car park that had taken place and a protocol to inform councillors in the event of closure. Cllr Berry confirmed that there was such a protocol but Keyworker Homes had not followed it. They had been advised to do so in future.

The report was noted.

- (f) Leisure, Health and Community Engagement Portfolio Holder  
(Councillor Bowen)

The Leisure, Health and Community Engagement Portfolio Holder submitted a report.

Cllr Gerrard asked what was planned for the borough in respect of the Queen's Platinum Jubilee.

Cllr Bowen said that Chris Wyatt and the new Communications Team were working on events throughout the borough and two children's events themed around the "Frozen" film had just been announced for Poulton and Garstang

The report was noted.

## **58 Our New Deal for a Greater Lancashire**

The Leader of the Council, Cllr David Henderson and the Chief Executive, Garry Payne, submitted a report to provide Full Council with an update on work undertaken towards development of strengthened joint working, a long term strategic plan and a County Deal for the Lancashire area and seek agreement to progress this work.

Cllr Henderson obtained the permission of the Mayor to allow Cllr Michael Vincent to answer any questions that were in relation to relevant meetings that he had attended.

Cllr Ibison commented that the principles were sound and it was good for Lancashire and for Wyre. Cllr Beavers and Cllr Fail thanked Cllr Henderson and those who had contributed to the report whilst expressing concerns about the lack of detail included in the report as did Cllr O'Neill. Cllr Alan Vincent thanked all district leaders for helping put together the package, which was, he said, the first step on the journey.

Cllrs Henderson and Michael Vincent responded to the points made.

The recommendations were approved unanimously.

## **59 Local Government Association (LGA) Model Code of Conduct for Members**

The Leader of the Council, Cllr David Henderson and the Chief Executive, Garry Payne, submitted a report asking Council to consider the recommendation of the Standards Committee to adopt the LGA Model Code of Conduct ("the model code") as amended.

The recommendations were approved unanimously.



The Mayor advised that all councillors were expected to attend the Code of Conduct training event on Thursday 3 February.

**60 Appointments to committees**

The Leader of the Council, Cllr David Henderson and the Chief Executive, Garry Payne, submitted a report to enable changes to be made to the membership of committees for the remainder of the 2021/22 Municipal Year.

The recommendation was approved unanimously.

**61 Periodic report - Children and Young People's Champion**

Cllr Kay submitted a report to update the Council on some of the activities she had been involved in over the last year as Lead Member for Children and Young People.

Cllr Ballard informed the council about Mood Tracker, a tool that could be offered to schools that would help young people by tracking their anxiety levels, etc. and could be demonstrated to councillors at a future pre-Council session (subsequently arranged for 6pm on 20 April 2022).

Cllr George added that her Support Teenage Parents group was well underway.

The report was noted.

**62 Notices of Motion**

None received.

The meeting started at 7.00 pm and finished at 7.54 pm.

**Date of Publication:** 1 February 2022

**Options considered but rejected**

Any alternative options that were considered but rejected, in addition to the reasons for the recommendations that were made, are included in the full reports.

**When will these decisions be implemented?**

All decisions will be put into effect five working days from the date of publication, unless a decision is "called-in" by any three members of the council within that period.

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Report of:	Meeting	Date
Councillor Michael Vincent, Resources Portfolio Holder and Clare James, Corporate Director Resources	Council	10 March 2022

<b>Amendment to Localised Council Tax Support Scheme 2022/23 – Energy Bill Rebate</b>
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**1. Purpose of report**

1.1 To agree the amendment of the Localised Council Tax Support (LCTS) Scheme for the 2022/23 financial year in order to incorporate provision for the disregard of £150 Energy Bill Rebate payments when calculating entitlement to council tax support.

**2. Outcomes**

2.1 Compliance with amendments to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

**3. Recommendation**

3.1 That the LCTS Scheme for the 2022/23 financial year agreed at the Full Council meeting on 28 October 2021, be amended to reflect the requirement to disregard the £150 Energy Bill Rebate when calculating entitlement to LCTS. This is in accordance with amendments to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

**4. Background**

4.1 In accordance with the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, the council is required to agree it's LCTS scheme on a yearly basis, with the scheme for the new financial year being agreed by no later than 11 March in the current financial year.

4.2 Wyre's LCTS scheme for the 2022/23 financial year was agreed at the Full Council meeting on 28 October 2021.

- 4.3** On 3 February 2022, the Department issued a Council Tax Information Letter (CTIL) summarising the Government’s announcement that an Energy Bill Rebate will be provided to households in England in April 2022 to help protect them from rising energy costs. This includes a £150 rebate for most households in council tax bands A-D. In addition to this payment, discretionary funding will be provided to local authorities to support people on low incomes that do not pay council tax, or who pay council tax for properties in bands E-H.
- 4.4** At the time of writing this report, the guidance has not yet been published. However, we understand that the £150 Energy Rebate Bill payments are not to be paid via a credit to council tax accounts. Instead, they are to be paid directly into eligible council tax payers Bank accounts.

**5. Key issues and proposals**

- 5.1** As at 11 February 2022 there are 44,657 council tax payers living in homes in Wyre in council tax bands A to D. Of these, 8,904 are currently claiming LCTS.
- 5.2** The LCTS scheme agreed for 2022/23 requires claimant income from one-off payments to be taken into account and included as income when calculating entitlement to LCTS. This would have meant that the income of the 8,904 households currently receiving LCTS and entitled to receive the £150 Energy Rebate Bill payment, would have had to be reconsidered for LCTS purposes.
- 5.3** However, changes to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 to require that from 1 April 2022 all LCTS schemes (including those for persons of working age as well as those of pension age) must disregard Energy Bill Rebate payments in determining a person’s eligibility for a council tax reduction and the amount of any such reduction. Where a local authority has already determined its local council tax support scheme for 2022/23, it will need to revise it by the statutory deadline of 11 March 2022.
- 5.4** It is therefore proposed that the LCTS scheme for 2022/23 is amended to reflect the change identified in 5.3.

<b>Financial and legal implications</b>	
Finance	The financial implications of the LCTS scheme are covered in the report to Full Council on 28 October 2021. It is anticipated that central government will provide funding in full for the £150 Energy bill rebate payments and that any new burdens on local government will be funded by additional grant.
Legal	The legal requirements are set out in the body of 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	✓
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 Mason	887530	<a href="mailto:peter.mason@wyre.gov.uk">peter.mason@wyre.gov.uk</a>	21/02/2022

List of background papers:		
name of document	date	where available for inspection
Localised Council Tax Support Scheme 2022/23 report to Full Council	28.10.2021	<a href="http://www.wyre.gov.uk">www.wyre.gov.uk</a>

### List of appendices

None

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Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Clare James, Corporate Director Resources	Council	10 March 2022

<b>Pay Policy Statement 2022/23</b>
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**1. Purpose of report**

1.1 To consider the Council's Pay Policy Statement for the 2022/23 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 2022/23 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 2022/23 – financial year is attached at Appendix A.

<b>Financial and legal implications</b>	
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
Jane Collier	01253 887506	jane.collier@wyre.gov.uk	10/02/2022

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

### List of appendices

Appendix A – Pay Policy Statement 2022/23



# Pay Policy Statement 2022/23

Wyre Council  
Civic Centre  
Breck Road  
Poulton-le-Fylde

March 2022

# 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 2022/23 financial year, and must be prepared and approved before the end of March 2022. 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 (Legal Services Manager) 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 2022, a pay multiple of 3.99 (previously 3.97), has been calculated as the mean average using a mean salary of £27,750.84 and 4.73 (previously 4.65) as the median using a median salary of £23,386.81.
- 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 £105,151.66 to £110,685.34 (by three incremental progression points) and the three Corporate Directors currently have a remuneration package of £64,660.58 to £75,089.70 (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.
- 3.3 For the 2022/23 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 \* (see 3.4 also)  
Head of Governance and Business Support – Grade 14  
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.

- 3.4 The Legal Services Manager (Grade 13) receives an annual allowance of £3,000 (in 2021/2022) for undertaking the Monitoring Officer role. This allowance is increased in line with agreed pay awards and the 2022/2023 increase will be applied when known. The Head of Contact Centre is currently acting as the interim Head of ICT on a temporary basis and they receive an honorarium of £5,096 per annum (pro-rata).
- 3.5 At the time of writing this policy neither the pay award for 2021/22 nor 2022/23 has been agreed with the exception of the 2021/2022 pay award for Chief Executives and Chief Officers which is 1.5%.
- 3.6 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.
- 3.7 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.
- 3.8 **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.
- 3.9 The next Parliamentary election in the United Kingdom is formally set for Thursday, 2 May 2024. Under the Fixed Term Parliament Act of 2011, General Elections are scheduled for the first Thursday of May, in the fifth year after the previous election.
- 3.10 However, in December 2020, the government published a draft bill to repeal the Fixed Term Parliaments Act. These plans were formalised in the May 2021 Queen's Speech with proposals for the Dissolution and Calling of Parliament Bill. Under these plans, the power to call early elections will return to the Prime Minister. With the imminent repeal of the Fixed Term Parliament Act, the Prime Minister will soon have the power to call a General Election prior to May 2024 should they wish to do so.
- 3.11 **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 in May 2025, however in view of on-going COVID pandemic this will be subject to review.

- 3.12 **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.
- 3.13 **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 last election was held on 6 May 2021. It is yet to be confirmed whether the next election will be May 2024 or May 2025
- 3.14 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. This will be increased in line with the pay awards once agreed.
- 3.15 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 £6,822 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.
- 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.

## **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.

## 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 2022 this will be the new scp 1 namely £17,842 per annum (pay awards pending) 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 (see 9.3 below). 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
£9.50	£9.18	£6.83	£4.81	£4.81	

9.3 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.

9.4 In the event that the pay award is not agreed before 1 April 2022 an interim uplift in salaries for those on scp 1 and 2 to £9.50 per hour will be required to bring them up to the National Living 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.

During 1 <sup>st</sup> year of service	One month’s full pay and (after four months’ service), two months’ half pay
During 2 <sup>nd</sup> year of service	Two months’ full pay and two months’ half pay
During 3 <sup>rd</sup> year of service	Four months’ full pay and four months’ half pay



During 4 <sup>th</sup> and 5 <sup>th</sup> years of service	Five months' full pay and five months' half pay
After completing 5 <sup>th</sup> 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 <sup>th</sup> complete year to the 5 <sup>th</sup> 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 and the S.151 officer and their deputy, 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	10 March 2022

<b>Refreshed Business Plan 2019-2023 (Update 2022)</b>
--

**1. Purpose of report**

1.1 To seek approval of the Council's Business Plan for 2019-2023 (updated for 2022).

**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**

3.1 To approve the Council's Business Plan for 2019-2023 (update 2022).

**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 Corporate Management Team and Heads of Service held a session in early November 2021 to review the business plan. This time the focus of the business plan refresh has been on ensuring that the priorities and projects help to address the climate change emergency. The plan has

been discussed with Management Board and was considered by the Overview and Scrutiny Committee on 17 January 2022 where no changes were recommended.

## 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 2022 update. The vision has changed to incorporate an emphasis on making Wyre a 'greener place' and the themes remain the same but this time the priorities and projects have been refreshed with a greater focus on climate change and ensuring that the council is taking positive action to address the climate emergency. 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.

<b>Financial and legal implications</b>	
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	✓
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
Marianne Hesketh	01253 887350	<a href="mailto:Marianne.hesketh@wyre.gov.uk">Marianne.hesketh@wyre.gov.uk</a>	11/02/2022

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

### List of appendices

Appendix 1 - Business Plan 2019-2023 (update 2022)

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# Business Plan 2019-2023

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

## People

**OUR AMBITION - EMPOWERED HEALTHIER 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
- Collaborate with residents and local stakeholders to influence and encourage a low carbon culture through behaviour change



## Economy

**OUR AMBITION - A STRONG LOCAL ECONOMY**

**We will:**

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

## Place

**OUR AMBITION - A CLEANER, GREENER AND MORE SUSTAINABLE ENVIRONMENT**

**We will:**

- Work towards reducing the council's and wider borough's emissions by at least 78% by 2035
- 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
- Work with residents, Parish and Town Councils and businesses to plan, protect and enhance the quality of our neighbourhoods and environment
- Utilise Wyre's USP – the Great Outdoors – supporting residents and visitors to maximise the opportunities from coast to countryside whilst protecting, preserving and enhancing our environment for current and future generations

# Delivering our Vision



## People

### How will we do this?

- Agree and deliver a new 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
- Work with partners to deliver the holiday activity programme for our young people
- Relaunch our Digital Wyre Strategy ensuring customers have easy access to our services and that we embrace the opportunities new technologies bring

Collaborate with partners to improve community energy consumption through retrofitting houses and supporting district heating projects

Develop a campaign to raise awareness and encourage behavioural change amongst residents to support climate change projects/initiatives

### How will we measure progress?

- % of resident population who consider themselves to be in good health
- Number of annual visits to our leisure centres
- Number of memberships at our leisure centres
- Number of volunteer hours
- Number of children engaged with holiday activities
- Number of residents registered for My Wyre account
- Number of domestic energy measures installed under Cosy Homes in Lancashire, via Green Homes Grants and other Government Schemes
- Number of residents engaged with behaviour change campaigns using digital and non-digital channels



## Economy

### How will we do this?

- Support business growth and job creation at the Hillhouse Technology Enterprise Zone
- Collaborate with our Lancashire partners to develop joint working arrangements with a focus on economic growth, skills and tackling climate change
- Continue to support town centre recovery through the town centre strategy fund and explore investment and sustainable development opportunities for our key town centres
- Explore investment opportunities for our key council assets
- Relaunch our Wyred Up network to proactively support sustainable business recovery following the pandemic and to encourage and support businesses to reduce their carbon footprint

### How will we measure progress?

- Number of jobs created within the Enterprise Zone
- £m investments to Wyre from County Deal
- Increase footfall to town centres
- Reduce town centre vacancy rates
- % of fledgling businesses surviving – 18 months
- Number of visitors to the borough each year
- Business rate collection target 97%
- Council tax collection target 97%



## Place

### How will we do this?

- Work with others to deliver our action plan to reduce the effect of climate change on our borough including the carbon footprint of all council activities and assets
- Promote activity to support our residents to reduce waste, increase reuse and recycling, and implement environmental initiatives to help achieve a sustainable environment
- Complete the partial review of the Wyre Local Plan 2011-2031 and commence a full review for submission in 2021
- Deliver the Wyre Beach Management Scheme to protect homes from coastal flooding
- Facilitate and support the improvement, biodiversity, accessibility and use of our parks and open spaces
- Support the Turning Tides Partnership in the ambition to achieve a blue flag coast that is free from plastic pollution
- Lead on and support natural flood management projects

### How will we measure progress?

- Reduction in council and borough carbon emissions
- Number of public electric charging points made available
- Number of trees planted
- % of household waste recycled
- Number of properties protected from coastal flooding
- Satisfaction with our parks and open spaces
- Satisfaction with keeping public land free from litter
- Reduction in fly-tipping reported

TOGETHER  
we make a  
difference





Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council	Council	10 March 2022

<b>Council Tax 2022/23 - Revenue Budget and Capital Programme</b>
---

## 1. Purpose of report

1.1 The determination of the Council Tax for the Borough for the 2022/23 financial year.

## 2. Outcomes

2.1 The total Council Tax for 2022/23 for the District, County, Police and Fire purposes.

## 3. Recommendations

3.1 That the formal Council Tax resolution as agreed by Cabinet 16 February 2022, as set out in Appendix 1 attached, be agreed.

3.2 That this Council's Band D equivalent Council Tax for the 2022/23 financial year of £214.74 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	147.73	172.35	196.97	221.59	270.83	320.07	369.32	443.18
Bleasdale	153.42	178.99	204.56	230.13	281.27	332.41	383.55	460.26
Cabus	152.81	178.27	203.74	229.21	280.15	331.08	382.02	458.42
Catterall	205.14	239.33	273.52	307.71	376.09	444.47	512.85	615.42
Cloughton-on-Brock	175.88	205.19	234.51	263.82	322.45	381.07	439.70	527.64
Fleetwood	168.97	197.14	225.30	253.46	309.78	366.11	422.43	506.92
Forton	163.30	190.52	217.73	244.95	299.38	353.82	408.25	489.90
Garstang	178.35	208.08	237.80	267.53	326.98	386.43	445.88	535.06
Great Eccleston	173.66	202.60	231.55	260.49	318.38	376.26	434.15	520.98
Hambleton	168.14	196.16	224.19	252.21	308.26	364.30	420.35	504.42
Inskip-with-Sowerby	161.08	187.93	214.77	241.62	295.31	349.01	402.70	483.24
Kirkland	202.09	235.78	269.46	303.14	370.50	437.87	505.23	606.28
Myerscough and Bilsborrow	166.43	194.16	221.90	249.64	305.12	360.59	416.07	499.28
Nateby	156.34	182.40	208.45	234.51	286.62	338.74	390.85	469.02
Nether Wyresdale	184.43	215.17	245.91	276.65	338.13	399.61	461.08	553.30
Out Rawcliffe	160.75	187.55	214.34	241.13	294.71	348.30	401.88	482.26
Pilling	202.37	236.10	269.83	303.56	371.02	438.48	505.93	607.12
Preesall	178.03	207.70	237.37	267.04	326.38	385.72	445.07	534.08
Stalmine-with-Staynall	182.07	212.41	242.76	273.10	333.79	394.48	455.17	546.20
Upper Rawcliffe-with-Taranacre	160.12	186.81	213.49	240.18	293.55	346.93	400.30	480.36
Winmarleigh	163.56	190.82	218.08	245.34	299.86	354.38	408.90	490.68
All other area of the Borough	143.16	167.02	190.88	214.74	262.46	310.18	357.90	429.48

- 3.3** That it be noted that for the year 2022/23 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 (LCC)	1009.53	1177.78	1346.04	1514.29	1850.80	2187.31	2523.82	3028.58
Police and Crime Commissioner for Lancashire	157.63	183.91	210.18	236.45	288.99	341.54	394.08	472.90
Lancashire Combined Fire Authority	51.51	60.10	68.68	77.27	94.44	111.61	128.78	154.54

- 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 2022/23 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	1366.40	1594.14	1821.87	2049.60	2505.06	2960.53	3416.00	4099.20
Bleasdale	1372.09	1600.78	1829.46	2058.14	2515.50	2972.87	3430.23	4116.28
Cabus	1371.48	1600.06	1828.64	2057.22	2514.38	2971.54	3428.70	4114.44
Catterall	1423.81	1661.12	1898.42	2135.72	2610.32	3084.93	3559.53	4271.44
Cloughton-on-Brock	1394.55	1626.98	1859.41	2091.83	2556.68	3021.53	3486.38	4183.66
Fleetwood	1387.64	1618.93	1850.20	2081.47	2544.01	3006.57	3469.11	4162.94
Forton	1381.97	1612.31	1842.63	2072.96	2533.61	2994.28	3454.93	4145.92
Garstang	1397.02	1629.87	1862.70	2095.54	2561.21	3026.89	3492.56	4191.08
Great Eccleston	1392.33	1624.39	1856.45	2088.50	2552.61	3016.72	3480.83	4177.00
Hambleton	1386.81	1617.95	1849.09	2080.22	2542.49	3004.76	3467.03	4160.44
Inskip-with-Sowerby	1379.75	1609.72	1839.67	2069.63	2529.54	2989.47	3449.38	4139.26
Kirkland	1420.76	1657.57	1894.36	2131.15	2604.73	3078.33	3551.91	4262.30
Myerscough and Bilsborrow	1385.10	1615.95	1846.80	2077.65	2539.35	3001.05	3462.75	4155.30
Nateby	1375.01	1604.19	1833.35	2062.52	2520.85	2979.20	3437.53	4125.04
Nether Wyresdale	1403.10	1636.96	1870.81	2104.66	2572.36	3040.07	3507.76	4209.32
Out Rawcliffe	1379.42	1609.34	1839.24	2069.14	2528.94	2988.76	3448.56	4138.28
Pilling	1421.04	1657.89	1894.73	2131.57	2605.25	3078.94	3552.61	4263.14
Preesall	1396.70	1629.49	1862.27	2095.05	2560.61	3026.18	3491.75	4190.10
Stalmine	1400.74	1634.20	1867.66	2101.11	2568.02	3034.94	3501.85	4202.22
Upper Rawcliffe-with-Tarnacre	1378.79	1608.60	1838.39	2068.19	2527.78	2987.39	3446.98	4136.38
Winmarleigh	1382.23	1612.61	1842.98	2073.35	2534.09	2994.84	3455.58	4146.70
All other areas of the Borough	1361.83	1588.81	1815.78	2042.75	2496.69	2950.64	3437.58	4085.50

## 4. Background

- 4.1** The Council Tax for Wyre Borough Council for 2022/23 as recommended by the Cabinet at their meeting of the 16 February 2022 is detailed below:-

	£
Net Expenditure (Before Other Government Grants)	14.449
Less Contribution from NDR Earmarked Reserve	(0.389)
	14.060
Less New Homes Bonus	(1.257)
Less Baseline Funding	(3.409)
Less Revenue Support Grant	(0.001)
Less Lower Tier Grant	(0.153)
Less 2022/23 Services Grant	(0.235)
Less NDR Grant (net of contributions to the Lancashire Pool)	(4.506)
Less EZ growth (transferred to a ring-fenced reserve)	(0.016)
	4.483
Add Projected NDR below Baseline Funding (offset above)	1.583
Add Collection Fund – Council Tax and NDR	2.095
	8.161
Amount Required from Council Tax	8.161
Divided by Council Tax Base at Band D equivalent	38,004
<b>Council Tax for 2022/23</b>	<b>£214.74</b>
Council Tax for 2021/22	£209.74
<b>Increase from 2021/22</b>	<b>£5.00</b>

## 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 LCC, 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 £m	Total for Police £m	Total for Combined Fire £m	Total for WBC £m	Total Band D Excl. Parishes	Av. Band D Parish Precept	Total Band D Incl. Parishes
Precept	571,188	106,350	34,754	8.161			
	<b>No. of properties</b>						
Council Tax Base (Band D equivalent)	377,199	449,778	449,778	38,004			
	£	£	£	£	£	£	£
<b>COUNCIL TAX 2022/23</b>	<b>1,514.29</b>	<b>236.45</b>	<b>77.27</b>	<b>214.74</b>	<b>2,042.75</b>	<b>22.74</b>	<b>2,065.49</b>
COUNCIL TAX 2021/22	1,456.19	226.45	72.27	209.74	1,964.65	21.20	1,985.85
<b>Increase/Reduction(-)</b>	<b>58.10</b> <b>3.99%</b>	<b>10.00</b> <b>4.42%</b>	<b>5.00</b> <b>6.92%</b>	<b>5.00</b> <b>2.38%</b>	<b>78.10</b> <b>3.98%</b> <b>or £1.50 per week</b>	1.54 7.26%	79.64 4.01%
<b>2022/23 Council Tax as a proportion of total bill</b>	<b>74.1%</b>	<b>11.6%</b>	<b>3.8%</b>	<b>10.5%</b>	<b>100%</b>		
2022/23 Council Tax as a proportion of total bill	73.3%	11.5%	3.7%	10.4%		1.1%	100%

**5.2** The Council Tax for each property band based on the £2,042.75 indicated in the table in paragraph 5.1 (which excludes Parish Precepts) will be:-

	£	% of Band D
BAND A	1,361.83	66.6667
B	1,588.81	77.7778
C	1,815.78	88.8889
<b>D</b>	<b>2,042.75</b>	<b>100</b>
E	2,496.69	122.2222
F	2,950.64	144.4444
G	3,404.58	166.6667
H	4,085.50	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 surplus attributable to Wyre in 2021/22 (the impact is felt in 2022/23) is anticipated to be £216,715 in relation to Council Tax and a deficit of £2,311,660 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 2021/22, 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 2022/23 to offset this deficit position. Both of these have been taken into account for the Borough Council's purposes in 2022/23. A collection rate of 97%, 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.

<b>Financial and legal implications</b>	
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
Clare James	01253 887308	Clare.James@wyre.gov.uk	28.02.22

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 16 February, 2022

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 the minutes of the Cabinet meeting on 16 February 2022.****CAB.32 Revenue Budget, Council Tax and Capital Estimates (annual report)**

The Resources Portfolio Holder and Corporate Director Resources (S.151 Officer) submitted a report asking Cabinet for confirmation of the Revenue Budget, Council Tax, Revised Capital Budget 2021/22 and Capital Programme 2022/23 onwards. Councillor Michael Vincent expressed his thanks to Clare James, Veronica Wilson and her team who, he said, had been as thorough as ever.

**Decisions**

Cabinet agreed

1. That the following be approved and recommended to Council for their approval:-
  - a. The Revised Revenue Budget for the year 2021/22 and the Revenue Budget for 2022/23.
  - b. For the purpose of proposing an indicative Council Tax for 2023/24, 2024/25, 2025/26 and 2026/27 taking into account the Medium Term Financial Plan at Appendix 2 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 2022/23 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 2022/23 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 2021/22 and the Capital Programme for 2022/23 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 38,004.46 had been calculated as the 2022/23 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, had been calculated as indicated below:

Barnacre-with-Bonds	1,094.95
Bleasdale	58.48
Cabus	621.79
Catterall	978.85
Claughton-on-Brock	407.50
Fleetwood	6,404.59
Forton	695.07
Garstang	1,838.05
Great Eccleston	743.21
Hambleton	1,067.66
Inskip-with-Sowerby	402.45
Kirkland	130.09
Myerscough and Bilsborrow	501.47
Nateby	209.65
Nether Wyresdale	329.09
Out Rawcliffe	265.30
Pilling	855.66
Preesall	1,900.70
Stalmine-with-Staynall	647.14
Upper Rawcliffe-with-Tarnacre	294.77
Winmarleigh	120.93

3. That the Council Tax requirement for the council's own purposes for 2022/23 (excluding Parish precepts) be £8,161,078.
4. That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:-
- a. **£71,386,560** 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.
<b>b.</b>	<b>£62,361,311</b>	Being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3) of the Act.
<b>c.</b>	<b>£9,025,249</b>	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).
<b>d.</b>	<b>£237.48</b>	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).
<b>e.</b>	<b>£864,171</b>	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.
<b>f.</b>	<b>£214.74</b>	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 2022/23 was 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)**

2020/21 Actual £		2021/22 Original £	2021/22 Revised £	2022/23 Original £
	Income			
71,184,782	Council Tax - Income from Taxpayers	73,438,025	76,627,434	78,497,783
841,356	Transitional Reliefs & s13A 1(c) discounts	0	195,959	0
<u>72,026,138</u>		<u>73,438,025</u>	<u>76,823,393</u>	<u>78,497,783</u>
	Contribution re Collection Fund previous year balance			
0	Lancashire County Council	133,721	133,721	0
0	Police and Crime Commissioner for Lancashire	20,192	20,192	0
0	Lancashire Combined Fire Authority	6,767	6,767	0
0	Wyre B.C.	21,508	21,508	0
<u>72,026,138</u>		<u>73,620,213</u>	<u>77,005,581</u>	<u>78,497,783</u>
	Expenditure			
	Precepts			
52,232,580	Lancashire County Council	53,850,867	53,850,867	57,549,774
7,887,182	Police and Crime Commissioner for Lancashire	8,374,270	8,374,270	8,986,155
2,643,111	Lancashire Combined Fire Authority	2,672,593	2,672,593	2,936,605
8,401,109	Wyre B.C.	8,540,295	8,540,295	9,025,249
<u>71,163,982</u>		<u>73,438,025</u>	<u>73,438,025</u>	<u>78,497,783</u>
	Distribution of Collection Fund previous year balance:-			
270,861	Lancashire County Council	0	0	1,366,493
40,515	Police and Crime Commissioner for Lancashire	0	0	212,501
13,960	Lancashire Combined Fire Authority	0	0	67,818
43,986	Wyre B.C.	0	0	216,715
	Bad and Doubtful Debts			
200,059	Write Ons(-)/Offs	0	250,000	0
891,902	Provisions	0	1,000,000	0
<u>72,625,265</u>		<u>73,438,025</u>	<u>74,688,025</u>	<u>80,361,310</u>
<u>-599,127</u>	Surplus/Deficit (-) for year	<u>182,188</u>	<u>2,317,556</u>	<u>-1,863,527</u>
<u>72,026,138</u>		<u>73,620,213</u>	<u>77,005,581</u>	<u>78,497,783</u>
145,098	Surplus/Deficit (-) Balance at 1 April	-182,188	-454,029	1,863,527
<u>-599,127</u>	Surplus/Deficit (-) for year	<u>182,188</u>	<u>2,317,556</u>	<u>-1,863,527</u>
<u><u>-454,029</u></u>	Balance at 31 March	<u><u>0</u></u>	<u><u>1,863,527</u></u>	<u><u>0</u></u>

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**Collection Fund Statement - Non-Domestic Rates**

**Appendix 2(b)**

<b>2020/21</b>		<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Actual</b>		<b>Original</b>	<b>Revised</b>	<b>Original</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
	Income			
11,275,299	NDR Collected from Ratepayers	27,970,282	21,106,957	23,108,035
-774,722	NDR Transitional Protection due (to)/from Central Govt.	-802,596	-924,852	0
	Distribution of Collection Fund previous year balance:-			
	Non-Domestic Rates			
77,066	Central Government	6,358,866	6,358,867	2,889,578
52,230	Lancashire County Council	1,179,556	1,179,556	520,124
4,492	Lancashire Combined Fire Authority	129,867	129,867	57,792
167,875	Wyre B.C.	5,183,907	5,183,906	2,311,661
10,802,240		40,019,882	33,034,301	28,887,190
	Expenditure			
	<u>Non-Domestic Rate Contributions</u>			
12,456,705	Central Government	12,702,236	12,702,236	10,830,103
2,242,207	Lancashire County Council	2,286,403	2,286,403	1,949,419
249,134	Lancashire Combined Fire Authority	254,045	254,045	216,602
9,965,364	Wyre B.C.	10,161,789	10,161,789	8,664,082
24,913,410		25,404,473	25,404,473	21,660,206
147,810	Cost of NNDR Collection - Wyre B.C.	147,818	147,818	145,632
	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			
39,005	Enterprise Zone Growth	80,792	0	16,120
	Bad and Doubtful Debts			
39,278	Write Ons(-)/Offs	220,000	218,801	200,000
-360,950	Provisions for Bad Debts and Appeals	1,314,603	-1,504,538	1,086,077
24,778,553		27,167,686	24,266,554	23,108,035
-13,976,313	Surplus/Deficit (-) for year	12,852,196	8,767,747	5,779,155
10,802,240		40,019,882	33,034,301	28,887,190
-570,589	Surplus/Deficit (-) Balance at 1 April	-12,852,196	-14,546,902	-5,779,155
-13,976,313	Surplus/Deficit (-) for year	12,852,196	8,767,747	5,779,155
-14,546,902	Balance at 31 March	0	-5,779,155	0

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### Appendix 3



Civic Centre  
Breck Road  
Poulton-le-Fylde  
Lancs FY6 7PU

Web wyre.gov.uk  
Email revenues@wyre.gov.uk  
Telephone: 01253 891000

Issued on 16-MAR-2022

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	1334.53	2.0
Wyretown	Wyre Borough Council	214.74	2.4
Lancs	PCC for Lancashire	236.45	4.4
	Your Parish Council	88.82	2.8
	LCC Adult Social Care*	179.76	2.0
	Combined Fire Authority	77.27	6.9
<b>Parish</b> 012			
<b>Valuation Band</b> D			
<b>Disabled Band</b> C			
<b>Property Reference</b> 001201230021001			
<b>Online Reference</b> J6RBTHFY4H			
	<b>Total for band</b>	2137.57	3.9%

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



Charge for period	Band D	01 APR 2022 to 31 MAR 2023	2137.57
Less Disabled Persons Reduction		01 APR 2022 to 31 MAR 2023	-236.84
Less 25% Reduction for single occupancy		01 APR 2022 to 31 MAR 2023	-475.18
<p>The Government is providing a £150 one-off Energy Bills Rebate for most households in council tax bands A-D. If you pay by Direct Debit this payment will automatically be made to you, if you do not please go to <a href="http://www.wyre.gov.uk/energyrebate">www.wyre.gov.uk/energyrebate</a> for further information.</p>			
<b>Total amount due - to be paid as detailed below</b>			<b>1425.55</b>

FIRST INSTALMENT DUE ON 21-APR-2022	1 x	147.55
9 OTHER INSTALMENTS DUE ON 21-MAY-2022 TO 21-JAN-2023	9 x	142.00
INSTALMENTS TO BE PAID BY: DIRECT DEBIT		
CHANGES IN CIRCUMSTANCES/PAYMENTS RECEIVED AFTER 2 <sup>nd</sup> MARCH ARE NOT SHOWN ON THIS BILL. YOU WILL RECEIVE A REVISED BILL TO REFLECT ANY CHANGES AFTER THAT DATE IF NECESSARY		

\*The council tax attributable to Lancashire County Council includes a precept to fund adult social care, go to [lancashire.gov.uk/council/finance](http://lancashire.gov.uk/council/finance) for further details.

## **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.