



Wyre Borough Council
Date of Publication: 19 October 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, 27 October 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 Chaplain, Reverend John Squires, to say prayers.

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 15 September 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. Executive reports

To receive reports from Cabinet Members. (In accordance with Procedure Rule 11.3 Councillors will be able to ask questions or make comments).

- (a) Leader of the Council (Councillor Henderson) (Pages 11 - 12)
- (b) Resources Portfolio Holder (Councillor Michael Vincent) (Pages 13 - 14)
- (c) Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Bridge) (Pages 15 - 18)
- (d) Planning Policy and Economic Development Portfolio Holder (Councillor Collinson) (Pages 19 - 20)
- (e) Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry) (Pages 21 - 24)
- (f) Leisure, Health and Community Engagement Portfolio Holder (Councillor Bowen) (Pages 25 - 28)

8. Honorary Alderman (Pages 29 - 32)

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

9. Fleetwood Market Improvement Works

Report of Councillor Michael Vincent, Resources Portfolio Holder and Marianne Hesketh, Corporate Director Communities.

Papers to follow.

10. Mid-year Treasury Management Report (Pages 33 - 48)

Report of Councillor Michael Vincent, Resources Portfolio Holder and Clare James, Corporate Director Resources and S151 Officer.

- 11. Computer Use Policy and User Agreement, ICT and Digital Transformation Strategies 2022/23 - 2026/27** (Pages 49 - 68)

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

- 12. Calendar of Meetings 2023-2024** (Pages 69 - 78)

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

- 13. Periodic report - Licensing Committee** (Pages 79 - 86)

Report of Councillor Peter Cartridge, Chairman of the Licensing Committee.

- 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

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Council Minutes

The minutes of the Council meeting of Wyre Borough Council held on Thursday, 15 September 2022 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

Council members present:

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

Apologies for absence:

Councillors Armstrong, Gerrard, Minto, Moon, O'Neill and Raynor

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
Joanne Billington, Head of Governance
Peter Foulsham, Democratic Services and Scrutiny Manager
Emma Lyons, Communications and Marketing Lead
Marianne Unwin, Democratic Services Officer
Harry Grundy, Corporate Apprentice

Three members of the public attended the meeting.

Before the meeting began, those present participated in two minutes' silence in memory of Her Majesty Queen Elizabeth II who passed away on Thursday 8 September.

The Mayor paid tribute to Queen Elizabeth II. Further tributes were paid by the Leader of the Council, Councillor David Henderson, Councillor Sir Robert Atkins, Councillor Peter Le Marinel, Councillor Rob Fail and Councillor Colette Fairbanks.

19 Confirmation of minutes

The Deputy Leader of the Council, Councillor Michael Vincent, proposed and the Leisure, Health and Community Engagement Portfolio Holder, Councillor Lynne Bowen seconded that the minutes of the meeting of the full Council

held on 7 July 2022 be confirmed as a correct record.

It was agreed, unanimously, that the minutes of the full Council meeting held on 7 July 2022 be confirmed as a correct record.

20 Declarations of Interest

None.

21 Announcements

None.

22 Public questions or statements

None received.

23 Questions "On Notice" from councillors

None received.

24 Executive reports

(a) Leader of the Council (Councillor Henderson)

The Leader of the Council submitted a report.

Councillor Henderson updated members about the Poulton to Fleetwood rail link, and confirmed that Network Rail were now leading on the project. The objective was to develop a business plan, which would include two options for (i) tram-train, and (ii) heavy rail.

The next meeting of the Economic Prosperity Board had been postponed to a later date.

Councillor Henderson responded to a question from Councillor Fail about the council's response to the pressures on residents as a result of the current cost of living crisis, and to a comment from Councillor Stirzaker about the Poulton to Fleetwood link.

The report was noted.

(b) Resources Portfolio Holder (Councillor Michael Vincent)

The Resources Portfolio Holder submitted a report.

Councillor Vincent provided an update to 5.1 of his report and explained that 330 businesses had received support resulting a distribution of 88% of monies from the Covid-19 Additional Relief Fund (CARF).

Councillor Vincent responded to questions and comments from Councillors Sir R Atkins, Fail, Ibison and George about the way in which the council and other councils in Lancashire dealt with Localised Council Tax Support, adding that the council would continue to do all that it could to assist residents, and to work closely with partner organisations.

Councillor Vincent also responded to a question from Councillor Beavers about the Neptune Fish and Food Processing Park.

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.

Councillor Bridge thanked Mark Billington and his team for their work in securing five more Green Flag Awards for Wyre.

Councillor Bridge also agreed to provide a written response to Councillor Fail regarding the number of fixed penalty notices issued for dog fouling, which had been promised at the previous meeting.

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.

Councillor Berry confirmed that a bid to the Department for Levelling Up, Housing and Communities to extend support for housing for ex-offenders had been successful. The council would receive £42,000, to be shared with Fylde Council. Councillor Berry responded to comments from Councillors George and Kay.

In response to a question from Councillor Beavers, Councillor Berry agreed to clarify the regulations for policing the sale of vaping products to young people.

In response to a question from Councillor Fail about dealing with homelessness, Councillor Berry confirmed that the council was working closely with Lancashire County Council and would continue to try to support people in their accommodation.

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.

Councillor Bowen responded to a question from Councillor Lady Atkins about the closure of the Garstang Tourist Information Centre and to a questions form Councillor Cartridge about membership levels at the YMCA leisure centres.

The report was noted.

- (g) Cabinet members questions and comments

Councillor Michael Vincent reminded members that Shelter was a very good organisation for providing advice about homelessness.

Councillor Henderson praised officers for the organisation of live outdoor theatre performances of *Frozen* at Jean Stansfield Park, Poulton, recently.

25 Appointments to Committees

The Leader of the Council and Chief Executive submitted a report to enable changes to be made to the membership of committees for the remainder of the 2022/23 Municipal Year.

It was agreed, unanimously, that the recommendations be approved.

26 Periodic report - Armed Forces Champion

Councillor Le Marinel, Armed Forces Champion, submitted a report. He thanked Paul Deacon for the valuable work that he had undertaken in supporting the role in recent years.

The report was noted.

27 Notice of Motion - Councils for Fair Tax Declaration

Councillors Fail, Beavers, Longton, Raynor, Smith and Stirzaker submitted a Notice of Motion under Procedure Rule 14 on the *Councils for Fair Tax Declaration*. The motion was proposed by Councillor Fail and seconded by

Councillor Beavers.

Councillors Michael Vincent and Henderson responded to the proposal, after which Councillor Bridge proposed that the question be now put. The Mayor, considering that the item had been sufficiently discussed, invited the seconder of the motion, Councillor Beavers to speak. Councillor Fail responded to the debate.

The motion was lost, by 7 votes to 35.

28 Notice of Motion - Fireworks

Councillors Bridge, Raynor, Stirzaker and Michael Vincent submitted a Notice of Motion under Procedure Rule 14 on the use of fireworks in the borough. The motion was proposed by Councillor Bridge and seconded by Councillor Stirzaker.

The motion was supported unanimously.

The meeting started at 7.00 pm and finished at 8.07 pm.

Date of Publication: 22 September 2022

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Report of:	To:	Date
Councillor David Henderson, Leader of the Council	Council	27 October 2022

Executive Report: Leader of the Council

1. Purpose of report

- 1.1 To inform Council of progress on key objectives and the current position on a number of issues, as set out below.

2. Lancashire District Leaders and Lancashire Leaders

- 2.1 Lancashire District Leaders and Lancashire Leaders met on the 22 September 2022 owing to personal commitments I was unable to attend but Councillor Michael Vincent was present on my behalf.

Lancashire District Leaders:

- 2.2 Matters discussed included COVID Recovery, Lancashire Economic Partnership (LEP), UK Shared Prosperity Fund, Refugees, Local Authority challenges with recruitment and retention and Residents' Energy Use Reduction Schemes in Lancashire.
- 2.3 Whilst positive COVID rates are now very low the Lancashire Resilience Forum COVID Recovery Group still continue to meet on a monthly basis to ensure information sharing continues. Our internal staff COVID Task Force Group meet as and when required but the Group have now completed a lessons learnt exercise and the outcome of this will be reported to a future meeting of the Overview and Scrutiny Committee.
- 2.4 At our last full Council meeting I informed Members that we have submitted to Government our business case for our allocated share of the UKSPF and a detailed update will follow when our investment plan has been approved by Government. The UKSPF will be closely linked to the Regeneration Frameworks approved by Cabinet and the Frameworks provide supporting evidence for our proposed spend.
- 2.5 Senior Officers across Lancashire continue to meet, exploring options to minimise the impact on Lancashire Authorities of the current challenges of recruitment and retention and matters being discussed include opportunities for joint working and links to wider steering/working groups such as the

Lancashire Human Resources Group. I will update Members as work on the matter develops further.

- 2.6** In respect of the Residents Energy Use Reduction Schemes Lancashire Mark Broadhurst, Head of Housing and Community Services and the Housing Team are actively engaged in the scheme and are evaluating the range of options that are available and Cllr Berry will provide further details at a future meeting of full Council.

Lancashire Leaders:

- 2.7** The main focus of the meeting was a workshop on the emerging Lancashire 2050 Plan. Work continues on developing the vision and ambition statement and on the eight themes in the Plan (Economic Prosperity, Transport and Infrastructure, Housing, Health and Wellbeing, Environment and Climate, Education and Early Years, Employment and Skills and Communities and Place).

- 2.8** Key Questions discussed during the workshop were:

- Have officers articulated the intent/ambition, and priorities of the theme correctly?
- What are Leader's priorities for collaboration within this theme (is there a prioritisation to the sequencing)?
- What are leaders views on the structure and resources required to drive this theme?
- Who else is/needs to be part of the themes development?

- 2.9** There was general consensus amongst Leaders that the intent/ambition was correct, priorities were agreed with some additions, the matter of adequate resources was raised and Leaders were reminded that at the start of the process Leaders agreed in principle that financial contributions from each Authority would be required in order to develop the Plan and that at this present time keeping involvement to a minimum would allow the Plan to be effectively and efficiently developed prior to a wider consultation/engagement process commencing.

3. Blackpool, Fylde and Wyre Economic Prosperity Board

- 3.1** The meeting of the Blackpool, Fylde and Wyre Economic Prosperity Board scheduled for September was re-scheduled to 13 October and I will provide Members with a verbal update on the matters discussed at that meeting.

4. Comments and Questions

- 4.1** In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.



Report of:	To:	Date
Councillor Michael Vincent, Resources Portfolio Holder	Council	27 October 2022

Executive Report: Resources Portfolio Holder

1. Purpose of report

1.1 To inform Council of progress on key objectives and the current position on issues within the Resources Portfolio, as set out below.

2. Finance

2.1 The Council's Medium Term Financial Plan went before Cabinet on 19 October. The plan shows our financial forecast for the current year and four years ahead with a revised projected gap of £3.5m in 2026/27. This results largely from an assumed reduction in central government funding owing to the lack of a multi-year settlement, as well as unusually high inflationary pressures.

2.2 A technical consultation paper on the 2023/24 Local Government Finance Settlement is expected to be produced for local authorities to consider shortly. Ultimately the full details and their impact on Wyre's finances is only expected to be known in December and as a result, the forecast will be further updated in the new year to reflect the outcome of the wider consultation process on the settlement.

3. Human Resources

3.1 Unison's consultation with members on the National Employers' pay offer has now ended with them voting by 63.5% to 36.5% to accept. However, the council will need to wait for the outcome of both Unite and GMB's membership consultations before an agreement is likely to be reached. This means that notification of an agreed pay award may be announced by late October/early November.

4. Contact Centre

4.1 Wyre's £1.6m Covid-19 Additional Relief Fund (CARF) allocation which provides business rate relief for businesses adversely impacted by the pandemic, who weren't eligible for other reliefs, has been awarded to 329 hereditaments, successfully closing the scheme.

- 4.2** As of the end of September 42,589 households have received a mandatory energy rebate payment of £150 with the total spent being £6,388,350. This figure is subject to change over the coming months as investigations continue to be carried out to check entitlement. So far, 223 households have advised us they are not eligible and this can be for a range of reasons including second homes. The discretionary scheme is still ongoing and ends 30 November 2022. So far we have spent a total of £36,750 to 245 households.
- 4.3** Under the Ukraine thank you payments scheme we currently have 26 active sponsors, but there have been 35 sponsors in total since the scheme launched. Guests are starting to move on from their sponsor's household with some returning to Ukraine. We have paid out just over £48,000 in total and are awaiting reimbursement from Lancashire County Council.
- 4.4** The second tranche of Household Support Fund closed on 30 September and a third tranche has since been announced. We await formal confirmation from Lancashire county Council of our allocation but expect it to be in the region of £380,000, similar to tranche 2. The scheme has helped provide additional one-off payments to 4,819 working age claimants (receiving £50 each) and 3,528 pensioners (receiving £90 each). Greater flexibility is expected under the third tranche of funding and we expect to set aside some support for Warm Places contributions with further details to be reported as the scheme develops.

5. Comments and questions

- 5.1** In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.



Report of:	To:	Date
Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	Council	27 October 2022

Executive Report: Street Scene, Parks and Open Spaces Portfolio Holder

1. Purpose of report

- 1.1 To inform council of progress on key objectives and the current position on issues within the Street Scene, Parks and Open Spaces Portfolio as set out below.

2. Parks and open spaces

- 2.1 Wyre took part in in the Great Big Green Week – a national celebration of community action tackling climate change and nature loss with a week of displays, walks and activities around the borough.
- 2.2 On 1 October Garstang Fairtrade hosted a Climate Day at a local church hall and invited RSPB and Cosy Homes to attend along with Wyre Council and the Fairtrade team. Wyre Council promoted recycling, good things to do to help with Climate Change and how to get involved with caring for Wyre`s wildlife, landscape and volunteering opportunities.
- 2.3 On the day customers were able to take part in creating recycled paper pots, sowing wildflower seeds and taking part in games with a focus on recycling and climate change. It was a great opportunity to promote and celebrate local people making a positive difference for the planet.
- 2.4 The council promoted a successful 11 day programme of Heritage Open Day Events last month which included Heritage Walks at various sites across the borough and open days were held at Marine Hall, Rossall Point Tower and Marsh Mill and Lower Lighthouse hosted by the Civic society, NCI, Wyre volunteers and Wyre staff.
- 2.5 A special event this year was an archaeological dig hosted by the Wyre Archaeology Society and a local resident with support from the Wyre Coast and Countryside volunteers, where the archaeologists were investigating the history of the Old Port of Wardleys. Many people

attended these events and learned fascinating facts about Wyre`s historical and natural heritage.

- 2.6** Wyre volunteers have helped to create ash and willow bundles to be used in up-stream river catchment interventions to help reduce flooding. The Rangers and volunteers undertook meadow scything training at Branksome Avenue and Larkholme Grasslands where they carried out meadow management using scythes on biodiverse grasslands which were cut and raked off. The green hay has been used to help donate wildflower seeds to the Wyre Estuary Country Park grasslands.
- 2.7** Volunteer work parties have undertaken a programme of improvements to a popular short route from Garstang which links with the Wyre Way, the Garstang Millennium Green and the Garstang Riverside Picnic area. New kissing gates have been installed and steps have been improved.
- 2.8** The Custom House Square scheme in Fleetwood has been completed with the design, incorporating the existing trees, new lighting, seating and planting, creating an area of quality public realm to hold occasional small events and provide better connectivity between the car park, the market and the Museum.
- 2.9** The project attracted funding from the High Streets Heritage Action Zone Grant which aims to fuel the economic, social and cultural recovery of a select number of high streets in the country and is supported by 'Historic England'.

3. Street Scene

- 3.1** The seasonal "dog ban" on the Fleetwood and Cleveleys bathing beaches ceased on 30 September 2022 but enforcement activity remains on other areas of the seafront.
- 3.2** The matrices below relate to the amount of time officers have spent patrolling the various wards (3.3) to combat Environmental Crime and the total number of Fixed Penalty Notices issued during Quarter 2 (July – September 2022) (3.4), with patrol time being determined by a mixture of "hot spots", which are collated as a direct result of the number of individual complaints the council receives, and local intelligence provided by council officers and the general public.

3.3

Patrol Hours by Ward	Hours Count	Percentage
Bourne	07:23	0.56%
Breck	16:43	1.26%
Brock with Catterall	60:10	4.51%
Calder	01:49	0.14%
Carleton	02:42	0.20%
Cleveleys Park	10:20	0.75%
Garstang	41:16	3.10%
Great Eccleston	20:53	1.57%
Hambleton & Stalmine	00:47	0.06%
Hardhorn with Highcross	02:32	0.19%
Jubilee	411:10	30.91%
Marsh Mill	21:39	1.63%
Mount	50:28	3.80%
Park	12:05	0.91%
Pharos Ward	151:12	11.37%
Pheasants wood	04:00	0.30%
Pilling	14:26	1.09%
Preesall	358:28	26.96%
Rossall	10:23	0.78%
Stanah	28:40	2.16%
Tithebarn	10:30	0.79%
Victoria & Norcross	73:21	5.52%
Warren Ward	18:34	1.40%
Wyresdale	00:39	0.05%
	1329:34	

3.4

FPN's for Littering & Dog Related PSPO Offences July - September 2022	FPN's
Littering Offence	411
Littering - Bag containing Dog Faeces	0
PSPO-Dog Bags (not carrying)	0
PSPO-Dog Fouling	1
PSPO-Dogs Exclusion Zones	64
PSPO-Dogs on Lead by Direction (refused)	3
PSPO-Dogs on Leads (off lead in on-lead area)	37
PSPO-Maximum Number of Dogs (exceeded)	5

3.5 Although the number of dog fouling related FPN's remain low, increased patrolling appears to have seen an increase in dog related offences being addressed.

3.6 The number of Dog Fouling complaints along with the number of dog owners not having the means to pick up after their dog have both reduced in the same period for the previous year.

3.7 Over this quartile the in-house Environmental Enforcement Team have investigated and undertaken Enforcement Action against two individuals for flytipping offences at separate locations across the Borough.

4. Comments and questions

4.1 In accordance with procedure rule 11.3 any member of council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with procedure rule 11.5.



Report of:	To:	Date
Councillor Alice Collinson Planning Policy and Economic Development Portfolio Holder	Council	27 October 2022

Executive Report: Planning Policy and Economic Development Portfolio Holder

1. Purpose of report

1.1 To inform Council of progress on key objectives and the current position on issues within the Planning Policy and Economic Development Portfolio, as set out below.

2. UK Shared Prosperity Fund

2.1 Wyre Council has been allocated £400,000 through the Rural England Prosperity Fund from April 2023 to March 2025. The Rural Fund is a top-up to the UK Shared Prosperity Fund (UKSPF) and Government have asked Local Authorities to provide specific additional information as an addendum to their UKSPF Investment Plan by 30 November 2022. Funding must be used on capital projects and grants be for business or community purposes.

2.2 Officers are continuing to develop delivery plans for the programme ahead of approval of the Council’s UKSPF Investment Plan by Government, which is anticipated by the end of October.

3. Wyre Local Plan Partial Review

3.1 The examination hearing sessions closed on 28 September 2022. Officers are now progressing an updated schedule of main modifications to the Partial Review to satisfy minor matters raised by the Inspector. The main modifications schedule will be subject to a six week public consultation which will be held between October and November 2022. Representations received during the consultation will be provided to the Planning Inspector, who will take account of the representations as part of preparing his final report and concluding whether the Partial Review is legally compliant and sound.

3.2 The final Inspector’s report is expected to be issued in late December 2022 and the Partial Review will be considered by full Council for adoption on 26 January 2023.

4. Comments and questions

- 4.1** In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.



Report of:	To:	Date
Councillor Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder	Council	27 October 2022

Executive Report: Neighbourhood Services and Community Safety Portfolio Holder

1. Purpose of report

- 1.1 To inform council of progress on key objectives and the current position on issues within the Neighbourhood Services and Community Safety Portfolio as set out below.

2. Community Safety

Domestic Violence

- 2.1 Domestic violence continues to be an area of concern and Wyre will be supporting campaigns to raise awareness of this issue in the run up to Christmas utilising both the No Excuse for Abuse campaign material and promoting White Ribbon day which is about making domestic abuse culturally unacceptable amongst men. Opportunities to utilise Household Support funding to help domestic violence charities who are struggling with the impact of the Cost of Living Crisis are being explored.

Organised Crime

- 2.2 Organised crime takes many forms and includes drug trafficking, human trafficking, illegal immigration, fraud and financial crime, counterfeiting and illegal supply, organised acquisitive crime, cybercrime and child sexual and criminal exploitation.
- 2.3 The Geographic Inspector for Wyre in the last six months has re-invigorated operation Genga, which aims to disrupt this activity and is leading a partnership of local agencies to target all forms of organised crime within the Borough.

Police and Crime Panel Meeting on 14 September

- 2.4 The Chief Constable, Chris Rowley, spoke to Members and stressed the importance of neighbourhood policing teams in reducing crime and anti-social behaviour. To assist the recruitment of additional officers, and exemption has been obtained to train new officers without their having to go on a degree course. He stressed the successes in the fight

against organised crime with increased arrests and the seizure of property. A recent operation had been launched targeting prolific burglary and robbery perpetrators.

- 2.5 In tackling anti-social behaviour and dangerous driving on the roads reference was made to the online portal Operation Snap where members of the public can upload digital footage of suspected traffic offences they have witnessed. This has resulted in the police taking action in 58% of the cases submitted. Other means of reporting include via 101, reporting online via <https://doitonline.lancashire.police.uk/> or via Crimestoppers.
- 2.6 Recent inspections of HGVs and commercial vehicles have indicated that a significant number were not fit to use the road network owing to defects, being overweight or carrying insecure loads. During a two weeks period a total of 1,232 offences were detected or prosecuted across the country.

3. Housing

Changing Futures Conference

- 3.1 On 27 September I attended the Lancashire Changing Futures Conference. Changing Futures is the innovative multi-agency partnership which supports those with multiple disadvantages. It involves lived experience teams working with local housing teams and other partners to support clients with three or more of the following disadvantages: homelessness, substance misuse, mental health issues, domestic abuse and contact with the criminal justice system.
- 3.2 At the conference delegates heard uplifting stories of how lives are being changed for the better by the targeted and trauma informed support that is being provided by the many committed and enthusiastic people involved.

Homes for Ukraine Community Grant Scheme

- 3.3 The first panel to assess applications to the Fylde Coast Homes for Ukraine Community Grant Scheme met on 4 October 2022 to assess grant submissions from local community organisations supporting the integration of resettled Ukrainian guests onto the Fylde Coast.
- 3.4 For Wyre the Ukrainian Community Hub at Rossall School was awarded £10,000 for their incredible hub that offers a broad range of support for both guests and their sponsors. St Mary and St Michaels School in Garstang was also successful in their bid and was awarded £1,980, to support the seven Ukrainian children at the school with additional English language skills and opportunities to be provided by both local and Ukrainian parent volunteers.

Lancashire County Council Affordable Warmth Fund 2022/23

- 3.5 Following a successful bid we have been awarded £87,901 from the County Council's Affordable Warmth Fund for high impact affordable

warmth interventions to individuals who are the most vulnerable to harm from cold or damp homes for winter 2022/23.

- 3.6** We will be using the funding to administer a Hardship and Emergency Fund that will deliver interventions for households where a health and affordability vulnerability (as per the funding requirements) has been identified. The interventions will enhance resilience to the cold and provide a range of comprehensive emergency responses. These might include servicing and repairs to fires and boilers and the provision of emergency heating and dehumidifiers.
- 3.7** The Handy Person Service will also be able to offer a range of interventions including radiator bleeding, Carbon Monoxide detectors and the salting/gritting of paths.
- 3.8** Care and Repair will be the first point of contact for access to the Affordable Warmth Scheme and will carry out an assessment to confirm eligibility and determine appropriate measures, referrals and support from the scheme.
- 3.9** A proportion of the funding will also be used to support Cosy Homes in Lancashire (CHiL) work in the Borough.

4. Wyre Beach Management Scheme

- 4.1** Works to prepare the main compound and ancillary preparation works including widening of the access ramp commenced on 5 Sep 2022. The works are going well and consultation meetings with local businesses have been undertaken. A community liaison resource has been appointed, who will lead on community consultation and engagement.
- 4.2** The coastal defence works are scheduled to commence in March 2023 following receipt of phase 2 planning and a Marine Management Organisation (MMO) licence. The MMO are currently consulting on the full coastal scheme (Phase 1 revetment fronting promenade north, Cleveleys and phase 2 rock groynes and revetment works between the borough boundary at Cleveleys and the Marine Lakes Fleetwood) planning is progressing for the phase 2 works.

5. Comments and questions

- 5.1** In accordance with procedure rule 11.3 any member of council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with procedure rule 11.5.

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Report of:	To:	Date
Councillor Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder	Council	27 October 2022

Executive Report: Leisure, Health and Community Engagement Portfolio Holder

1. Purpose of report

- 1.1 To inform Council of progress on key objectives and the current position on issues within the Leisure, Health and Community Engagement Portfolio, as set out below.

2. Active Lives and Community Engagement Update

- 2.1 **Life in Wyre Survey** - The biennial Life in Wyre survey is open for all residents to take part in and will close on Thursday 17 November. The survey seeks responses to a number of questions about life in Wyre including questions about the area itself, services, communications and also a section about the impact of the coronavirus pandemic and the cost of living. The survey can be accessed via www.wyre.gov.uk/lifeinwyre. Postal copies of the survey have also been sent out to a random sample of 3,750 residents. The respondent has the option to be entered into a prize draw to win a free MOT, two tickets to a choice of upcoming shows at Marine Hall and Thornton Little Theatre or an annual YMCA membership.
- 2.2 **PASTA Programme** - We are delighted that Lancashire County Council’s public health team will be extending our PASTA programme for a further 12 months until April 2024. PASTA (Play activities at Tea time) has worked really well in Wyre in partnership with Healthy Heads and Fleetwood Town Community Trust and provides support and practical sessions for families to eat healthily and become more active. Many families have attended the programme in primary schools in the Fleetwood area and have told us how much they have enjoyed the programme and benefitted from it. We are looking to extend the PASTA programme into our holiday club offer at Christmas.
- 2.3 **Wyre Weight Management** - We are pleased to also report that our adult weight management contract has been extended for a further 12 months, taking our contract until April 2024. This means that we will be extending our extremely successful partnership with Slimming World for a further 12 months, with adults with a BMI of 30-45 being able to benefit

from 12 weeks of free Slimming World at one of the many Wyre based Slimming World groups. On average, over 62% of adults complete the programme and lose over 12lbs during the 12 weeks.

2.4 Holiday Activity and Food Programme - The holiday programme that we provided this summer with our nine partners across Wyre provided 17 different camps and supported 463 children on benefits related free school meals over the six weeks of the summer holidays. Of these children, 57 had special educational needs or a disability. Altogether there were just under 3,000 attendances, a fantastic result. We had some really good feedback from the children and their parents and carers. Fylde Coast YMCA, one of our main providers, was able to provide children with extra swimming lessons as part of the programme this year, which will really help children to stay safe in the water. Lancashire County Council have confirmed that they will be extending our funding for a further two years – until April 2025, which is great news.

2.5 Wyre Sports Awards - The awards are back for the first time in three years, in partnership with Active Lancashire. The awards recognise individuals and clubs who have made a real difference in our communities to help people become more physically active or take up sport. We had over 30 applications for the different awards, with much competition in the categories. Awards being given include Club of the year, Young Achiever of the year and Contribution to Active Communities. The Wyre winners attended a celebration event with the Mayor on the 5 October at the Civic Centre. They will go on to represent Wyre at the Active Lancashire awards in November in Blackburn.

2.6 Arts and Health - A new activity session, 'Craft and Chat' has started up weekly at Thornton Library, Thursday mornings 10am – 12pm and is going really well with one of our new volunteers. A Just Reminiscing session was held at Cleveleys Library on 13 September and was well attended by about 15 local residents who spent time looking at the artefacts and decades scrapbooks and shared some really interesting memories. Also 'Creative Wellbeing' our new eight week arts for positive mental health project has begun at the Market House Studios in Fleetwood. This runs every Thursday morning 10am – 1pm and is now fully booked with eight participants who all thoroughly enjoyed the first session on 29 September.

3. Tourism and Events

3.1 Discover Wyre website - this month we have launched our new tourism website – www.discoverwyre.co.uk. The site showcases Wyre's town centres as well as our great outdoors. On there you will find ideas of places to go, attractions to visit and events to attend. It's a great place to look for both visitors planning a trip and local people looking for things to do.

3.2 Video and Photography - In the past 12 months, we have been out and about with photographers and videographers, capturing the essence of Wyre and developing a library of film and imagery that we can use to promote the area. A new video launched last week to kick start 'We Are Wyre', a brand new tourism campaign to showcase all that our wonderful

borough of Wyre has to offer. Our campaign aims to encourage more visitors to the area and to showcase to visitors and residents alike what a fantastic range of events, entertainment, heritage and local businesses we have here in Wyre. This will run across our social media platforms, outdoor digital screens and on our website. As part of our campaign, we have also developed three additional shorter videos showcasing three primary themes, using additional footage not seen in the primary video. We are also working on hosting our photography and film footage online so that local businesses can make use of the assets we have developed. From filmed footage of the local area, to photography of Wyre's high streets, anything businesses go on to share will help to promote Wyre as a place to work, live, visit and shop.

- 3.3 Cleveleys AR trail** - Our new augmented reality mobile app for Cleveleys is out now. You can download the app for free on Google Play and Apple's App Store and experience the mythic coast tale in a fun, creative way. By holding your phone up at each sculpture including Mary's Shell, the Ogre, the Paddle, the Shipwreck and the Sea Swallows, you will reveal a new reality of sights and sounds to bring the story to life.

4. Theatres and Marsh Mill

- 4.1** Heritage open days were well attended at Marine Hall and Marsh Mill. Over 220 people visited the free exhibition and displays at Marine Hall. Over 133 people enjoyed a free visit to Marsh Mill where the sails turned for the first time since the pandemic.
- 4.2** The Fleetwood Beer and Cider Festival, organised by CAMRA, returns to Marine Hall 27 – 29 October for the first time since 2019.

5. Comments and questions

- 5.1** In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.

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Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	27 October 2022

Honorary Alderman

1. Purpose of report

1.1 To enable the Council to consider conferring the title of Honorary Alderman, posthumously, on the late Rita Amos.

2. Outcomes

2.1 The appointment of an Honorary Alderman.

3. Recommendation

3.1 That, in recognition of the eminent services rendered by Rita Amos to the Council, the title of Honorary Alderman be conferred, posthumously, on her at a special meeting of the Council on a date to be arranged by the Chief Executive.

4. Background

4.1 Section 249 of the Local Government Act 1972 states that:

“the Council may, by resolution passed by no less than two thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent services to the Council, but are no longer Members of the Council”

5. Key issues and proposals

5.1 In the past, the Council has only conferred the title of Honorary Alderman on ex-councillors who have served as a councillor for at least 16 years, i.e. at least four full terms in office. Rita Amos served as a councillor for a

total of 18 years and 10 months. Rita Amos sadly passed away on 3 March 2022, at which time she was still a serving councillor.

- 5.2** It is proposed that the title of Honorary Alderman be conferred, posthumously, on Rita Amos, who met the Council's length of service requirement and who, it is proposed, has rendered eminent service to the Council.

Financial and legal implications	
Finance	It is anticipated that any costs arising from the conferment of these titles will be met from within existing Civic and Ceremonial budgets.
Legal	Set out in paragraph 4.1.

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 887326	Peter.foulsham@wyre.gov.uk	3 October 2022

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

List of appendices

None.

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Report of:	Meeting	Date
Councillor Michael Vincent, Resources Portfolio Holder and Clare James, Corporate Director Resources	Council	27 October 2022

Treasury Management Activity April to September 2022

1. Purpose of report

- 1.1 To report on the overall position and activities in respect of Treasury Management for the first half of the financial year 2022/23, covering the six month period from April to September 2022.

2. Outcomes

- 2.1 An informed Council who have an understanding of Treasury Management activity, in line with the approved Treasury Management Policy and Strategy Statements and Treasury Management Practices.

3. Recommendation

- 3.1 That the Mid-year Review Report on Treasury Management Activity for the first half of the 2022/23 financial year be noted, in line with requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA's) 'Treasury Management in the Public Services: Code of Practice (revised 2021)'.

4. Background

4.1 Treasury Management

- 4.1.1 CIPFA has set out a clear definition of treasury management activities:

“The management of the organisation’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

- 4.1.2** The Council operates a balanced budget, which broadly means cash raised during the year will fund cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, making sure that there is adequate liquidity cover before considering optimisation of investment returns.
- 4.1.3** Another function of the treasury management service is the funding of the council's capital plans. The capital plans provide a guide to the borrowing need of the council, essentially the longer term cash flow planning, to ensure the council can meet its capital spending operations. This management of longer term cash flow may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet council risk or cost objectives.
- 4.1.4** This report has been written in accordance with the requirements of the CIPFA's 'Treasury Management in the Public Services: Code of Practice (revised 2021)' (the Code). The primary requirements of the Code are as follows:
- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies, objectives and approach to risk management of the Council's treasury management activities.
 - Creation and maintenance of suitable Treasury Management Practices (TMPs) which set out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
 - Creation and maintenance of Investment Management Practices (IMPs) for investments that are not for treasury management purposes.
 - Receipt by the full Council of an annual Treasury Management Strategy Statement – including the Annual Investment Strategy, Capital Strategy and Minimum Revenue Provision Policy – for the year ahead, a Mid-year Review Report and an Annual Report, covering activities during the previous year.
 - Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions. For this Council the Finance Director is responsible for treasury management.
 - Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Overview and Scrutiny Committee.

4.1.5 As recommended by the Code, this mid-year report covers the following:

- An economic update for the first half of the 2022/23 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and related prudential indicators;
- A review of the Council's investment portfolio for 2022/23;
- A review of the Council's borrowing strategy for 2022/23;
- A review of any debt rescheduling undertaken during 2022/23;
- A review of compliance with Treasury and Prudential Limits for 2022/23.

5. Key issues and proposals

5.1 Economic update

(The following economic update 5.1 to 5.3 is extracted from an update provided by the Council's Treasury Advisors, Link Group, issued on 7 October 2022.)

5.1.1 The UK economy grew by 0.2% in Q1 2022/23 (quarter to quarter), though revisions to historic data left it below pre-pandemic levels.

5.1.2 There are signs of higher energy prices creating more persistent downward effects in economic activity. Both industrial production and construction output fell in July 2022 for a second month in a row. Although some of this was probably due to the heat wave at the time, manufacturing output fell in some of the most energy intensive sectors (e.g., chemicals), pointing to signs of higher energy prices weighing on production. With the drag on real activity from high inflation having grown in recent months, GDP is at risk of contracting through the autumn and winter months.

5.1.3 The fall in the composite PMI (Purchase Managers Index) from 49.6 in August to a 20-month low preliminary reading of 48.4 in September points to a fall in GDP in Q3 and consumer confidence is at a record low. Retail sales volumes fell by 1.6% m/m in August, which was the ninth fall in 10 months. That left sales volumes in August just 0.5% above their pre-Covid level and 3.3% below their level at the start of the year. There are also signs that households are spending their excess savings in response to high prices. Indeed, cash in households' bank accounts rose by £3.2bn in August, which was below the £3.9bn rise in July and much smaller than the 2019 average monthly rate of £4.6bn.

5.1.4 The labour market remained exceptionally tight. Data for July and August provided further evidence that the weaker economy is leading to a cooling in labour demand. The number of vacancies has started to

level off from recent record highs but there have been few signs of a slowing in the upward momentum on wage growth.

- 5.1.5** Utility price inflation is expected to add 0.7% to CPI inflation in October when the Ofgem unit price cap increases to, typically, £2,500 per household (prior to any benefit payments). With the Government freezing utility prices at that level for two years, energy price inflation will fall sharply after October and have a big downward influence on CPI inflation.
- 5.1.6** CPI inflation eased from 10.1% in July to 9.9% in August, though inflation has not peaked yet. The easing in August was mainly due to a decline in fuel prices reducing fuel inflation from 43.7% to 32.1%. With the oil price now just below \$90pb, we would expect to see fuel prices fall further in the coming months. Nonetheless, the rise in services CPI inflation from 5.7% y/y in July to a 30-year high of 5.9% y/y in August suggests that domestic price pressures are showing little sign of abating which is being driven by the tight labour market and strong wage growth. CPI inflation is expected to peak close to 10.4% in November and, with the supply of workers set to remain unusually low, the tight labour market will keep underlying inflationary pressures strong until early next year.
- 5.1.7** The first half of the year saw a change in both Prime Minister and Chancellor who have made a step change in government policy. The government's huge fiscal loosening from its proposed significant tax cuts will add to existing domestic inflationary pressures and will potentially leave a legacy of higher interest rates and public debt. Fears that the government has no fiscal anchor on the back of these announcements has meant that the pound has weakened again, adding further upward pressure to interest rates. Whilst the pound fell to a record low on the Monday following the government's "fiscal event", it has since recovered. That is due to hopes that the Bank of England will deliver a very big rise in interest rates at the policy meeting on 3rd November and the government will lay out a credible medium-term plan in the near term. This was originally expected as part of the fiscal statement on 23rd November but has subsequently been moved forward to an expected release date in October. Nevertheless, with concerns over a global recession growing, there are downside risks to the pound.
- 5.1.8** The Monetary Policy Committee (MPC) has now increased interest rates seven times in as many meetings in 2022 and has raised rates to their highest level since the Global Financial Crisis. Even so, coming after the Fed and ECB raised rates by 75 basis points (bps) in their most recent meetings, the Bank of England's latest 50 basis points hike looks relatively dovish. However, the UK's status as a large importer of commodities, which have jumped in price, means that households in the UK are now facing a much larger squeeze on their real incomes. Since the fiscal event on 23 September, we now expect the MPC to increase

interest rates further and faster, from 2.25% currently to a peak of 5% in February 2023. The combination of the government's fiscal loosening, the tight labour market and sticky inflation expectations means we expect the MPC to raise interest rates by 100bps at the policy meetings in November (to 3.25%) and 75 basis points in December (to 4%) followed by further 50 basis point hikes in February and March (to 5%). Market expectations for what the MPC will do are volatile. If Bank Rate climbs to these levels the housing market looks very vulnerable.

5.1.9 Throughout 2022/23, gilt yields have been on an upward trend. They were initially caught up in the global surge in bond yields triggered by the surprisingly strong rise in CPI inflation in the US in May. The rises in two-year gilt yields (to a peak of 2.37% on 21 June) and 10-year yields (to a peak of 2.62%) took them to their highest level since 2008 and 2014 respectively. However, the upward trend was exceptionally sharp at the end of September as investors demanded a higher risk premium and expected faster and higher interest rate rises to offset the government's extraordinary fiscal stimulus plans. The 30-year gilt yield rose from 3.60% to 5.10% following the "fiscal event", which threatened financial stability by forcing pension funds to sell assets into a falling market to meet cash collateral requirements. In response, the Bank did two things; First, it postponed its plans to start selling some of its quantitative easing (QE) gilt holdings until 31 October, Second, it committed to buy up to £65bn of long-term gilts to "restore orderly market conditions" until 14 October. In other words, the Bank is restarting QE, although for financial stability reasons rather than monetary policy reasons. There is a possibility that the Bank continues with QE at the long-end beyond 14 October or it decides to delay quantitative tightening beyond 31 October, even as it raises interest rates. So far at least, investors seem to have taken the Bank at its word that this is not a change in the direction of monetary policy nor a step towards monetary financing of the government's deficit. But instead, that it is a temporary intervention with financial stability in mind.

5.1.10 After a shaky start to the year, the S&P 500 and FTSE 100 climbed in the first half of Q2 2022/23 before falling to their lowest levels since November 2020 and July 2021 respectively. The S&P 500 is 7.2% below its level at the start of the quarter, whilst the FTSE 100 is 5.2% below it as the fall in the pound has boosted the value of overseas earnings in the index. The decline has, in part, been driven by the rise in global real yields and the resulting downward pressure on equity valuations as well as concerns over economic growth leading to a deterioration in investor risk appetite.

5.2 Interest Rates Forecast

5.2.1 The council's treasury advisor, Link Group, provided the following forecasts on 27 September 2022 (PWLB rates are certainty rates):

Link Group Interest Rate View – 27/09/2022												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
Bank Rate View	4.00	5.00	5.00	5.00	4.50	4.00	3.75	3.25	3.00	2.75	2.75	2.50
3 Month average earnings	4.50	5.00	5.00	5.00	4.50	4.00	3.80	3.30	3.00	2.80	2.80	2.50
6 Month average earnings	4.70	5.20	5.10	5.00	4.60	4.10	3.90	3.40	3.10	3.00	2.90	2.60
12 Month average earning	5.30	5.30	5.20	5.00	4.70	4.20	4.00	3.50	3.20	3.10	3.00	2.70
5yr PWLB Rate	5.00	4.90	4.70	4.50	4.20	3.90	3.70	3.50	3.40	3.30	3.20	3.20
10yr PWLB Rate	4.90	4.70	4.60	4.30	4.10	3.80	3.60	3.50	3.40	3.30	3.20	3.20
25yr PWLB Rate	5.10	4.90	4.80	4.50	4.30	4.10	3.90	3.70	3.60	3.60	3.50	3.40
50yr PWLB Rate	4.80	4.60	4.50	4.20	4.00	3.80	3.60	3.40	3.30	3.30	3.20	3.10

5.2.2 The latest forecast on 27 September sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy, whilst the government is providing a package of fiscal loosening to try and protect households and businesses from the ravages of ultra-high wholesale gas and electricity prices.

5.2.3 The increase in PWLB rates reflects a broad sell-off in sovereign bonds internationally but more so the disaffection investors have with the position of the UK public finances after September’s “fiscal event”. To that end, the MPC has tightened short-term interest rates with a view to trying to slow the economy sufficiently to keep the secondary effects of inflation – as measured by wage rises – under control, but its job is that much harder now.

5.3 The balance of risks to the UK

5.3.1 Following the Government’s fiscal event on 23 September, both S&P and Fitch have placed the UK sovereign debt rating on negative outlook, reflecting a downside bias to the current ratings in light of expectations of weaker finances and the economic outlook.

5.3.2 It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

5.4 Treasury Management Strategy Statement and Annual Investment Strategy Update

5.4.1 The Treasury Management Strategy Statement (TMSS), for 2022/23 was approved by this Council on 14 April 2022.

5.4.2 In accordance with the CIPFA’s Treasury Management Code of Practice, it sets out the council’s investment priorities as being:

1. Security of capital;
2. Liquidity;
3. Yield.

5.4.3 The council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the council's risk appetite. In the current economic climate it is considered appropriate to keep investments short-term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit rated financial institutions, using the Link suggested creditworthiness approach.

5.5 TMSS Update

5.5.1 There are no policy changes to the TMSS; the details in this report update the position in light of the updated economic position and budgetary changes already approved.

5.6 Investment Portfolio

5.6.1 In accordance with the Code, it is the council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the council's risk appetite.

5.6.2 Banks rates have gradually increased in the first half of the year, which has been reflected in the investment rates. This has resulted in a better return on investments as highlighted in section 5.7.3. With an expectation that rates will stabilise in the second half of the year, investment returns will continue to improve into 31 March 2023.

5.6.3 The council has continued to invest any surplus balances with the council's Bank, NatWest on-call deposit facility, Money Market Funds (MMF) with Prime Rate Capital Management, LGIM, Insight, the Bank of Scotland (Overnight/Call account and 95 day notice facility), Handelsbanken (Instant Access account and 35 day notice facility) Santander (35 day corporate notice facility) and Qatar National bank (1 month and a 3 month fixed notice facility).

5.6.4 Our current policies and practices allow us to invest up to £6m with any one institution or 20% of the investment balance per individual counterparty or 25% per whole counterparty group whichever is higher. During the first six months of 2022/23 this facility was not used.

5.6.5 Within the council's current Annual Investment Strategy, the Investment Policy criteria are based on Link Asset Services creditworthiness service and it is meeting the requirement of the treasury management function. The council, to date, has adopted a very cautious approach and regularly monitors organisations with which investments are held to ensure they meet the Investment Policy criteria.

5.7 Investment Counterparty criteria

5.7.1 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

5.7.2 Interest receivable on investments for the first half of the year was £177,173 compared to an annual budget of £50,000. The level of interest received is expected to increase through the second part of the year. The driving factor is an increase in the level of interest rates available. As a result, the medium term financial plan (MTFP) forecast has been adjusted upwards to reflect a more realistic target.

5.7.3 The equated investments for the first half of 2022/23 are detailed in the following table indicating that investments earned an average return of 0.44% which means that we have underperformed the benchmark SONIA (Sterling Overnight Interbank Average) 7-day average of 1.19%. The volatility in the markets has seen the average rate as low as 0.69% in April up to highs of 2.19% in September. As referred to above, in-line with our investment priorities, at times we have deposited funds in low interest earning accounts in order to maintain security and liquidity of funds and this will be monitored going forward.

	Equated Investment Principle	Interest Due	Rate of Return %	Benchmark Return %	Number of days invested
Santander 35 Day Corp Notice	£8,000,001	£36,076	0.64	1.19	183
Qatar 3 month	£3,000,001	£22,181	1.17	1.19	183
Qatar 6 month	£3,071,234	£22,918	0.75	1.19	183
Handelsbank en I.A. Account	£6,035,617	£9,116	0.01	1.19	183
Bank of Scotland (Call Acc)	£4,149,727	£783	0.01	1.19	183
Nat West - Liquid Select	£6,170,332	£3,430	0.10	1.19	183
LGIM	£7,186,301	£42,749	0.67	1.19	183
Insight	£8,043,836	£45,350	0.61	1.19	183
Deutsche	£7,190,686	£37,258	0.71	1.19	183
Prime Rate	£7,654,247	£44,851	0.63	1.19	183
TOTAL	£60,501,982	£264,712	0.44		

The Council's Capital Position (Prudential Indicators)

5.8 Prudential Indicator for Capital Expenditure

5.8.1 The following table shows the updated budget position for capital expenditure and the changes since the 2022/23 capital programme was agreed as part of the 2022/23 budget process.

	2022/23 Original Estimate £	Movements		Current Position as at 30/08/22 £
		2021/22 Slippage £	Portfolio Holder/ Cabinet Decisions £	
Total Capital Expenditure	10,094,588	6,411,216	-1,583,163	14,922,641

5.9 Changes to the Financing of the Capital Programme

5.9.1 The table below shows how the capital expenditure will be financed, with any shortfall of resources resulting in a need to borrow. The current planned expenditure is fully funded resulting in a nil additional borrowing requirement. Just under 79% of planned expenditure is funded by grants and contributions; with around 21% being funded from a combination of capital receipts and revenue contributions/utilisation of reserves (this includes Project Neptune).

	2022/23 Original Estimate £	Current Position as at 30/08/22 £
Total Expenditure	10,094,588	14,922,641
Financed by:		
Capital Receipts	0	205,985
Capital Grants and Contributions	9,939,388	11,293,865
Revenue/reserves	155,200	3,422,791
Total Financing		
Borrowing Requirement	10,094,588	14,922,641

5.10 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary

5.10.1 The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

Prudential Indicators	2022/23 Original Estimate £m	2021/22 Mid- Year Estimate £m
Capital Financing Requirement:		
Total CFR	10,973	10,973

Operational Boundary for external debt:		
Debt	13,452	13,452
Other long term liabilities	50	50
Total Operational Boundary	13,502	13,502

5.10.2 The CFR has been updated and has seen minor adjustments, based upon the 2021/22 outturn position. Planned capital expenditure for 2022/23 has been fully funded. The CFR requirement represents historical capital expenditure which has yet to be financed.

5.10.3 There has been no change to the prudential indicator setting out the operational boundary for external debt; we are currently operating below the operational boundary level of external debt. The operational boundary is based on probable external debt during the course of the year. It is not a limit but it acts as an early warning indicator to ensure that the Authorised Limit is not breached. If external debt levels are close to the operational boundary, they will be monitored closely to ensure that the Authorised Limit, which is the maximum level of external borrowing that the council can incur, is not exceeded.

5.11 Limits to Borrowing Activity

5.11.1 The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2022/23 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

5.11.2 The Corporate Director Resources reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

5.11.3 A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Council. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The approved Authorised Limit for 2022/23 is set at £20.1m; this limit is still sufficient for the council.

5.12 Borrowing

5.12.1 The council's capital financing requirement (CFR) for 2022/23 is £10.9m. The CFR denotes the Council's underlying need to borrow for capital purposes. This borrowing can be external, from the Public Works Loan Board (PWLB) or the market, or internal, from balances on a temporary basis. The 2022/23 budget assumed no additional long-term borrowing and that capital schemes were to be funded by grants and contributions, capital receipts, revenue or reserves.

5.12.2 There were no short-term borrowing transactions (i.e. less than 365 days) during the first six months of 2022/23.

5.12.3 Interest payments in respect of short-term and long-term borrowing for the first half of the financial year are on target and total £34,415 compared to a budgeted figure of £68,830 for the full year. There is also an additional budget of £1,000 to cover interest payments in the latter part of the financial year in case there are any temporary borrowing requirements as income from Council Tax reduces during February and March.

5.12.4 The council incurs charges at 4% over the current base rate for net overdrawn balances with no annual arrangement fee. The council's net bank account position was not overdrawn during the period April to September 2022.

5.13 Debt Rescheduling

5.13.1 Debt rescheduling opportunities have been very limited in the recent past given the structure of interest rates and following the increase in the margin added to gilt yields which impacted PWLB new borrowing rates from October 2010. Essentially the economic conditions made the early repayment of our loans cost prohibitive. No debt rescheduling has been undertaken to date in the current financial year. However, the recent change in economic climate means that this is being actively reviewed as the costs have reduced significantly.

5.13.2 The following table provides details of the council's outstanding long term borrowing:

Date	Source	Value (£)	Period (Yrs)	Rate (%)	Maturing
05/03/08	PWLB	552,000	30	4.48	September 2037
05/03/08	PWLB	1,000,000	50	4.41	September 2057
		1,552,000			

5.14 Compliance with Treasury and Prudential Limits

5.14.1 It is a statutory duty for the council to determine and keep under review the affordable borrowing limits. During the half year ended 30 September 2022, the council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2022. The Corporate Director Resources reports that no difficulties are envisaged for the current or future years in complying with these indicators.

5.14.2 All treasury management operations have also been conducted in full compliance with the Council's TMPs.

Financial and legal implications	
Finance	Considered in detail in the report above.
Legal	The approval of the recommendation will ensure that the CIPFA Code of Practice on Treasury Management and statutory requirements have been complied with.

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
Ben Ralphs	01253 887309	ben.ralphs@wyre.gov.uk	11/10/2022

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

List of appendices

Prudential Indicators – Quarter 2 Update

Prudential Indicators

Indicator No.

1.

The actual capital expenditure incurred in 2021/22 and the estimates of capital expenditure for the current and future years that are recommended for approval are:

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Project Neptune	0	4,194,917	0	0	0	0	0
Other schemes	21,450	118,644	98,878	0	0	0	0
Fleetwood Market and Studios	53,910	1,142,879	0	0	0	0	0
Sea Defences	1,527,714	4,741,228	15,409,986	13,527,861	12,753,353	1,066,000	0
ICT	35,161	57,960	0	0	0	0	0
Housing	2,201,319	2,933,802	2,079,964	2,079,964	2,079,964	2,079,964	2,079,964
Fleetwood Heritage Action Zone	284,687	975,347	214,656	0	0	0	0
Parks and Open Spaces	67,696	191,424	0	0	0	0	0
Fleetwood Restoration of the Mount	24,955	53,538	0	0	0	0	0
Vehicle Replacement	53,817	512,902	149,500	302,500	215,000	404,500	0
	4,270,709	14,922,641	17,952,984	15,910,325	15,048,317	3,550,464	2,079,964

2. Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2021/22 are:

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Ratio	0.79%	0.10%	0.51%	0.45%	0.36%	0.35%	0.34%

The estimates of financing costs include current commitments and the proposals in the budget report.

3. Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31st March 2021 are:

	<u>31/03/21</u>	<u>31/03/22</u>	<u>31/03/23</u>	<u>31/03/24</u>	<u>31/03/25</u>	<u>31/03/26</u>	<u>31/03/27</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Total Capital Financing Requirement (Expenditure less capital grants & use of usable/set-aside receipts)	11,068	10,973	10,876	10,786	10,713	10,638	10,563

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose.

To ensure that debt over the medium term is only for capital purposes, debt should not, except in the short term, exceed the Capital Financing Requirement for the previous, current and next two financial years.

Treasury Management Indicators

Wyre Borough Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in the Public Services.

Indicator No.

1. External Debt - Authorised Limit

The maximum level of external borrowing on a gross basis (i.e. excluding investments) for the Council. This is a statutory limit determined under the local Government Act 2003 and must not be exceeded during the year.

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Borrowing	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Other Long Term Liabilities	0	100	100	100	100	100	100
Total Authorised Limit	20,000	20,100	20,100	20,100	20,100	20,100	20,100

2. External Debt - Operational Boundary (Reasonable Limit-day to day)

The reasonable limit for external debt (excluding investments) focussing on day-to-day treasury management activities.

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Borrowing	13,452	13,452	13,452	13,452	13,452	13,452	13,452
Other Long Term Liabilities (Deferred Liabilities)	10	50	50	50	50	50	50
Total Operational Boundary	13,462	13,502	13,502	13,502	13,502	13,502	13,502

3. Actual External Debt

	<u>31/03/22</u>
	<u>Actual</u>
	<u>£000</u>
External Debt-Temporary Borrowing	0
External Debt-PWLB	1,552
Other Long Term Liabilities	11
Total Actual External Debt	1,563

It should be noted that actual external debt is not directly comparable to the authorised limit or operational boundary, since the actual external debt reflects the position at one point in time.

4. Fixed Interest Rate Exposures

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>
Principal sums outstanding in respect of borrowing at fixed rates	100	100	100	100	100	100	100
Principal sums outstanding in respect of fixed rate investments	25	25	25	25	25	25	25

5. Variable Interest Rate Exposures

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>
Principal sums outstanding in respect of borrowing at variable rates	25	25	25	25	25	25	25
Principal sums outstanding in respect of variable rate investments	100	100	100	100	100	100	100

Borrowing at fixed rates will be between 75% - 100% of the total portfolio
 Borrowing at variable rates will be between 0% - 25% of the total portfolio
 Investments at fixed rates will be between 0% - 25% of the total portfolio
 Investments at variable rates will be between 75% - 100% of the total portfolio

6. Maturity Structure of Borrowing

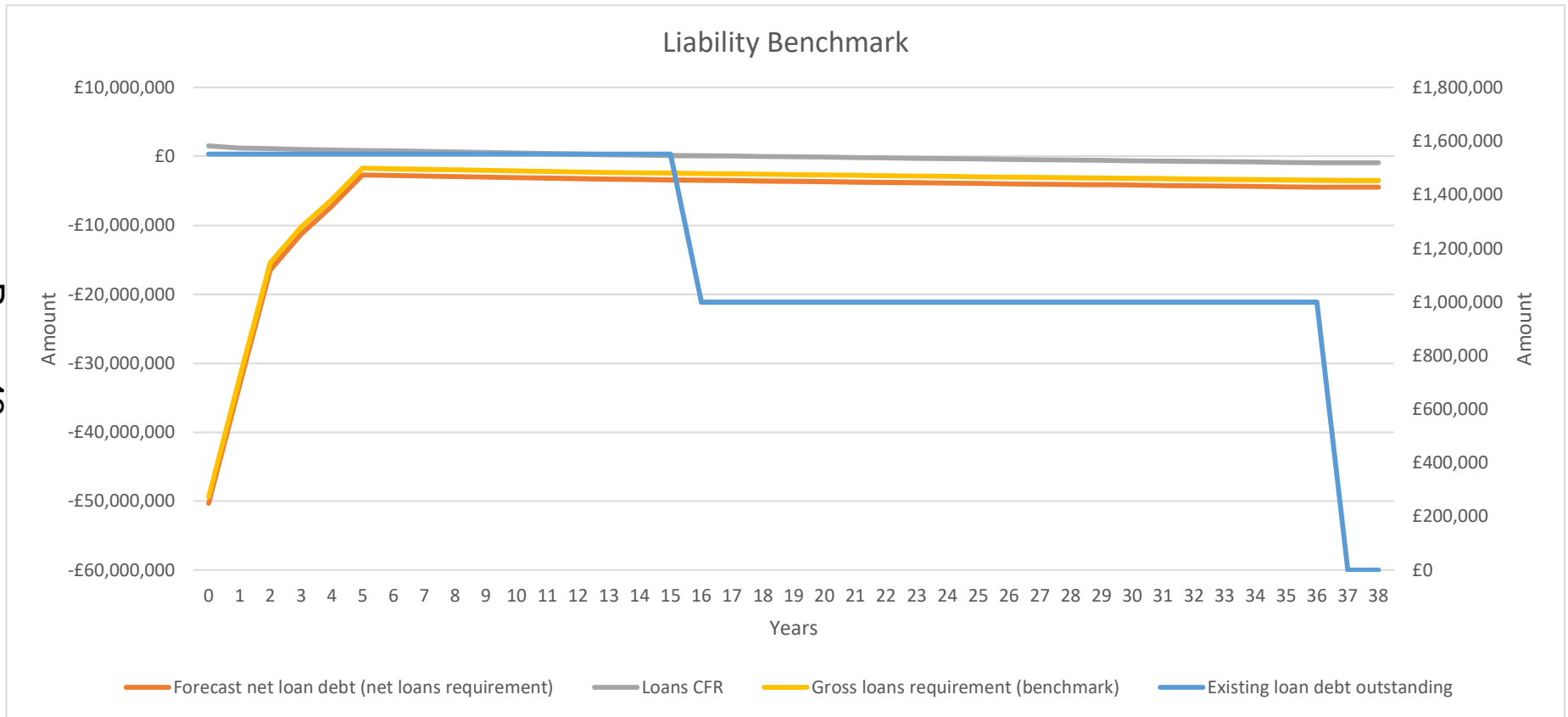
It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowing as follows.

Amount of projected borrowing that is fixed rate maturing in each period as a % of total projected borrowing that is fixed rate at the start of the period.

	<u>Upper Limit</u>	<u>Lower Limit</u>
Under 12 months	100	0
12 months and within 24 months	45	0
24 months and within 5 years	75	0
5 years and within 10 years	75	0
10 years and above	100	0

7. Total principal sums invested for periods longer than 364 days

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Total principal sum invested to final maturities beyond the period end	0	0	0	0	0	0	0





Report of:	Meeting	Date
Councillor Michael Vincent, Resources Portfolio Holder and Clare James, Corporate Director Resources	Council	27 October 2022

Computer Use Policy and User Agreement, ICT and Digital Transformation Strategies 2022/23 – 2026/27

1. Purpose of report

- 1.1 To approve the recently amended ICT Service Desk Computer Use Policy and User Agreement.
- 1.2 To note the council’s ICT and Digital Transformation Strategies 2022/23 – 2026/27.

2. Outcomes

- 2.1 To create a safe computer environment within the council for both employee’s and Elected Members and to protect the council from dangerous and detrimental computer activity on the network.
- 2.2 To provide the direction and foundations to ensure that the council develops its technology and ICT systems sufficiently to be fully digital by 31 March 2027 and to ensure that our customers will have online access to as many of our services as possible.

3. Recommendations

- 3.1 Members are asked to review and approve the revised Computer Use Policy and User Agreement at Appendix 1.
- 3.2 Members to note that following approval and roll out of the approved Policy, both officers and Elected Members will be asked to sign the ‘User Declaration’ at paragraph 2.3 of the attached Policy.
- 3.3 Members are asked to note both the ICT and Digital Transformation Strategies for 2022/23 – 2026/27 at Appendix 2 and 3.

4. Background

- 4.1** An effective Computer Use Policy sets out practices and restrictions regarding the use of an organisation’s technology. It describes what employees and other users can and cannot do when using corporate computers, networks, websites or systems. Having a policy in place helps to eliminate any confusion and potential abuse that could prevent the council from functioning productively and places the responsibility for data security into the hands of the user.
- 4.2** Whilst the council has had a Computer Use Policy in place for many years and it is a mandatory requirement for all new employees and Elected Members to sign a ‘User Declaration’, this is the first time the Policy itself has been presented to Full Council for approval.
- 4.3** To ensure the council thrives in the digital future, a refreshed Digital Transformation Strategy has been developed which sets out the key actions that will be required to develop the use of digital technology to ensure the council can deliver our services to customers electronically where possible. The strategy continues to support the council’s Business Plan and covers four key themes; the customer, our workforce, service improvements and climate change and social value.
- 4.4** The ICT Strategy complements the digital transformation strategy and sets out how the council will go about developing its technology and ICT systems sufficiently, ensuring that the data held on those systems is held securely and can only be accessed by persons authorised to do so. Both of the strategies are attached for information.

5. Key issues and proposals

- 5.1** The revised Computer Use Policy is attached at Appendix 1 and is shown with track changes.
- 5.2** The ICT Strategy and Digital Transformation Strategy for 2022/23 – 2026/27 are attached at Appendix 2 and 3.

Financial and legal implications	
Finance	There are no financial implications.
Legal	There are no legal implications.

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	✓
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
Joanne Billington	01253 887372	Joanne.billington@wyre.gov.uk	06/10/2022

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

List of appendices

Appendix 1 – Revised Computer Use Policy and User Agreement (with tracked changes)

Appendix 2 – ICT Strategy 2022/23 – 2026/27

Appendix 3 – Digital Transformation Strategy 2022/23 – 2026/27

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ICT Service Desk

Computer Use Policy & User Agreement



1.0 Introduction

This policy covers the use by employees and elected members of any ICT equipment provided by the council.

The policy governs use of e-mail accounts and addresses and Internet service provider (ISP) facilities provided through the council as well as other mobile devices such as the use of council laptops. It also governs the connection of any electronic device to the council's IT network.

In the rest of this policy, "facilities" means anything covered in the preceding paragraph and "user" means any employee or elected member using any of the facilities. "Mobile device" includes notebooks, laptops, tablets, Memory Sticks/Pen Drives, Personal Data Assistants (PDA's) or any other mobile device. "Viruses" means any software used for or designed with malicious intent.

Every user has a responsibility to maintain and enhance the council's public image and to use the facilities in an appropriate manner. This policy has been established to inform users of what is and is not appropriate. Any improper use of the facilities is not acceptable and may be dealt with through the council's disciplinary process or through the members' code of conduct.

1.1 Access

Access to the Internet and e-mail must normally be through the use of the corporate internet/e-mail system via the corporate network. Individuals using the network must not use modems, dongles or any other communication link attached to their PC's to access the internet or any other service without the authorisation of the ~~ICT Services Manager. Systems / Software Manager.~~

All users allowed access to the internet/e-mail systems will be required to sign a declaration that they have read and understood this Policy and are prepared to abide by it. This will be held on the user's personnel file.

The installation and configuration of software, for the purpose of internet access or the collection and delivery of e-mail, must be undertaken by a member of the ICT Team and must not be changed without the authority of the ~~ICT Services Manager. Systems / Software Manager.~~

Access to the council's information systems via the facilities is subject to password security. Users must not reveal their security password to any other person and passwords must not be recorded (e.g. written down) in any form. The ~~ICT Service Desk Helpdesk~~ can assist in resetting forgotten passwords.

Users must 'lockdown' their facilities when not in use or when away from their desk.

Only authorised users can use the facilities and third-party access by any individual who has not signed up to the Computer Use Policy is prohibited.

Users must not log in to any council device or service for the purpose of relinquishing control to another person. Any third-party access to [cCouncil](#) systems must be arranged through the [ICT Team](#) department.

1.2 Communications

Each user is responsible for the content of all data, text, audio or images that they place or send via or using the facilities. All messages must contain the user's full name as a user's email address is not a valid name. No e-mail or other electronic communication will be sent which hides the identity of the sender or represents the sender as someone else or someone from another organisation.

For efficiency purposes distribution lists should be limited and mass emailing or spamming (i.e. emailing to a large audience) is discouraged.

Any messages or information sent by a user to another individual outside of the council via an electronic network (e.g. bulletin board, online service or Internet) are statements that reflect on the [cCouncil](#). The [ICT Team](#) will ensure that all external e-mail has the user's signature and [cCouncil](#)'s standard disclaimer automatically ~~included at attached to~~ the end of the message (appendix A). Non-standard signatures or disclaimers must not be used.

1.3 Acceptable Uses of the Internet, Email and Data

All Users will use the [Internet](#) and email for-

- Business communication on behalf of the council.
- Lawful research into matters connected with their duties; this includes ward business and matters in connection with any special responsibility such as chairmanship.
- Political purposes so long as they are connected with the council. For example, use in connection with the leadership or other role in a political group in the council would be appropriate; as would use in connection with work as a Parish Councillor or use in connection with an outside body for which you are a [cCouncil](#) nominee. Use in connection with any other outside position or office in a political party or other organisation would not be appropriate and would be considered a potential breach of the councillors' code of conduct.
- Personal purposes which do not interfere with work productivity, do not take up excessive amounts of time, are not connected with any private business enterprise or other employment and do not result in the dissemination of any information held by the council that is not in the public domain.

The [cCouncil](#) accepts no responsibility for private use of the facilities or any loss, costs or liability, which the user or any other person may suffer as a result of the private use of the facilities.

The facilities must not be used for viewing, transmitting, retrieving or storing any material of a discriminatory or harassing nature or material that is obscene or pornographic.

The transmitting, retrieving and storage of any communications containing personal data must comply with the Data Protection Act 2018 ~~and or~~ the UK GDPR. A summary of these requirements can be seen on the ~~cCouncil's website. intranet.~~

No derogatory or inflammatory material about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted, retrieved or stored. ~~Further information is available on the Equality and Diversity section of the intranet.~~

No abusive, profane or offensive language or material is to be transmitted, retrieved or stored.

The facilities must not be used for any other purposes, which are illegal, or against ~~cCouncil~~ policy or contrary to the ~~cCouncil's~~ legitimate interest.

Automatic forwarding of ~~cCouncil~~ emails to non-secure networks (such as personal email accounts) is not permitted.

All users will be able to access confidential ~~cCouncil~~ material using the facilities. Every user is responsible for the continued security of any such confidential information, which they receive, including the security of any storage of such information. Users are advised of their obligations under the Code of Conduct not to disclose such confidential information to third parties. The relevant Codes of Conduct, both for employees and councillors, are available on the intranet.

For further guidance please see appendix B.

1.4 eSafety

All staff should be aware of their responsibilities for eSafety when working with children and young people in the workplace. Information on eSafety is available via the Lancashire Safeguarding Children Board on the Lancashire County Council website. If you require further assistance with these links please contact ~~the ICT Team. the ICT Service Desk or the ICT Service Delivery Manager.~~

1.5 Software ~~and~~ Viruses

It is important that the ~~cCouncil's~~ corporate networks are protected from viruses and that the following points are strictly adhered to:

Internet - there will be no unauthorised downloading of any software. All software downloaded must be registered to the ~~cCouncil~~. Users should contact the ~~ICT~~ Team if they have any questions.

E-mail - all Wyre Council IT gateway e-mails are scanned for known viruses. This should only be used as an indication and users should be cautious of opening attachments from un-trusted sources. The council's firewall is likely to intercept emails containing executable and certain other file types. You must not therefore arrange to be sent any such attachments via the facilities.

Only equipment authorised by the ~~ICT~~ Team may be connected to the ~~cCouncil's~~ I-T network. All PC's/~~mobile devices~~~~laptops~~ with ~~i~~Internet access must have access to a virus checker. Anti virus updates are automatically deployed when mobile devices are connected to the network. The ~~ICT~~ Team may require access to all PC's and mobile devices at any time to check for computer viruses. Any indication of a virus must be immediately reported to the ~~ICT Service Desk~~~~Helpdesk~~.

Users shall not interfere with ~~IT~~ installed software packages, configurations or switches. The Council's firewall and anti virus measures must not be disabled.

Unless there is a valid business case for its use, the 'macro' feature in Microsoft Office applications should be disabled. Where 'macros' are used they should be digitally signed and be configured to run in HIGH security mode, to ensure that only macros from administrator-controlled sources i.e. trusted locations are run.

Any prompt, suggesting the automatic upgrading of software (such as Acrobat Reader), should be declined and the matter referred to the [ICT Service Desk](#).

1.6 Connecting Mobile Devices to the Council's Network

The use of mobile devices (such as notebooks, tablets, CDs, floppy disks, memory sticks / pen drives, cameras, phones, portable media devices e.g. iPods, iPads and handheld pocket PCs) presents additional risks to the Council's information systems including:

- Increased susceptibility to viruses;
- Risk of unauthorised removal of sensitive / confidential data;
- Use of systems for non-work-related activities; and
- Reduction in productivity of staff (use of games, music, pictures).

All connections to the Council's IT network are monitored and will be screened to ensure that only authorised connections are permitted. Only where a business case is made for justifying such access will permission be granted.

Information that is removed from the networked systems owned by the Council must be treated with care. Caution must be used when copying data onto any mobile device. This also applies to sending data attached to emails. Data removed from the network is at greater risk; it could be lost, intercepted, copied, etc. Measures must be taken to protect this data via encryption or use of password access.

Mobile devices which connect to the Council's email facilities can be securely remote wiped if required. All Users should be aware that in the event of a security incident ICT may be required to initiate this function without prior warning. This would include the User's own personal device if this has been authorised for use.

Use of mobile devices is subject to authorisation and agreement with the separate Mobile Device Policy and Bring Your Own Device policy respectively, whichever is most appropriate for the required mobile device. These will be made available on the Council's intranet, and it is the users responsibility to acquaint themselves with any amendments to the respective policies. Users will be notified when amendments are made to these policies.

1.7 Copyright Issues

Users shall not knowingly infringe any copyrights by using, copying or dealing in any other way with copyrighted material without all necessary consents. It is the policy of Wyre Council to respect all computer software copyrights and adhere to the Terms and Conditions of any licence to which Wyre Council is a party. Wyre Council will not condone the use of any software that does not have a licence and any employee found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures. Users should be aware that the Council complies with the requirements of FAST (Federation Against Software Theft) accreditation.

1.8 Security and Monitoring

All incoming and outgoing emails are monitored for improper content. Such monitoring may be routine, random or targeted. Targeted monitoring would be carried out where there are grounds to believe that a contravention of this policy, or the employee / member code of conduct has taken place. Any emails contravening these guidelines will be quarantined or deleted. The protocol for dealing with email can be seen on the [ICT Services Team's](#) section of the intranet.

The [Council's](#) Internet gateway is routinely monitored for cost control, usage patterns, Prevent duty and the accessing of improper material. The [Council](#) will investigate any apparent improper use. If any user feels that they have mistakenly accessed improper material or are aware of or suspect another user who is not complying with the Computer Use policy, they must notify the [ICT Service Desk Helpdesk](#) immediately. The [Council](#) also reserves the right to implement filters and other means of blocking access to and from certain parts of the Internet from the [Council's](#) gateway.

All messages created, sent or retrieved over the [Council's](#) [Internet/e-mail](#) systems are the property of the [Council](#) and should be considered public information. The [ICT Team Section](#) will limit the size of e-mails and attachments to ensure that network and system performance is not hindered.

The council may audit any mobile device or PC at any time. Such audit may be carried out remotely and without specific notice or consent if the equipment is connected to the council's network. The council may take possession of equipment at any time in order to carry out an audit.

1.9 Return of Equipment by all Users

All equipment issued to users remains the property of the council. It must not be sold, given, or lent out to any third party. Mobile devices must always be kept in a safe place and never left unattended in public. Proper precautions must be taken to keep them safe from theft or accidental damage and users must not deliberately damage or modify them in any way. The council will carry out any necessary repairs and maintenance.

Equipment must be returned immediately on termination of contract or when a member ceases to be a member of the council, or at any other time if demanded verbally or, in writing on behalf of the council.

2.0 Training

Training is a requisite for all users of the [Internet/e-mail](#) systems. This will be provided in conjunction with the [ICT department Team](#) who can be contacted by e-mail at servicedesk@wyre.gov.uk and/or telephone on 01253 887652.

2.1 Policy Updates

Due to the changing nature of the facilities available through the Internet and e-mail, this document and any associated policies will be altered when necessary. In order to ensure that the latest copy is referred to, the official copy will be stored on the [Council's](#) [Hub Intranet](#). Users will be notified of any amendments that have been made. It is the responsibility of the user to acquaint themselves with the amendments to this or any other policies that may change from time to time.

2.2 Violations

Any employee who misuses or abuses the facilities will be subject to the Council's disciplinary procedures. Abuse of the facility (e.g. gross or continued misuse) may potentially lead to the termination of employment. If necessary, the Council also reserves the right to advise appropriate bodies of any illegal violations.

Any elected member who misuses or abuses the privilege of using council equipment may result in their equipment being removed/-suspended. They may also be subject to an investigation by the Monitoring Officer under the Councillors' Code of Conduct.

2.3 User Declaration

User Declaration

I have read and understood the Computer Use Policy and agree to comply with the points within the Policy.

User's Name:

Sign:

Date:

Appendix A

External E-mail Disclaimer

This e-mail contains information intended for the addressee only. It may be confidential and may be the subject of legal and/or professional privilege.

If you are not the intended recipient, any disclosure, copying, distribution or use of this e-mail and/or any attachment is strictly prohibited.

Any views expressed by the sender of this message are not necessarily those of Wyre Council. They may be personal or contain personal opinions and therefore cannot be taken to be an expression of Wyre Council's position.

If you have received this transmission in error, please use the reply function to tell us and permanently delete the message.

Please note: Incoming and outgoing e-mail messages are routinely monitored for compliance with our policy on the use of electronic communications. Wyre Council scans outgoing e-mails for viruses and it is your responsibility to carry out any checks before opening the e-mail and/or attachments.

Appendix B

Acceptable Uses of the Internet, E-mail and Data – Further Guidance

The following guidance is non-exhaustive and is intended to help you in understanding good practice when using the facilities. If you are unsure or do require further assistance, please contact the ICT Service Desk.

~~2.01.0~~ Use of facilities such as Apple iTunes or AmazonMP3 for music, movies, TV and applications is prohibited.

~~3.02.0~~ The default media player (usually Windows Media Player) should not be used for playing, converting, duplicating or copying of any CD/DVD content either via mobile media devices or the computer's internal hard drive.

~~1.03.0~~ Examples of copyrighted material can include computer software, magazine articles, reports, photographs, music and video files.

4.0 All software installations should be completed by the ICT Team. PC and video games should not be installed on any Council equipment.

5.0 A tablet device is typically a computer with touch screen capabilities such as an iPad, Playbook, Galaxy Tab, Nexus, Kindle, Windows RT. All of which must be authorised by the ICT Team prior to being connected to the network.

6.0 A secure remote wipe of a mobile device will remove all content, settings, applications and features on the device.

7.0 The Council's IT Network includes both Local and Wide Area Network links.

8.0 Use of on-line gambling websites are prohibited.

9.0 Peer-to-peer (P2P) networks are commonly used to transmit music and video files across the internet. Unauthorised P2P file sharing is prohibited.

10.0 The internet has now developed into an integral part of peoples' day-to-day lives through the introduction of on-line banking and shopping facilities and has, in many instances, replaced the necessity to physically visit the High Street / Retail Outlets. Care should be taken when accessing such facilities on the Council network. Excessive use of on-line banking or shopping facilities may result in access being blocked.

- 11.0 Using search engines such as Google and Bing can accidentally direct users to inappropriate websites whose content could not have been foreseen. Care should always be taken whilst using search engines and it is not always appropriate to try every link a search engine generates.
- 12.0 On-line streaming of video content that is not related to your work is prohibited due to the bandwidth it uses.
- 13.0 Unauthorised use of Social Media applications is prohibited. Authorised use is only available where such sites improve communications with citizens and are in the interests of the [cCouncil](#). Such sites include Facebook, Twitter, Yammer, Myspace, Bebo, LinkedIn, Flickr, Photobucket and YouTube.
- 14.0 Chain letters, junk e-mail or similar correspondence should not be forwarded on either internally or externally. This includes such items as virus warnings and charity correspondence. Any email asking you to forward to all your contacts or send to ten people you know should be deleted with no further action.
- 15.0 All users should be mindful that non-verbal clues to your meaning are lost in email communication and there is potential for misunderstanding – what’s funny to you may appear rude and offensive to a recipient who only has your text to go off.
- 16.0 Trust your instincts – it’s very tempting to reply instantly to emails, but if you’ve composed a message and your ‘gut feeling’ tells you not to send it, for whatever reason - don’t! Think about the matter further before committing yourself. Venting rage by email is no more acceptable than shouting in someone’s face and sarcastic or angry emails sent in haste are likely to be regretted.
- 17.0 Use of the facilities is for the designated authorised user only. The facilities are not to be used by relatives or spouses.

ICT Strategy – 2022/23 to 2026/27

Purpose of this strategy

To provide the direction and foundations to ensure that the council develops its technology and ICT systems sufficiently to be fully digital by 31 March 2027, in the process ensuring that the data held on those systems is held securely and can only be accessed by persons authorised to do so.

Themes and Actions

This strategy is made up of four key themes:

Maintenance and security of all ICT systems

Further measures will be introduced in order to prevent successful cyber-attacks. These measures are in addition to the recent introduction of software that constantly scans our software systems to ensure that any potential threats are nullified before they occur (Tenable).

Additional measures will be put in place that allow for the quick and structured recovery of ICT systems should we be the victim of a successful cyber-attack (additional servers etc., to be located at alternative venues).

We will continue to develop an ongoing maintenance and rolling-review/replacement programme in respect of our existing systems, ensuring that upgrades are carried out in a timely manner, thus removing the issues that arise from using outdated versions of software systems that are no longer fit for purpose or supported. The costs of replacing obsolete and outdated software will be met from the ICT reserve, a fund created specifically for this purpose. See appendix A for the current maintenance and replacement programme.

Wherever affordable and proportionate, we will look to move our ICT systems across to fully hosted/cloud-based services. This will help us better ensure that these systems are available and maintained to their maximum capacity with the least requirement for internal technical expertise.

Wherever it isn't viable to move to a hosted system, ICT Officers will be provided with training to ensure that they are better able to maintain those "in-house" systems.

Identification and implementation of new software systems to take our digital programme forward

To enable the identification and development of new software systems to meet our digital strategy objectives:

- a dedicated ICT Digital Programme Lead has already been recruited
- the numbers of ICT Applications Analysts have been increased from two to three

- the Contact Centre Systems team has been expanded in order to provide additional support for the development of new and existing software systems

The initial projects in our ongoing programme of new implementations have already been agreed and are underway:

- The procurement and implementation of a new telephony system;
- The procurement of an updated revenues and benefits document management system that will also be utilised by the Legal Services team and could be rolled out to others;
- The digitalisation of the various application forms and processes currently in use in the Licensing team via the Jadu CXM software system;
- The procurement and implementation of council tax inspection software that will allow for the electronic storage of information relating to new builds, renovations, extensions and remove the need for the creation and upkeep of paper records.
- Enhancing various functions on our website including the search and maps.
- Expanding the online booking system for events.
- Implementing Chip and Pin and replacing the current EPOS (Electronic Point of Sale) system used by our theatres.

A mechanism and funding is in place for Services/Teams to present a digital business case via the Digital Transformation Board for its consideration.

The training and development of staff

The successful delivery of fully digital services depends very much on having staff that are trained and experienced in using digital systems. To ensure that this is the case a comprehensive training programme will be delivered that will ultimately enable all staff to proficiently operate corporate software packages including Office 365, Sharepoint and OneDrive.

A learning programme is to be developed for ICT staff in order to ensure that they have sufficient knowledge and expertise to maintain and develop our software systems proficiently. This programme will also help address ongoing issues around "single points of failure" at the same time ensuring that succession plans are in place that cover all ICT posts. Annual cyber-security training will also form part of this programme.

The maximisation of our digital offering to residents

Having procured and implemented a new website and Citizen Portal in July 2021, we are now in the process of developing the system to its full potential in order to maximise access to online services for our customers.

We are going to develop our services further, so that online becomes our default way of communication and doing business. However, we will still maintain a traditional service provision i.e. phone and face to face for those of our residents that do not want to or are unable to transact with us online.

Wherever possible we will look to develop and implement the digital services our residents want and request. An important part of this will be regular stakeholder engagement which will involve surveys and focus groups etc., as required.

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Wyre Council Digital Transformation Strategy 2022/23 to 2026/27

The Digital Revolution is changing the world. The pace of change driven by technology over the past 10 years has been breath-taking and will only continue to increase at a faster rate in the future. To ensure that Wyre Council thrives as an organisation in the digital future, we have formulated a digital strategy identifying the key actions we are planning to take to develop our use of digital technology further in the next three years, in the process delivering our services to customers electronically where possible.

The strategy will support the Council's Business Plan and covers four key themes:

The customer

Our future service delivery model will maximise the use of digital technology, putting the customer at the heart of the solution. Services will be designed with the customer in mind, utilising robust user-testing to achieve the best results. The move towards more digital working will help us to manage demand better and target limited resources to where they are most needed. During the next four years:

- our default channel for communications and engagement will become online, although we will still offer a telephone and face to face service for those who need it
- we will continue to offer our customers 24/7 access to their own personal online "MyWyre" account for the vast majority of their service requests and information. They will be able to manage their own data (e.g. change of address, telephone numbers) and their relationship with the council at a time that suits them
- we will continue to take appropriate measures to invest in cyber security, to ensure the safe storage of customers' personal data
- we will implement a Digital Inclusion Strategy to ensure that those who cannot use digital services will not be excluded
- we will continue to make use of customer insight tools to better understand our residents and businesses. A good understanding of customer needs is central to service design
- there will be a reduced requirement for staff-supported transactions, offering the potential to relocate some of our customer facing staff resources to areas where there is a need for additional support
- where appropriate, the council will take an increasingly active role in conversations on social media

Our workforce

Our workforce remain our most important asset as without them we cannot deliver our services. Changing demands require them to be more mobile, flexible and cover a wider range of tasks and activities than ever before. Future digital technology, improved communications and transformational change will release our workforce from their desks, allowing them to operate from anywhere. In the next four years we:

- will ensure that our staff receive sufficient appropriate digital training to ensure that they are proficient in the use of our digital systems
- will make staff more efficient by reducing administrative work via the introduction of digital and automated administrative processes
- will continue to equip our staff for hybrid working with digital equipment, including laptops and softphones, that will free them from their desks and allow them to operate from any location, in the process improving work-life balance and facilitating recruitment from a wider geographic area

Service improvements

In order to provide fully digital services delivered by experienced digitally trained staff, we will:

- maximise the use of existing council software systems, fully developing their capabilities across the council's services and teams and wherever possible automating administrative processes
- identify opportunities to procure and implement new technology as it becomes available in order to further digitalise services and reduce the amount of administration required in operating those services
- identify opportunities to use "integrated" processes where available by linking different software systems together via "API" technology
- move council software systems and ICT infrastructure to "hosted" systems wherever possible (taking into account cost) in order to reduce the reliance on "in-house" ICT expertise in the technical administration of those systems and strengthening their business continuity resilience

Climate Change and Social Value

In maximising the use of digital technology and offering fully digital services, we will reduce our carbon footprint and allow our customers to do so as well. We will do this by:

- offering customers digital access to services thus removing the need for them to send mail to or visit the council offices to conduct their business with the council
- continuing to offer paperless billing and promoting this via the MyWyre account

- empowering our staff to work from any location, in the process removing the need for many daily commutes to work, thus further reducing the volumes of vehicles on the road
- Utilising local suppliers and smart procurement from climate change and social value conscious sources where possible

Delivering the strategy

This strategy will largely be delivered by the ICT and Contact Centre Systems teams working in close partnership with each other and with officers from the council teams and services who are/will be using the digital technology being introduced/utilised. CMT will support the digitalisation of services by removing blockages and obstructions where necessary in order to ensure that our digital objectives are achieved.

The objectives of our Digital Transformation Strategy will be reflected in the more projects-based ICT Strategy over the same 2022/23 to 2026/27 period. The overall objective being that by 31 March 2027, the administrative functions of the various council services will have been digitalised to their maximum potential, that our customers will have online access to as many of our services as possible, and that the officers delivering those services will be fully trained in the use of the digital systems used by their service.

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Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	27 October 2022

Calendar of Meetings 2023/24

1. Purpose of report

1.1 To publish the programme of meetings involving councillors for 2023/24.

2. Outcomes

2.1 An effective democratic decision making process.

3. Recommendation

3.1 That the Calendar of Meetings for 2023/24, attached as Appendix 1, be noted.

4. Background

4.1 Paragraph 2 of Part 4.01 of the Constitution states that:

“Ordinary meetings of the Council will take place in accordance with a programme published by the Chief Executive, following consultation with the Group Leaders.”

4.2 The programme of meetings for 2023/24 follows a broadly similar pattern to the programme for the current year.

5. Key issues and proposals

5.1 The frequency, times and dates of each meeting are listed in Appendix 2. Any adjustments to the previous pattern are referred to in the text.

Financial and legal implications	
Finance	The number of meetings in 2023/24 is proposed to be the same as in 2022/23 so there will be no additional financial implications.
Legal	The proposed schedule of meetings meets with the requirements of the law and the Council's constitution.

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
Marianne Unwin	01253 887326	marianne.unwin@wyre.gov.uk	03.10.2022

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

List of appendices

Appendix 1 Calendar of Meetings for 2023/24

Appendix 2 Dates of meetings 2023/24

CALENDAR OF MEETINGS 2023/24

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
MON	1 BH								1 BH			1 BH	
TUE	2			1					2			2	
WED	3 MB			2 PLACMT			1 PLA MB		3 PLA CMT			3 PLA MB	1 PLA MB
THU	4 Elections	1		3			2		4	1		4	2 Elections
FRI	5	2		4	1		3	1	5	2	1	5	3
SAT	6	3	1	5	2		4	2	6	3	2	6	4
SUN	7	4	2	6	3	1	5	3	7	4	3	7	5
MON	8	5	3 LG	7	4 O&S	2	6	4	8	5	4 LG	8	6 BH
TUE	9	6	4 CG	8	5	3	7	5 CCPG	9	6	5 CG	9	7
WED	10 CMT	7 PLA CMT CAB	5 PLA CMT	9 MB	6 PLA MB CAB	4 PLA MB	8 CMT	6 PLA CMT	10 MB CAB	7 PLA MB	6 PLA MB	10 CMT	8 CMT
THU	11	8	6 COU	10	7	5	9 STA	7	11	8	7 COU*	11	9
FRI	12	9	7	11	8	6	10	8	12	9	8	12	10
SAT	13	10	8	12	9	7	11	9	13	10	9	13	11
SUN	14	11	9	13	10	8	12	10	14	11	10	14	12
MON	15	12 O&S	10 E&A	14	11 LG	9	13	11 CDG	15 O&S	12	11	15 LG	13
TUE	16	13 CCPG	11	15	12 CG	10	14 AUDIT	12	16 LIC	13	12	16 CG	14
WED	17 MB	14 MB	12 MB CAB	16 CMT	13 CMT	11 CMT	15 MB	13 MB	17 CMT	14 CMT CAB*	13 CMT	17 MB CAB	15 MB
THU	18 COU ANN	15	13	17	14 COU	12	16	14	18	15	14	18 COU	16 COU ANN
FRI	19	16	14	18	15	13	17	15	19	16	15	19	17
SAT	20	17	15	19	16	14	18	16	20	17	16	20	18
SUN	21	18	16	20	17	15	19	17	21	18	17	21	19
MON	22	19 CDG	17 O&S	21	18 CDG	16 O&S	20 O&S	18	22 LG	19 E&A	18 CDG	22 O&S	20
TUE	23	20 AUDIT	18 LIC	22 LIC	19 LIC	17 LIC	21 LIC	19	23 CG	20 LIC	19 LIC	23 LIC	21
WED	24 CMT	21 CMT	19 CMT	23 MB	20 MB	18 MB CAB	22 CMT	20 CMT	24 MB	21 MB	20 MB CAB	24 CMT	22 CMT
THU	25	22 STA	20	24	21 CCPG	19	23	21	25 COU	22	21 STA	25	23
FRI	26	23	21	25	22	20	24	22	26	23	22	26	24
SAT	27	24	22	26	23	21	25	23	27	24	23	27	25
SUN	28	25	23	27	24	22	26	24	28	25	24	28	26
MON	29 BH	26	24	28 BH	25	23 LG	27 LG	25 BH	29	26 O&S	25	29	27 BH
TUE	30 LIC	27 LIC	25 AUDIT	29	26 AUDIT	24 CG	28 CG	26 BH	30	27 AUDIT	26 CCPG	30	28
WED	31 MB	28 MB	26 MB	30 CMT	27 CMT	25 CMT	29 MB CAB	27 MB	31 CMT	28 CMT	27 CMT		29 MB
THU		29	27	31	28	26 COU	30 COU	28		29	28		30
FRI		30	28		29	27		29			29 BH		31
SAT			29		30	28		30			30		
SUN			30			29		31			31		
MON			31			30 E&A							
TUE						31							

Key

COU ANN = Annual Council Meeting 7pm

BH = Bank Holiday

* = Budget Meeting (must be held before 11 March)

CG = Conservative Group - 6pm

LG = Labour Group - 6pm

CAB = Cabinet – 5pm

COU = Council - 7pm

STA = Standards Committee - 6pm

AUD = Audit Committee - 6pm

E&A = Employment & Appeals Committee - 6pm

CDG = Councillor Development Group – 6pm

CCPG = Climate Change Policy Group – 6pm

O&S = Overview and Scrutiny Committee - 6pm

PLA = Planning Committee - 2pm

LIC = Licensing Committee - 6pm

MB = Management Board – 4pm

CMT = Corporate Management Team

Please note these dates are correct at the time of publication and may be subject to change. Please refer to the Council's website for the most up to date information.



CALENDAR OF MEETINGS

May 2023 to May 2024

DATES OF MEETINGS 2023/24

COUNCIL

8 meetings. Same number as in 2022/23. Thursdays at 7pm.

18 May 2023 (Annual meeting 2023/24)

6 July 2023

14 September 2023

26 October 2023

30 November 2023

25 January 2024

7 March 2024 (Budget meeting)

18 April 2024

AUDIT COMMITTEE

5 meetings (same pattern as 2022/23). Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines.
Tuesdays at 6pm.

20 June 2023

25 July 2023

26 September 2023

14 November 2023

27 February 2024

EMPLOYMENT AND APPEALS COMMITTEE

3 meetings. Same number and similar pattern as in 2022/23.
Mondays at 6pm.

10 July 2023

30 October 2023

19 February 2024

OVERVIEW AND SCRUTINY COMMITTEE

8 meetings. Same number as in 2022/23.
Mondays at 6pm.

12 June 2023

17 July 2023

4 September 2023

16 October 2023

20 November 2023

15 January 2024

26 February 2024

22 April 2024

PLANNING COMMITTEE

12 meetings. Same pattern of meetings as in previous years.
First Wednesday of each month, at 2pm.

7 June 2023

5 July 2023

2 August 2023

6 September 2023

4 October 2023

1 November 2023

6 December 2023

3 January 2024

7 February 2024

6 March 2024

3 April 2024

1 May 2024

LICENSING COMMITTEE

11 meetings. Last or penultimate Tuesday of each month, at 6pm. As in previous years, monthly meetings have been scheduled to enable statutory deadlines to be met if applications are received. It is likely that a number of these meetings will not be needed, but it is easier to schedule meetings on a monthly basis and cancel them if necessary, than to have to add extra meetings at short notice.

30 May 2023

27 June 2023

18 July 2023

22 August 2023

19 September 2023

17 October 2023

21 November 2023

16 January 2024

20 February 2024

19 March 2024

23 April 2024

STANDARDS COMMITTEE

3 meetings. Same number of scheduled meetings and similar pattern as in 2022/23. Thursdays at 6pm.

Evenly spaced throughout the year. Additional meetings will be organised, if necessary, to deal with any particular Code of Conduct issues which may arise.

22 June 2023

9 November 2023

21 March 2024

CABINET

9 meetings. The same as in 2022/23. Wednesdays at 5pm.

7 June 2023

12 July 2023

6 September 2023

18 October 2023

29 November 2023

10 January 2024

14 February 2024 (Budget meeting)

20 March 2024

17 April 2024

COUNCILLOR DEVELOPMENT GROUP

4 Meetings. Same pattern as in 2022/23. Mondays at 6pm.

19 June 2023

18 September 2023

11 December 2023

18 March 2024

CLIMATE CHANGE POLICY GROUP

4 meetings scheduled, as in 2022/23. Additional meetings to be convened on ad-hoc basis, if necessary.

Tuesdays at 6pm

13 June 2023

21 September 2023

11 December 2023

18 March 2024

Conservative Group: Tuesday before each Council Meeting (except Annual meetings).

Labour Group: Monday before each Council Meeting (except Annual meetings).

Management Board: Every 2 weeks (alternate weeks from CMT)
Wednesdays at 4pm.

Corporate Management Team: Every 2 weeks (alternate weeks from MB) Wednesdays usually at 9.30am.



Report of:	Meeting	Date
Councillor Peter Cartridge, Chairman of the Licensing Committee	Council	27 October 2022

Periodic Report – Licensing Committee

1 Purpose of report

- 1.1 To inform the Council of the current position on issues dealt with by the Licensing Committee and Licensing Team during the period September 2021 to September 2022 (inclusive).

2 Licensing Committee hearings

The Licensing Committee has met in person nine times.

In total it has considered and dealt with seventeen separate matters.

2.1 Licensing Act 2003

Four applications for new premises licences were referred to the Licensing Committee for determination, following objections by Responsible Authorities and/or residents, during the statutory consultation periods. In addition, one application for the review of a premises licence was submitted to the Licensing Committee.

The applications are summarised below:

- The Linden Tree Tea Room, 31 Linden Ave, Thornton Cleveleys, FY5 2EZ – granted for reduced hours and subject to additional conditions agreed with Environmental Health and the Police in advance of the hearing.
- RJ’s Bar, Unit A, Jubilee Leisure Park, North Promenade, Thornton Cleveleys, FY5 1DB – Granted to authorise sale of alcohol for consumption on the premises between 11:30 hours and 00:00 hours of each week and provide recorded music indoors on Friday and Saturday nights until 00:00 hours.

- Thornton Cleveleys Football Club, Gamble Road, Thornton Cleveleys, FY5 4JH – Granted with reduced hours and subject to conditions previously agreed with Police and Environmental Health.
- 18 Breck Road, Poulton-le-Fylde - Granted as applied for together with the conditions agreed in advance with Lancashire Police and Environmental Health.

An application in respect of the following premises, submitted by Lancashire Police, sought review of an existing premises on the basis that the following Licensing Objectives had been undermined; *Prevention of crime and disorder, Prevention of public nuisance and Protection of children from harm.*

RJ's Bar, Unit A, Jubilee Leisure Park, North Promenade, Thornton Cleveleys, FY5 1DB – Premises licence revoked.

2.2 Gambling Act 2005

No matters have been referred to the Licensing Committee during the relevant reporting period.

2.3 Hackney Carriage and Private Hire licensing

Six applications for new dual driver licences were referred to the Licensing Committee during the relevant reporting period.

- Four applications were refused by the Licensing Committee on the grounds that the applicant was not considered to be a fit and proper person to hold such a licence.
- Two applications were granted by the Licensing Committee.

Additionally, one licensed driver was referred to Licensing Committee on the basis of allegations relating to their conduct during currency of their licence. Their licence was suspended for a period of six weeks by the Licensing Committee.

Two of the applicants refused by the Licensing Committee and the existing licence holder suspended for six weeks, chose to appeal against these decisions to the Magistrates Court. At the time of preparing this report Wyre Council has successfully defended its position in relation to two of the appeals with the final one due to be heard in November 2022.

3. Licences, permits and registrations issued by the Licensing Unit

3.1 Licensing Act 2003

There are currently 438 licensed premises in the borough and the council is the relevant licensing authority for 2,231 personal licence holders.

During the reporting period licensing officers have dealt with applications for:

- 9 New premises licences
- 87 Variations to existing premises licences
- 17 Applications to transfer existing licences
- 74 New personal licences
- 38 Amendments to personal licences
- 165 Temporary Event Notices

3.2 Gambling Act 2005

The borough currently has

- 9 Betting shops
- 2 Bingo premises
- 11 Adult Gaming Centres
- 1 Licensed Family Entertainment Centre
- 8 Family Entertainment Centre permits
- 22 Licensed premises gaming machine permits (3 or more machines)
- 55 Licensed premises gaming machine notifications (up to 2 machines)
- 13 Club machine permits
- 1 Club gaming permit
- 2 Prize gaming permits
- 141 Small Society Lottery Registrations

During the reporting period licensing officers issued two new or varied permits in respect of gambling permissions.

3.3 Taxi Licensing

The borough currently has 160 licensed hackney carriages and 96 licensed private hire vehicles, with vehicle licences issued for one year at a time.

Hackney carriage numbers are limited in the borough (limit considered during a tri-annual unmet demand survey referenced later in this report) and so proprietors have kept their vehicle licences current to protect their plate during the pandemic. Many of these vehicles and their drivers have now returned to work.

There is no equivalent restriction on the number of private hire vehicles that the council will licence. Historically there was a fleet of around 120 licensed private hire vehicles working across the borough at any given time, many of which relied on bookings for airport transfers as their main area of business. However, the onset of the COVID-19 pandemic created a rapid drop in demand for private hire services and directly coincided with approximately one quarter of private hire vehicle proprietors allowing their vehicle licence to expire.

It must be noted that holders of dual drivers licences issued by the council became eligible to claim for up to £1,500 in discretionary COVID-19 business grants. The grant scheme was specifically created during the pandemic to help meet the adverse effect on drivers caused by the numerous lockdown periods, restrictions and the rise of the Omicron variant and was a contribution towards fixed costs and loss of earnings. Thus, without the council's intervention, the impact on the industry could have been much worse.

By comparison to the previous reporting period there has been a slight increase in the number of licensed private hire vehicles and it may be that a continuation in the recovery of the foreign travel industry will increase numbers back towards where they were.

There are 34 Private Hire Operators licensed to trade in the borough and these licences are valid for five years from their respective dates of issue.

There were 386 dual driver licences current at the end of this reporting period and whilst the number remains stable it is still approximately one tenth lower than pre-pandemic numbers.

Overall, there is recognition that a lack of working drivers is having an impact on the availability of licensed vehicles to support the hospitality industry. This issue is now nationally recognised and whilst not unique to the borough it is still reportedly evident at weekends in relation to dispersal of patrons from late hours premises situated in Poulton, Fleetwood and Garstang.

35 new Wyre driver licences were issued during this reporting period. By contrast, 40 new driver licences were granted during the previous 22 month reporting period.

The Licensing Authority has processed applications relating to licensed vehicles, drivers and operators as follows –

- 193 Hackney Carriage Vehicle Licences
- 97 Private Hire Vehicle Licences
- 139 Dual Driver Licences
- 6 Private Hire Operator Licences

3.4 Animal Welfare Licensing

Wyre has a variety of premises licensed for activities involving animals under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. Registrations fall into the following categories:

- 13 Dog breeders
- 11 Catteries
- 3 Boarding dogs in kennels
- 19 Home boarding for dogs
- 3 Dog day care centres

- 4 Selling animals as pets
- 5 Hiring horses
- 3 Exhibiting animals

Licences are granted for one, two or three years, depending on the star rating awarded by the inspecting officer.

During this reporting period, officers assessed 35 applications for the grant or renewal of licences. All 35 were granted on the basis that the appointed inspector was satisfied that animal welfare standards could be adequately maintained by the applicant.

The borough has experienced an increase in the number of licensed commercial dog breeders and this remains consistent with the situation across the country. The total number of licensed breeders has increased from 8 to 13 since September 2021. Additionally, the number of licences for the home boarding of dogs has increased by 3 from 16 to 19 throughout the same period. Registrations related to other activities have remained more or less the same.

3.5 Miscellaneous Licensing/Permitting

Officers have also issued the following permits, consents and registrations

- 13 Street Trading Consents
- 3 Registrations for skin piercing, tattooing electrolysis, etc.
- 2 Variations to Caravan site licences
- 5 Temporary Pavement Licences
- 18 House to House Collection Permits
- 32 Street Collection Permits

4. Licensing Activity

4.1 Licensing Act 2003

Annual fee payments continue to be closely monitored by licensing officers and where premises licence holders fail to pay their annual fees, licensing officers suspend licences until such time as the fees are paid.

Generally speaking suspensions against alcohol licensed premises are short-lived because they stop a business from being able to trade. Thus, outstanding monies tend to be paid promptly following receipt of a suspension notice.

At the end of the reporting period, 23 premises licences were under suspension. However many of these businesses may have now closed because they have been unable to recover from the impact of the COVID-19 pandemic. Therefore, the actual number is subject to change and where a licence holder does not surrender their licence they will continue to attract liability for an annual fee under the Licensing Act 2003.

Most compliance work is now centred on investigating complaints relating the hospitality sector in partnership with Environmental Health officers and Lancashire Police. However, the overwhelming majority of businesses subject to complaints work hard with partnership agencies to address and remedy any concerns that have been raised about the manner in which they have been operating. Statistics firmly support this as only one existing alcohol licensed premises has required formal action to be taken against it during the relevant period.

4.2 Gambling Act 2005

The Statement of Gambling Policy for Wyre Council was reviewed and put before the Licensing Committee without revision in October 2021. The Licensing Committee agreed that the existing policy remained fit for purpose and recommended that the matter be put before Council so the policy could remain in place from 1 April 2022.

Annual fees that are payable under the Gambling Act are also closely monitored by licensing officers, as the Act requires the licensing authority to revoke licences or permits, where licence holders fail to pay the annual fees on time. No gambling authorisations have been revoked during the reporting period for non-payment.

4.3 Hackney Carriage and Private Hire Regulation

The Licensing Authority consulted on a revised policy covering the regulation of hackney carriages, private hire vehicles, their drivers and operators in the spring of 2021. The outcome of the consultation was reported to the Licensing Committee on 27 September 2021 and members resolved that the revised policy be approved without alteration to take effect from 1 April 2022. The revised policy aligns matters such as our stance on criminal and motoring convictions directly with Statutory Taxi and Private Hire Vehicle Standards issued by the Department for Transport in July 2020.

The council has undertaken the tri-annual unmet demand survey, which is required because it limits the number of hackney carriage vehicles it licenses. The current limit is 160 and has been for many years.

The final report from CTS Traffic and Transportation, who have been commissioned to undertake the study, is expected in October, after which time the Licensing Committee will consider the findings.

As outlined previously one licensed driver had their licence suspended by the Licensing Committee following complaints about their conduct whilst working in this capacity. The decision of the Committee was appealed by the licence holder but the Magistrates Court refused the appeal. No other existing licence holders have required formal action to be taken against them during the relevant period.

Stop Notices, which suspend a vehicle licence, continue to be issued by the MOT testers at Copse Road and licensing officers during compliance

checks. The purpose of suspending vehicle licences for hackney carriages or private hire vehicles in this manner is because those vehicles have been inspected and have been deemed to be unfit to be used to transport members of the public on inspection. Conversely, once a vehicle is repaired and re-presented in an acceptable condition, the notice is lifted and licence restored.

4.4 Temporary Pavement Licences

As reported in 2021, The Business and Planning Act 2020 was introduced with very little lead time during June and July of 2020. Following its introduction it created a completely new area of regulatory responsibility for the Council.

A bill proposing this legislation was first presented to Parliament on 25 June 2020 and the act came into force on 22 July 2020, giving licensing officers just over a month to develop, have ratified and publish a policy including the fees to be charged, whilst developing an application process and consultation requirements for applications.

This new legislation provides a very streamlined application process for premises to obtain a temporary licence from the council to put tables and chairs onto adopted highway land adjacent to their premises, such as pavements. Initially these licences were due to expire on 30 September 2021, but the provisions were extended for a further twelve months over the summer of 2021. The subsequent extension period was due to conclude on 30 September 2022 but the provisions were again extended until 30 September 2023. This is in line with amendments made to the Licensing Act 2003 that create a provision for off sales of alcohol for qualifying alcohol licensed premises.

The number of premises currently operating with a temporary pavement licence is outlined at section 3.5 of this report.

4.5 Freedom of Information Act requests

Licensing Officers have responded to 34 requests for information from members of the public and pressure groups submitted under the Freedom of Information Act 2000.

There have been 19 requests relating to animal welfare, 6 relating to taxi and private hire regulation, 4 about alcohol and entertainment licensing, 1 about beauty treatments, 2 about scrap metal dealing, 1 about street trading and 1 about caravan site licensing.

Financial and legal implications	
Finance	No financial implications arising from this report.
Legal	No legal implications arising from 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 an X.

risks/implications	✓ / x
community safety	✓
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 3rd 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.