



Wyre Borough Council
Date of Publication: 1 March 2023
Please ask for: Marianne Unwin
Democratic Services and Scrutiny
Manager (Temporary)
Tel: 01253 887326

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, 9 March 2023** 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 3 - 8)

To approve as a correct record the Minutes of the meeting of the council held on Thursday 26 January 2023.
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. Pay Policy Statement 2023/24 (Pages 9 - 20)

Report of Councillor Michael Vincent, Leader of the Council and Clare James, Corporate Director Resources (Section 151 Officer).

8. Refreshed Business Plan 2019 - 2023 (Updated January 2023) (Pages 21 - 26)

Report of Councillor Michael Vincent, Leader of the Council and Garry Payne, Chief Executive.

9. Revenue Budget, Council Tax and Capital Programme - 2023/24 (Pages 27 - 42)

Report of Councillor Michael Vincent, Leader of the Council.

Please note: The report of the Corporate Director Resources (Section 151 Officer) on the Council's Revenue Budget, Council Tax and Capital Estimates, which was considered by the Cabinet on 15 February 2023, forms part of the background to the attached report of the Leader of the Council, with paragraph 3.1 seeking Council agreement to the recommendations of the Cabinet. An extract from the minutes of that meeting, setting out the Cabinet's recommendations, is attached as Appendix 1 of the Leader of the Council's report to this meeting. However, the detailed information from the report of the Corporate Director Resources to the Cabinet is not reproduced in this agenda. That report can be viewed via the Cabinet agenda on the Council's website at:

<https://wyre.moderngov.co.uk/documents/g1737/Public%20reports%20pack%2015th-Feb-2023%2017.00%20Cabinet.pdf?T=10>

10. Notices of Motion

None.

11. Retirement of the Chief Executive

If you have any enquiries on this agenda, please contact Marianne Unwin, tel: 01253 887326, email: Marianne.Unwin@wyre.gov.uk



Council Minutes

The minutes of the Council meeting of Wyre Borough Council held on Thursday, 26 January 2023 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, B Birch, C Birch, Bowen, Bridge, Cartridge, Collinson, E Ellison, P Ellison, Fail, Gerrard, George, Henderson, Ibison, Ingham, Le Marinel, Leech, Longton, McKay, Minto, Moon, Orme, Raynor, Rendell, Stirzaker, A Turner, Matthew Vincent, M Vincent, D Walmsley and Webster

Apologies for absence:

Councillors Armstrong, Berry, Holden, Kay, O'Neill, Rushforth, Smith, Swales, S Turner, A Vincent and L Walmsley

Failed to attend or tender apologies for absence

Councillors Fairbanks and Williams

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
Emma Lyons, Communications and Marketing Lead
Rebecca Huddleston, Chief Executive Designate
Peter Foulsham, Democratic Services and Scrutiny Manager
Marianne Unwin, Democratic Services and Scrutiny Manager (Temporary)
Fiona Riley, Planning Policy Manager
Steve Smith, Head of Planning and Regeneration
Joanne Billington, Head of Governance and Business Support
Jane Collier, Human Resources Manager and Deputy Monitoring Officer

Two members the public attended the meeting.

54 Confirmation of minutes

The 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 full Council held on 1 December 2022 be confirmed as a correct record.

It was **agreed**, unanimously, that the minutes of the full Council meeting held on 1 December 2022 be confirmed as a correct record.

The 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 Special Council meeting held on 19 January 2023 be confirmed as correct record.

It was **agreed**, unanimously, that the minutes of the Special Council meeting held on 19 January 2023 be confirmed as a correct record.

55 Declarations of Interest

Councillor George declared a non-registerable interest for item 8 of the agenda. She left the meeting during consideration of this item, taking no part in discussions.

Councillor Stirzaker declared a non-registerable interest for item 8 of the agenda. She left the meeting before the consideration of this item.

Councillor Raynor declared a non-registerable interest for item 8 of the agenda. She left the meeting before the consideration of this item.

56 Announcements

The Mayor reminded councillors that tickets were still available for the Annual Mayor's Charity Ball at Garstang Country Hotel and Golf Club on Saturday 25 February from 7 pm and to contact Senior Electoral Services Officer, Debra Thornton, to book.

The Mayor announced that the Mayor Elect for 2023/24 was Councillor Phil Orme. Councillor Orme said that he was grateful for the opportunity and announced that the Deputy Mayor would be Councillor Paul Moon.

The Chief Executive clarified that item 9 of the agenda, Wyre Local Plan Partial Update, Appendix 1 – Adoption draft Wyre Local Plan (2011 – 2031) (incorporating Partial Update of 2022) was missing from the published agenda. He explained that the document was too large to upload to the system, therefore it was sent via email to councillors. He reassured members that this would not impact the councillor's decision making on the recommendations set out in the report.

Appendix 1 – Adoption draft Wyre Local Plan (2011 – 2031) (incorporating Partial Update of 2022) can be viewed here:

<https://www.wyre.gov.uk/downloads/file/1595/adopted-wyre-local-plan-2011-2031-incorporating-partial-update-of-2022->

57 Public questions or statements

None.

58 Questions "On Notice" from councillors

None.

59 Executive reports

59a Leader of the Council (Councillor Michael Vincent)

The Leader of the Council, Councillor Michael Vincent submitted a report.

Councillor Michael Vincent, responded to a question from Councillor Stirzaker regarding vacant units at the Project Neptune Fish Park at Fleetwood dock.

The report was noted.

59b Resources Portfolio Holder (Councillor Henderson)

The Resources Portfolio Holder, Councillor David Henderson, submitted a report.

Councillor Henderson, responded to a question from Councillor Fail regarding the delayed 2023/24 financial settlement.

He also responded to a question from Councillor Beavers regarding the allocation of funds for the Household Support Funding specifically regarding the £25,000 set aside for the "Warm Spaces" initiative and the £25,000 set aside to support Domestic Violence Support. Councillor Henderson agreed to provide Councillor Beavers with a written response.

The report was noted.

59c Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Bridge)

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

Councillor Bridge thanked the Parks and Open Spaces team for their continuous hard work to keep Wyre's open spaces clean.

In response to a question from Councillor Beavers regarding the possibility of the council using the Love Clean Street app as mechanism for residents to report issues such as graffiti, fly-tipping, dog fouling etc., Councillor Bridge explained that the ICT department was reviewing the feasibility of using the app.

In response to a question from Councillor Ballard regarding the issues

around Lime Grove tree branches, Councillor Bridge agreed to look into the matter.

The report was noted.

59d Planning Policy and Economic Development Portfolio Holder (Councillor Collinson)

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

Councillor Collinson responded to questions from Councillor Beavers and Fail regarding the spending of the first years funding allocation of UK Shared Prosperity Fund (UKSPF). The Chief Executive clarified that members would receive a programme when it was available that would include more information on the project allocations and that unspent funds were able to be rolled over.

Councillor Fail asked an additional question regarding the Authorities Monitoring Report 2021 – 2022, focusing on the disparities between Wyre's present housing types figure and the figures from the Strategic Housing Market Assessment. Councillor Collinson agreed to provide Councillor Fail with a written response.

The report was noted.

59e Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry)

The Neighbourhood Services and Community Safety Portfolio Holder, Councillor Roger Berry, submitted a report, which was presented by Councillor Michael Vincent, in the absence of Councillor Berry.

Councillor George explained that she had previously inquired about the number of homeless persons in Wyre and asked for her request to be followed up. Councillor Michael Vincent reassured Councillor George that he would provide a written response.

Councillor Michael Vincent responded to questions from Councillor Beavers about PCSO numbers and the hiring of drug detection dogs services.

Councillor Fail asked a question regarding the water quality of Wyre's rivers as set out in the Authorities Monitoring Report. Councillor Michael Vincent agreed to pass on these comments to the relevant partners.

Councillor Lady Dulcie Atkins updated members on the flooding issues in Garstang.

Councillors George, Raynor and Stirzaker left the room at the end of

this item.

The report was noted.

59f Leisure, Health and Community Engagement Portfolio Holder (Councillor Bowen)

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

Councillor Peter Le Marinel thanked Emma Lyons and Chris Wyatt and their teams for their assistance with the Wyre's Older Persons' Festive Fayre. He explained the event was a success.

In response to a question from Councillor Lady D Atkins regarding the move of the Garstang tourist information point to Garstang Library, Councillor Bowen reassured members that the council was working alongside Lancashire County Council on the set up of the information point.

The report was noted.

60 Localised Council Tax Support

Councillor David Henderson, Resources Portfolio Holder and Clare James, Corporate Director Resources, submitted a report on the proposed changes to the current Localised Council Tax Support (LCTS) Scheme for the 2023/24 financial year.

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

Councillor George re-joined the meeting.

61 Wyre Local Plan Partial Update

Councillor Alice Collinson, Planning Policy and Economic Development Portfolio Holder and Marianne Hesketh, Corporate Director Communities, submitted a report on the Local Plan Partial Update.

Councillors Michael Vincent and Collinson responded to questions from Councillor Fail.

Councillor Michael Vincent highlighted that report was a partial review and a review of all policies would be the role of the Local Plan Full Review which was underway. He encouraged members to engage in the process.

It was **agreed** (by 31 votes to 0 with 3 abstentions) that the recommendations be approved.

62 Appointment to Committee

Councillor Michael Vincent, Leader of the Council and Garry Payne, 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 recommendation be approved.

63 Periodic report - Lead Member for Children and Young People

Councillor Andrea Kay, Lead Members for Children and Young People, submitted a report, which was presented by Councillor Michael Vincent, in the absence of Councillor Kay.

Councillor Longton raised concerns regarding availability of NHS dentist in Wyre for children and young people and requested if members could be presented with the dentistry survey, which Councillor Michael Vincent supported.

Councillor Ballard updated members that the NHS Integrated Care Board (ICB) would be given the responsibility for commissioning dental services.

Councillor George raised concerns regarding the availability and advertisement of baby clinics in Wyre particularly in Fleetwood. Councillor Michael Vincent agreed to look into this and suggested that the Communications team could promote such clinics.

The report was noted.

64 Periodic report - Planning Committee

Councillor Paul Moon, Chairman of the Planning Committee, submitted a report.

The report was noted.

65 Notices of Motion

None.

The meeting started at 7.00 pm and finished at 7.45 pm.

Date of Publication: 31 January 2023.



Report of:	Meeting	Date
Councillor Michael Vincent, Leader of the Council and Clare James, Corporate Director Resources	Council	9 March 2023

Pay Policy Statement 2023/24

1. Purpose of report

- 1.1 To consider the Council's Pay Policy Statement for the 2023/24 financial year in advance of it being published on the council's website.

2. Outcomes

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

3. Recommendation

- 3.1 Members are asked to note and approve the Pay Policy Statement in respect of 2023/24 attached at Appendix A.

4. Background

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

5. Key issues and proposals

- 5.1 **Accountability** – The Secretary of State considers that decisions on pay policies should be taken by elected members i.e. those who are directly accountable to local communities. That is why the Act requires that pay

policy statements, and any amendments to them, are considered by a meeting of full Council and cannot be delegated to any sub-committee. Such meetings should be open to the public and should not exclude observers. In addition, full Council should be offered the opportunity to vote before large salary packages are offered in respect of new appointments and the threshold set by the Secretary of State is £100,000. This should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.

5.2 Transparency - Approved policy statements must be published on the authority’s website as soon as is reasonably practicable after they are approved or amended. The definition of chief officers is not limited to Heads of Paid Service or statutory chief officers but also includes those who report directly to them (non-statutory chief officers) and to their direct reports (deputy chief officers).

5.3 Fairness – The Act requires authorities to set their policies on remuneration for their highest paid staff alongside their policies towards their lowest paid employees. In addition, it requires authorities to illustrate the relationship between the remuneration of its chief officers and its employees who are not chief officers via the publication of an organisation’s pay multiple – the ratio between the highest paid employee and the median earnings across the organisation. (The median is the middle number of a group of numbers; that is, half the numbers have values that are greater than the median, and half the numbers have values that are less than the median.)

5.4 The Pay Policy Statement for the 2023/24 – financial year is attached at Appendix A.

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

Other risks/implications: checklist

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

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

risks/implications	✓ / x
asset management	x
climate change	x

sustainability	x
health and safety	x

ICT	x
data protection	x

Processing Personal Data

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

report author	telephone no.	email	Date
Jane Collier	01253 887506	jane.collier@wyre.gov.uk	16/02/2023

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

List of appendices

Appendix A – Pay Policy Statement 2023/24



Pay Policy Statement 2023/24

Wyre Council
Civic Centre
Breck Road
Poulton-le-Fylde

March 2023

The Pay Policy Statement for Wyre Council

1. Introduction

- 1.1 In order to demonstrate openness and accountability in local pay and in accordance with the Localism Act, the Council is required to publish a Pay Policy Statement for each financial year, which must be approved by full Council. This statement relates to the 2023/24 financial year, and must be prepared and approved before the end of March 2023. The statement must articulate the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
- 1.2 For the purposes of the statement, the reference to 'Chief Officers' includes the Head of Paid Service (Chief Executive), the Corporate Directors, including the S151 Officer, the Monitoring Officer (Legal Services Manager) and deputy chief officers or those reporting or directly accountable to one or more of the statutory chief officers (Heads of Service), with the exception of some Third Tier Managers.
- 1.3 In accordance with the Act, remuneration includes: The employee's salary;
- Any bonuses payable by the authority to the employee;
 - Any charges, fees or allowances payable by the authority to the employee;
 - Any benefits in kind to which the employee is entitled;
 - Any increase in or enhancement of the employee's pension entitlement where the increase or enhancement is as a result of a resolution of the authority;
 - Any amounts payable by the authority to the employee on the employee ceasing to be employed by the authority, other than any amounts that may be payable by virtue of any enactment – e.g. statutory redundancy.
- 1.4 Under the new arrangements, full Council should be offered the opportunity to vote before large salary packages are offered in respect of any new appointments. The Secretary of State considers that £100,000 is the right level for that threshold to be set and salary packages should include salary, bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.
- 1.5 The Act does not require authorities to use their pay policy statements to publish specific numerical data on pay and reward. Data is currently published on pay and reward in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency in relation to senior employees defined as above £50,000 and the Accounts and Audit Regulations 2015, Schedule, Employee and Police Officer Remuneration for posts where the full time equivalent salary is at least £50,000.
- 1.6 In determining the pay and remuneration of all its employees, the council complies with all relevant employment legislation including the National Minimum Wage (Amendment) Regulations 2016, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The council ensures that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

2. Pay Multiple

- 2.1 In June 2010, the Government asked Will Hutton to undertake a review of Fair Pay in the public sector and the final report was published in March 2011. The report highlighted that there is value in ensuring that decisions about senior pay are taken in the context of similar decisions on lower paid staff and that the relationship between those decisions should be considered. The Government welcomed this approach and the Act therefore requires authorities to set their policies on remuneration for their highest paid staff alongside their policies toward their lowest paid employees. The recommended way of illustrating this relationship is via the publication of an organisation's pay multiple – the ratio between the highest paid employee and the mean average or median earnings.
- 2.2 Using information held in the payroll system as at January 2022, a pay multiple of 3.75 (previously 3.99), has been calculated as the mean average using a mean salary of £27,750.84 and 4.43 (previously 4.73) as the median using a median salary of £23,386.81.
- 2.3 The relationship between the remuneration of chief officers and other employees is determined by the pay and grading evaluation system and is not based on pay differentials associated with seniority. The pay and grading system determines salary levels based on skills, knowledge, relationships, the work environment and responsibilities, including managerial sphere of responsibility.
- 2.4 Following a series of staffing reviews which has seen significant reductions in cost, the Council's policy going forward will be to ensure that the pay multiple is not significantly changed. The council will monitor its alignment with external pay markets, both within and outside the sector, and use available benchmark information as appropriate.

3. Remuneration

- 3.1 There is no change to the senior management structure implemented with effect from 1 December 2019. The current remuneration package for the Chief Executive is £107,076.66 to £112,610.34 (by three incremental progression points) and the three Corporate Directors currently have a remuneration package of £66,585.58 to £77,014.70 (by three equal incremental progression points). In determining the grading structure for these posts, which fall outside the nationally agreed arrangements, the Council takes account of the need to ensure value for money balanced against the need to recruit and retain employees who are able to meet the requirements of the role.
- 3.2 Heads of Service are remunerated in accordance with the pay and grading structure agreed by both the Employment and Appeals Committee and the Cabinet at their meeting 8 December 2008. This revised pay and grading structure was implemented as a result of the 1997 Single Status Agreement which required all councils to review their local grading structures and to implement a structure which was fair and non-discriminatory. The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine and the pay and grading structure is published on the council's website.

For the 2023/24 financial year, Heads of Service will be remunerated as follows:

Head of Planning Services – Grade 14

Head of Environmental Health and Community Safety – Grade 14
Head of Assets and Development Projects (Vacant) – Grade 14
Head of Contact Centre – Grade 14
Head of Governance and Business Support – Grade 14
Head of Finance – Grade 14
Head of Engineering Services – Grade 14
Head of Housing and Community Services – Grade 14
Head of Public Realm and Environmental Sustainability – Grade 14

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

- 3.3 The Legal Services Manager (Grade 13) receives an annual allowance of £3,121.20 (in 2022/2023) for undertaking the Monitoring Officer role. This allowance is increased in line with agreed pay awards and the 2023/24 increase will be applied when known.
- 3.4 At the time of writing this policy the pay award for 2023/24 has not yet been agreed.
- 3.5 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied where necessary to secure the best candidate. Progression through the incremental scale is subject to satisfactory performance, which is assessed on an annual basis. The level of remuneration is not variable dependent upon the achievement of defined targets.
- 3.6 The council does not award any other elements of senior remuneration such as bonuses, performance related pay or severance payments. Fees for the Returning Officer and other electoral duties are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific election duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.
- 3.7 **Parliamentary Elections** – A Maximum Recoverable Amount (MRA) of funding for conducting these elections is set by the Cabinet Office in advance of holding the election. This MRA details the total amount of funding that is available for administering the elections as well as the fee to be paid to the Returning Officer.

Under current legislation (Dissolution and Calling of Parliament Act 2022) the power to call early elections returns to the Prime Minister. So, with the repeal of the Fixed Term Parliament Act, the Prime Minister has the power to call a General Election prior to January 2025 should they wish to do so.

County Council Elections – The council receives notification from Lancashire County Council of a set of fees and charges which details the fee to be paid to the Deputy Returning Officer and also Presiding Officers, Poll Clerks and Polling Station Inspectors. The next County Council elections are due to be held May 2025.

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

Police and Crime Commissioner Elections – A Maximum Recoverable Amount (MRA) of funding for conducting these elections is set by the Cabinet Office in advance of holding the election. This MRA details the total amount of funding that is available for administering the election as well as the fee to be paid to the Local Returning Officer. The next Police and Crime Commissioner Elections is due to take place on 2 May 2024.

- 3.8 There may be occasions when employees are subject to formal standby arrangements such as Albion and Neptune concerning river and tidal flooding. This is paid at £101.40 (in 2022/23) per week with recall to work being paid for chief officers at plain time or time off in lieu. This will be increased in line with the pay award once agreed.
- 3.9 Officers who are legally required to be a member of a professional body to enable them to carry out their role for the council are entitled to re-imburement of their professional subscription. This applies to the Section 151 and Deputy Section 151 Officers, the council's legal officers including the Senior Solicitor and the Chief Internal Auditor.
- 3.10 A review has been carried out amongst other local councils regarding the payment of professional subscriptions and from 1 April 2023, in addition to the payments as set out in 3.9 above, the council will also reimburse the professional subscriptions for those where membership is an 'Essential' requirement of their post or where they are the lead for that particular profession for the council.
- 3.11 Where a professional subscription has been paid by the council and the employee leaves the council within six months of the payment the council will seek pro-rata repayment.

4. Pension Contributions

- 4.1 Since 1 October 2017, the council has been required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment for all those who do not opt out of the Local Government Pension Scheme (LGPS). The rate of future service contributions is set by the Actuary advising the Pension Fund and is reviewed on a triennial basis in order to ensure that the scheme is appropriately funded. The future service rate, set at 1 April 2023 for a three year period, is 13.5%.
- 4.2 The staging date for Auto-Enrolment of employees who receive payment in respect of the Elections was 1 August 2017 and the council had to automatically enrol all qualifying workers into an approved pension scheme from that date. For this purpose qualifying employees are those aged between 22 years and state pension age who earn at least £10,000 per year from their election duties. Wyre Elections had no automatic enrolment duty from the staging date but the situation is monitored as part of the ongoing assessment process.

5. Redundancy

- 5.1 The LGPS Regulations require the council to formulate and keep under review a policy for Employer Discretions concerning the exercise of functions in awarding additional pension or service to members and in operating early retirement and flexible retirement provisions.

- 5.2 The policy makes it clear how the council intends exercising its discretionary functions in order to ensure that Members remain in control and that the council tax payers' interests are safeguarded.
- 5.3 Section 2 shows the options available to the council and scheme members to terminate employment including early retirement, redundancy/early retirement in the interests of efficiency of the service, voluntary early retirement and ill health retirement.
- 5.4 Section 3 lists all the discretions that have been considered and how the council wishes to exercise their discretion in each case. There remains only one discretion which allows the granting of additional pension (up to a maximum of £6,822 a year) but the council has determined not to award this.
- 5.5 Whilst the council has a discretionary power to award a one-off lump sum payment of up to two years' pay (104 weeks) inclusive of any redundancy payment it has decided not to award enhanced payments and will use the statutory formula to calculate redundancy payments giving a maximum of 30 week's pay but has adopted the power to use the actual week's pay (excluding employer's pension contribution) for the calculation of redundancy rather than the statutory limit.
- 5.6 In approving early or flexible retirement with employer consent, the council will assess each case on its merits, taking into account the costs, the efficiency savings that will accrue, impact on service, potential for service improvements, etc.

6. Flexible Retirement

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

7. Re-employment of Chief Officers

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

8. Contracts

- 8.1 Where the council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the council may consider engaging individuals under a 'contract for service'. These will be sourced through the relevant procurement process ensuring that the council can demonstrate value for money. The responsibility for assessing the employment status of the contractor sits with the council along with responsibility for deducting tax and national insurance

and paying the correct tax as applicable. However, such persons are not Wyre Council employees and the council is not required to make either pension or national insurance contributions.

9. Lowest Paid

- 9.1 In accordance with the Localism Act, the council is required to develop its own definition of “lowest paid” and explain why that definition has been chosen.
- 9.2 The lowest paid persons employed by the council are reimbursed in accordance with the established pay and grading structure with the minimum spinal column point (scp) in use. As of 1 April 2023 and as agreed through the NJC 2022/23 pay award the lowest spinal column point (scp 1) will be deleted which means that the lowest point will be scp 2 namely £20,441 per annum (pay award pending) for a full time equivalent (37 hours). This level of payment ensures that all staff are paid above the statutory national living wage regardless of their age. However with the introduction of the Apprenticeship Scheme in April 2017, the national minimum wage for apprentices and those aged 16 to 25 was reintroduced in the pay policy so that we can ensure that we also meet the requirements of that scheme. The table below illustrates the rates of pay from 1 April 2023.

National Living Wage	National Minimum Wage			
25 and over	21 to 24	18 to 20	Under 18	Apprentice
£10.42	£10.18	£7.49	£5.28	£5.28

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

10. Terms and Conditions

- 10.1 For the purposes of the Pay Policy Statement, the reference to ‘Chief Officers’ includes the Chief Executive, the Corporate Directors and the Heads of Service who have different sets of terms and conditions as indicated below.
- Chief Executive – the Joint Negotiating Committee for Chief Executives;
 - Corporate Directors – the Joint Negotiating Committee for Chief Officers; and
 - Heads of Service – the National Joint Council for Local Government Services.
- 10.2 All posts carry a casual car user status, which entitles the employee to reimbursement at the rate of 52.2p per mile.
- 10.3 Entitlement to sickness absence for all posts is detailed below.

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

- 10.5 From 1 April 2023 all members of staff will receive an additional day's annual leave. This was agreed as part of the 2022/23 NJC pay award and was also applied to Chief Officers and the Chief Executive as a local agreement. Annual leave entitlement for both the Chief Executive and the Corporate Directors will therefore be 31 working days and after the completion of five years' service with the organisation 36 working days; recognising that these four post holders are not entitled to accrue flexi-time. Heads of Service being eligible for the following:

Up to the completion of 4 years	24 days
From the 4 th complete year to the 5 th complete year	26 days
After completion of 5 years	29 days

- 10.6 If subsequent Chief Officer or Chief Executive pay awards agree an additional day's leave in line with the NJC 2022/23 pay award then this will be treated as already having been applied locally, as set out in 10.5 above.

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Report of:	Meeting	Date
Councillor Michael Vincent, Leader of the Council and Garry Payne, Chief Executive	Council	9 March 2023

Refreshed Business Plan 2019-2023 (Update 2023)
--

1. Purpose of report

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

2. Outcomes

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

3. Recommendation

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

4. Background

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

4.2 Corporate Management Team and Heads of Service held a session in November 2022 to review the business plan. The draft plan has been discussed with Management Board and was considered by the Overview and Scrutiny Committee on 16 January 2023.

5. Key issues and proposals

5.1 The Business Plan is attached at Appendix 1 and sets out what the Council is prioritising over the coming years. It provides a guide for Members and officers to ensure that all decisions and activities support the effective achievement of our vision and priorities.

5.2 The Business Plan covers a four year period which has been developed to align with the four year election cycle. The format of the updated plan for 2023 has changed to fit on one page for ease of reading. The vision has been tweaked to include the wording 'Wyre – proud, ambitious and thriving' but our strapline remains the same 'Together we make a difference'. The priorities and ambitions have been refreshed to ensure the council remains focused on the right priority areas. The themes are consistent with last year's plan but the wording has been slightly amended and they are now:-

- People and Communities
- Growth and Prosperity
- Environment and Climate

5.3 The Business Plan continues to have a strong focus on climate change and demonstrates positive action being taken to address the climate emergency. The theme of 'Environment and Climate' highlights a number of key projects that the council are progressing and shows work is underway towards reducing the council's and wider borough's emissions by at least 78% by 2035.

5.4 An Equality Impact Assessment (EIA) has been carried out on the Business Plan which is a requirement of Section 149 of the Equality Act 2010 which imposes a legal duty, known as the Public Sector Duty (Equality Duty), on all public bodies, to consider the impact on equalities in all policy and decision making. The EIA concluded that the Business plan will have a positive impact for all of our residents in terms of advancing equality and fostering good relations. The impact of the business plan will be monitored quarterly and any necessary adjustments will be made to the EIA, as appropriate.

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

Other risks/implications: checklist

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

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

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

Processing Personal Data

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

report author	telephone no.	email	date
Marianne Hesketh	01253 887350	Marianne.hesketh@wyre.gov.uk	09/02/2023

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

List of appendices

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

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Business Plan 2019-2023

Our Vision: Wyre - proud, ambitious and thriving... Together we make a difference

Last updated: December 2022

People and Communities

OUR AMBITION EMPOWERED HEALTHIER AND RESILIENT COMMUNITIES

WE WILL:

- Collaborate with residents and local stakeholders to maximise opportunities for improving health and wellbeing across our communities
- Work with our partners to focus on supporting people to become more active and increase their physical activity
- Explore opportunities for communities and partners to build resilience supporting our most vulnerable residents and our ageing population
- Work with partners to reduce violence and anti-social behaviour

HOW:

- Work with partners to deliver Wyre's Moving More Strategy to increase rates of physical activity across Wyre
- Complete a review of our indoor leisure provision by Summer 2023
- Deliver effective support to our most vulnerable residents including the Household Support fund
- Continue to take a proactive role in delivering the Community Safety Partnership, co-ordinating an action plan for Violence Reduction

OUR SUCCESS MEASURES:

- Increased number of people engaged with our health programmes
- Reduced percentage of adults that are physically inactive
- 600,000 annual visits to our leisure centres
- 20,000 volunteer hours facilitated and supported
- 900 children engaged with holiday activities
- Outcomes from delivering the Household Support Fund
- Proactive actions to reduce violence against the person and Anti-Social Behaviour

Growth and Prosperity

OUR AMBITION A STRONG LOCAL ECONOMY

WE WILL:

- Work with the Fylde Coast Economic Prosperity Board to support economic growth and attract greener investment to Wyre
- Collaborate with our partners to facilitate cleaner, greener, vibrant town centres
- Support businesses to grow, prosper and recover
- Maximise commercial opportunities and promote our tourism assets
- Deliver efficiencies

HOW:

- Continue to support business growth and job creation as accountable body for Hillhouse Technology Enterprise Zone
- Continue to support town centre recovery and explore investment and sustainable development opportunities for our key town centres and the visitor economy
- Support our business community to establish new start-ups, grow and create jobs through our Wyred Up business support programme
- Explore external funding and investment opportunities for our key council assets including theatres, markets and leisure facilities
- Deliver the UK Shared Prosperity Fund and Rural England Prosperity Fund 2023-2025

OUR SUCCESS MEASURES:

- Support job creation within the Enterprise Zone
- Increase footfall to our town centres
- Reduce town centre vacancy rates to below 11%
- Increase number of businesses supported in Wyre
- 80% of fledgling businesses surviving for 18 months
- Increase number of visitors to the borough each year
- 97% of business rates collected
- 97% of council tax collected
- Successful delivery of our UKSPF projects

Environment and Climate

OUR AMBITION A CLEANER, GREENER AND MORE SUSTAINABLE ENVIRONMENT

WE WILL:

- Work towards reducing the council's and wider borough's emissions by at least 78% by 2035
- Collaborate with our partners to respond to a range of climate change issues, including our commitment to carbon footprint reduction and tackling flood risk across Wyre
- Work with residents, Parish and Town Councils and businesses to plan, protect and enhance the quality of our neighbourhoods and environment and promote responsible use of Wyre's great outdoors.

HOW:

- Deliver our Climate Change Strategy including a carbon budget
- Deliver our action plan to reduce the effect of climate change on our borough including the carbon footprint of all council activities and assets
- Collaborate with partners to reduce community energy consumption through retrofitting houses and the delivery of Cosy Homes in Lancashire (CHIL)
- Deliver the Wyre Beach Management Scheme to protect 11,000 homes from coastal flooding by October 2026
- Lead on Our Future Coast project and support the Wyre Natural Flood Management project to help prepare communities for coastal change resulting from climate change
- Complete a full review of the Wyre Local Plan by 2024

OUR SUCCESS MEASURES

- 10% reduction in council carbon emissions by May 2023
- Delivery of our Climate Change Action Plan
- Number of domestic energy measures installed under the Cosy Homes in Lancashire, via Government grant schemes
- 11,000 more homes protected from flooding by October 2026



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Report of:	Meeting	Date
Councillor Michael Vincent, Leader of the Council	Council	9 March 2023

Council Tax, Revenue Budget and Capital Programme 2023/24
--

1. Purpose of report

1.1 The determination of the Council Tax for the Borough for the 2023/24 financial year.

2. Outcomes

2.1 The total Council Tax for 2023/24 for the District, County, Police and Fire purposes.

3. Recommendations

3.1 That the formal Council Tax resolution as agreed by Cabinet 15 February 2023, as set out in Appendix 1 attached, be agreed.

3.2 That this Council's Band D equivalent Council Tax for the 2023/24 financial year of £219.74 together with parish precepts, as submitted in the report on the Budget, be approved for each of the valuation bands as follows:

Valuation Bands

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Barnacre-with-Bonds	151.24	176.45	201.65	226.86	277.27	327.68	378.10	453.72
Bleasdale	158.37	184.77	211.16	237.56	290.35	343.14	395.93	475.12
Cabus	156.69	182.81	208.92	235.04	287.27	339.50	391.73	470.08
Catterall	209.53	244.46	279.37	314.30	384.14	453.99	523.83	628.60
Cloughton-on-Brock	178.76	208.56	238.35	268.15	327.74	387.33	446.91	536.30
Fleetwood	172.24	200.96	229.66	258.37	315.78	373.20	430.61	516.74
Forton	166.36	194.10	221.82	249.55	305.00	360.46	415.91	499.10
Garstang	186.91	218.07	249.21	280.37	342.67	404.98	467.28	560.74
Great Eccleston	184.90	215.72	246.53	277.35	338.98	400.61	462.25	554.70
Hambleton	171.12	199.65	228.16	256.69	313.73	370.77	427.81	513.38
Inskip-with-Sowerby	164.30	191.68	219.06	246.45	301.22	355.98	410.75	492.90
Kirkland	215.06	250.91	286.75	322.60	394.29	465.98	537.66	645.20
Myerscough and Bilsborrow	169.84	198.15	226.45	254.76	311.37	367.98	424.60	509.52
Nateby	162.29	189.34	216.39	243.44	297.54	351.63	405.73	486.88
Nether Wyresdale	196.86	229.68	262.48	295.30	360.92	426.54	492.16	590.60
Out Rawcliffe	164.26	191.64	219.01	246.39	301.14	355.89	410.65	492.78
Pilling	205.82	240.12	274.42	308.73	377.34	445.94	514.55	617.46
Preesall	181.09	211.28	241.45	271.64	332.00	392.37	452.73	543.28
Stalmine-with-Staynall	184.97	215.80	246.63	277.46	339.12	400.77	462.43	554.92
Upper Rawcliffe-with-Taranacre	163.67	190.95	218.23	245.51	300.07	354.62	409.18	491.02
Winmarleigh	184.51	215.27	246.01	276.77	338.27	399.78	461.28	553.54
All other area of the Borough	146.49	170.91	195.32	219.74	268.57	317.40	366.23	439.48

- 3.3** That it be noted that for the year 2023/24 the major precepting authorities have stated the following amounts in precepts, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings in the Council's area as shown below:-

Valuation Bands

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Lancashire County Council (LCC)	1049.81	1224.77	1399.74	1574.71	1924.65	2274.58	2624.52	3149.42
Police and Crime Commissioner for Lancashire	167.63	195.57	223.51	251.45	307.33	363.21	419.08	502.90
Lancashire Combined Fire Authority	54.85	63.99	73.13	82.27	100.55	118.83	137.12	164.54

- 3.4** That having calculated the aggregate in each case of the amounts at 3.2 and 3.3 above, and in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, the following amounts are set as the Council Tax for the year 2023/24 for each part of its area and for each of the categories of dwellings shown below:-

Valuation Bands

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Barnacre-with-Bonds	1423.53	1660.78	1898.03	2135.29	2609.80	3084.30	3558.82	4270.58
Bleasdale	1430.66	1669.10	1907.54	2145.99	2622.88	3099.76	3576.65	4291.98
Cabus	1428.98	1667.14	1905.30	2143.47	2619.80	3096.12	3572.45	4286.94
Catterall	1481.82	1728.79	1975.75	2222.73	2716.67	3210.61	3704.55	4445.46
Cloughton-on-Brock	1451.05	1692.89	1934.73	2176.58	2660.27	3143.95	3627.63	4353.16
Fleetwood	1444.53	1685.29	1926.04	2166.80	2648.31	3129.82	3611.33	4333.60
Forton	1438.65	1678.43	1918.20	2157.98	2637.53	3117.08	3596.63	4315.96
Garstang	1459.20	1702.40	1945.59	2188.80	2675.20	3161.60	3648.00	4377.60
Great Eccleston	1457.19	1700.05	1942.91	2185.78	2671.51	3157.23	3642.97	4371.56
Hambleton	1443.41	1683.98	1924.54	2165.12	2646.26	3127.39	3608.53	4330.24
Inskip-with-Sowerby	1436.59	1676.01	1915.44	2154.88	2633.75	3112.60	3591.47	4309.76
Kirkland	1487.35	1735.24	1983.13	2231.03	2726.82	3222.60	3718.38	4462.06
Myerscough and Bilborrow	1442.13	1682.48	1922.83	2163.19	2643.90	3124.60	3605.32	4326.38
Nateby	1434.58	1673.67	1912.77	2151.87	2630.07	3108.25	3586.45	4303.74
Nether Wyresdale	1469.15	1714.01	1958.86	2203.73	2693.45	3183.16	3672.88	4407.46
Out Rawcliffe	1436.55	1675.97	1915.39	2154.82	2633.67	3112.51	3591.37	4309.64
Pilling	1478.11	1724.45	1970.80	2217.16	2709.87	3202.56	3695.27	4434.32
Preesall	1453.38	1695.61	1937.83	2180.07	2664.53	3148.99	3633.45	4360.14
Stalmine	1457.26	1700.13	1943.01	2185.89	2671.65	3157.39	3643.15	4371.78
Upper Rawcliffe-with-Tarnacre	1435.96	1675.28	1914.61	2153.94	2632.60	3111.24	3589.90	4307.88
Winmarleigh	1456.80	1699.60	1942.39	2185.20	2670.80	3156.40	3642.00	4370.40
All other areas of the Borough	1418.78	1655.24	1891.70	2128.17	2601.10	3074.02	3546.95	4256.34

4. Background

- 4.1** The Council Tax for Wyre Borough Council for 2023/24 as recommended by the Cabinet at their meeting of the 15 February 2023 is detailed below (*updated to reflect the final settlement figures for the Services Grant and Additional Funding Guarantee Grant which had a net nil impact):-

Net Expenditure (Before Other Government Grants)	£ 16.846
Less New Homes Bonus	(0.982)
Less Baseline Funding	(3.537)
Less Revenue Support Grant	(0.001)
Less Additional Funding Guarantee Grant*	(0.457)
Less Services Grant*	(0.138)
Less NDR Grant (net of contrib. to the Lancashire Pool)	(5.536)
Less EZ growth (transferred to a ring-fenced reserve)	(0.116)
	6.034
Add Projected NDR below Baseline (offset above)	1.358
Add Collection Fund – Council Tax and NDR	1.067
Amount Required from Council Tax	8.459
Divided by Council Tax Base at Band D equivalent	38,496
Council Tax for 2023/24	£219.74
Council Tax for 2022/23	£214.74
Increase from 2022/23	£5.00

5. Key issues and proposals

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

	Total for County	Total for Police	Total for Combined Fire	Total for WBC	Total Band D Excl. Parishes	Av. Band D Parish Precept	Total Band D Incl. Parishes
	£m	£m	£m	£m			
Precept	604,416	115,151	37,676	8.459		£0.912m	
	No. of properties						
Council Tax Base (Band D equivalent)	383,827	457,949	457,949	38,496		38,496	
	£	£	£	£	£	£	£
COUNCIL TAX 2023/24	1,574.71	251.45	82.27	219.74	2,128.17	23.69	2,151.86
COUNCIL TAX 2022/23	1,514.29	236.45	77.27	214.74	2,042.75	22.74	2,065.49
Increase/Reduction(-)	60.42 3.99%	15.00 6.34%	5.00 6.47%	5.00 2.33%	85.42 4.18% or £1.64 per week	0.95 4.18%	86.37 4.18%
2023/24 Council Tax as a proportion of total bill	74.0%	11.8%	3.9%	10.3%	100%		
2023/24 Council Tax as a proportion of total bill	73.2%	11.7%	3.8%	10.2%		1.1%	100%

- 5.2 The Council Tax for each property band based on the £2,128.17 indicated in the table in paragraph 5.1 (which excludes Parish Precepts) will be:-

	£	% of Band D
BAND A	1,418.78	66.6667
B	1,655.24	77.7778
C	1,891.70	88.8889
D	2,128.17	100
E	2,601.10	122.2222
F	3,074.02	144.4444
G	3,546.95	166.6667
H	4,256.34	200

- 5.3 The local authority is required each year to estimate whether there will be a surplus or deficit on its Collection Fund. Surpluses or deficits attributable to Council Tax are apportioned between the County, the Police and Crime Commissioner for Lancashire, the Combined Fire Authority and the District. Surpluses or deficits attributable to Non-Domestic Rates are apportioned between Central Government, the County, the Combined Fire Authority and the District. The estimated surplus attributable to Wyre in 2022/23 (the impact is felt in 2023/24) is anticipated to be £466,830 in relation to Council Tax and a deficit of £1,534,020 in relation to Non-Domestic Rates. The deficit position in relation to Non-Domestic Rates is as a result of reliefs and discounts provided to rate payers during 2022/23, owing to the pandemic. The council received s.31 grants from central government to recompense us for the loss of income; these monies are outside of the Collection Fund. At year-end funds will be set aside in the NDR Equalisation Reserve and will be drawn down during 2023/24 to offset this deficit position. Both of these have been taken into account for the Borough Council's purposes in 2023/24. A collection rate of 97%, has been assumed in the calculation of the Council Tax base. The Collection Fund Statement is shown at Appendix 2(a) for Council Tax and Appendix 2(b) for Non-Domestic Rates with a sample Council Tax Bill at Appendix 3.

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

Other risks/implications: checklist

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

risks/implications	✓ / x	risks/implications	✓ / x
community safety	x	asset management	x
equality and diversity	x	climate change	x
sustainability	x	ICT	x
health and safety	x	data protection	x

Processing Personal Data

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

report author	telephone no.	email	date
Clare James	01253 887308	Clare.James@wyre.gov.uk	27.02.23

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

List of appendices

Appendix 1 – Formal Council Tax Resolution agreed at Cabinet 15 February, 2023

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

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

Appendix 3 – Example of Council Tax Bill

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CAB.35 Revenue Budget, Council Tax and Capital Estimates

The Resources Portfolio Holder and Corporate Director Resources (S.151 Officer) submitted a report asking Cabinet for confirmation of the Revenue Budget, Council Tax, Revised Capital Budget 2022/23 and Capital Programme 2023/24 onwards. Councillor Henderson expressed his thanks to Clare James and her team for an absolutely excellent job once again.

Decisions

Cabinet agreed

1. That the following be approved and recommended to Council for their approval:-
 - a. The Revised Revenue Budget for the year 2022/23 and the Revenue Budget for 2023/24.
 - b. For the purpose of proposing an indicative Council Tax for 2024/25, 2025/26, 2026/27 and 2027/28 taking into account the Medium Term Financial Plan at Appendix 2 which reflects an increase of £5 in 2023/24 and 2.99% thereafter, any increase will remain within the principles determined by the Government as part of the legislation relating to Local Referendums allowing the veto of excessive Council Tax increases.
 - c. Members' continuing commitment to the approach being taken regarding the efficiency savings, detailed within the council's 'Annual Efficiency Statement' at Appendix 1 of the report.
 - d. Any increases in the base level of expenditure and further additional expenditure arising during 2023/24 should be financed from existing budgets or specified compensatory savings, in accordance with the Financial Regulations and Financial Procedure Rules.
 - e. The use of all other Reserves and Balances as indicated in Appendices 4 and 5 of the report.
 - f. The manpower estimates for 2023/24 in Appendix 4 of the report.

- g.** In accordance with the requirements of the Prudential Code for Capital Finance, those indicators included at Appendix 7 of the report.
 - h.** The Revised Capital Budget for 2022/23 and the Capital Programme for 2023/24 onwards in Appendix 8 of the report.
- 2.** That it be noted that, in accordance with the Council’s Scheme of Delegation, as agreed by Council at their meeting on 24 February 2005:
- a.** That the amount of 38,495.60 has been calculated as the 2023/24 Council Tax Base for the whole area [(Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)]; and
 - b.** A Council Tax Base, for dwellings in those parts of its area to which a Parish precept relates, has been calculated as indicated below:

Barnacre-with-Bonds	1,124.37
Bleasdale	56.13
Cabus	620.87
Catterall	1,036.39
Claughton-on-Brock	433.78
Fleetwood	6,344.23
Forton	704.48
Garstang	1,883.41
Great Eccleston	781.08
Hambleton	1,082.57
Inskip-with-Sowerby	425.33
Kirkland	131.24
Myerscough and Bilsborrow	542.50
Nateby	203.40
Nether Wyresdale	330.87
Out Rawcliffe	262.65
Pilling	876.50
Preesall	1,891.90
Stalmine-with-Staynall	658.62
Upper Rawcliffe-with-Tarnacre	291.04
Winmarleigh	118.10

- 3.** The Council Tax requirement for the council’s own purposes for 2023/24 (excluding Parish precepts) is £8,459,023.

4. That the following amounts be calculated for the year 2023/24 in accordance with Sections 31 to 36 of the Act:-

a.	£87,932,596	Being the aggregate of the amounts which the council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
b.	£78,561,723	Being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3) of the Act.
c.	£9,370,873	Being the amount by which the aggregate at 3.4(a) above exceeds the aggregate at 3.4(b) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
d.	£243.43	Being the amount at 3.4(c) above (Item R) all divided by Item T (3.2(a) above), calculated by the council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
e.	£911,850	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act and as detailed in Appendix 6.
f.	£219.74	Being the amount at 3.4(d) above less the result given by dividing the amount at 3.4(e) above by Item T (3.2(a) above), calculated by the council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

5. That the council's basic amount of Council Tax for 2023/24 was not considered excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

Collection Fund Statement - Council Tax

Appendix 2(a)

2021/22 Actual £		2022/23 Original £	2022/23 Revised £	2023/24 Original £
	<u>Income</u>			
76,557,669	Council Tax - Income from Taxpayers	78,497,783	81,601,221	82,837,032
129,330	Transitional Reliefs & s13A 1(c) discounts	0	0	0
<u>76,686,999</u>		<u>78,497,783</u>	<u>81,601,221</u>	<u>82,837,032</u>
	Distribution of Collection Fund previous year balance (Deficit)			
133,721	Lancashire County Council	0	0	0
20,192	Police and Crime Commissioner for Lancashire	0	0	0
6,767	Lancashire Combined Fire Authority	0	0	0
21,508	Wyre Borough Council	0	0	0
<u>76,869,187</u>		<u>78,497,783</u>	<u>81,601,221</u>	<u>82,837,032</u>
	<u>Expenditure</u>			
	Precepts			
53,850,867	Lancashire County Council	57,549,774	57,549,774	60,619,406
8,374,270	Police and Crime Commissioner for Lancashire	8,986,155	8,986,155	9,679,719
2,672,593	Lancashire Combined Fire Authority	2,936,605	2,936,605	3,167,034
8,540,295	Wyre Borough Council	9,025,249	9,025,249	9,370,873
<u>73,438,025</u>		<u>78,497,783</u>	<u>78,497,783</u>	<u>82,837,032</u>
	Distribution of Collection Fund previous year balance (Surplus)			
0	Lancashire County Council	1,366,493	1,366,493	2,976,736
0	Police and Crime Commissioner for Lancashire	212,501	212,501	464,805
0	Lancashire Combined Fire Authority	67,818	67,818	151,895
0	Wyre Borough Council	216,715	216,715	466,826
	Bad and Doubtful Debts			
207,036	Write Ons(-)/Offs	0	250,000	0
-863,475	Provisions	0	563,221	0
<u>72,781,586</u>		<u>80,361,310</u>	<u>81,174,531</u>	<u>86,897,294</u>
4,087,601	Surplus/Deficit (-) for year	-1,863,527	426,690	-4,060,262
<u>76,869,187</u>		<u>78,497,783</u>	<u>81,601,221</u>	<u>82,837,032</u>
-454,029	Surplus/Deficit (-) Balance at 1 April	1,863,527	3,633,572	4,060,262
4,087,601	Surplus/Deficit (-) for year	-1,863,527	426,690	-4,060,262
<u>3,633,572</u>	Balance at 31 March	<u>0</u>	<u>4,060,262</u>	<u>0</u>

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Collection Fund Statement - Non-Domestic Rates

Appendix 2(b)

2021/22		2022/23	2022/23	2023/24
Actual		Original	Revised	Original
£		£	£	£
	<u>Income</u>			
20,408,971	Non-Domestic Rates - Income from Ratepayers	23,108,035	21,352,072	24,422,805
0	Transitional Protection due from Central Government	0	7,737	2,431,032
	Distribution of Collection Fund previous year balance (Deficit)			
6,358,867	Central Government	2,889,578	2,889,578	1,917,524
1,179,556	Lancashire County Council	520,124	520,124	345,154
129,867	Lancashire Combined Fire Authority	57,792	57,792	38,350
<u>5,183,907</u>	Wyre Borough Council	<u>2,311,661</u>	<u>2,311,661</u>	<u>1,534,019</u>
<u>33,261,168</u>		<u>28,887,190</u>	<u>27,138,964</u>	<u>30,688,884</u>
	<u>Expenditure</u>			
	Share of Non-Domestic Rates			
12,702,236	Central Government	10,830,103	10,830,103	12,784,360
2,286,403	Lancashire County Council	1,949,419	1,949,419	2,301,185
254,045	Lancashire Combined Fire Authority	216,602	216,602	255,687
<u>10,161,789</u>	Wyre Borough Council	<u>8,664,082</u>	<u>8,664,082</u>	<u>10,227,488</u>
<u>25,404,473</u>		<u>21,660,206</u>	<u>21,660,206</u>	<u>25,568,720</u>
147,818	Cost of Collection - Wyre Borough Council	145,632	145,632	149,213
1,440,986	Transitional Protection due to Central Government	0	0	0
	Distribution of Collection Fund previous year balance (Surplus)			
0	Central Government	0	0	0
0	Lancashire County Council	0	0	0
0	Lancashire Combined Fire Authority	0	0	0
0	Wyre Borough Council	0	0	0
	Disregarded Amounts			
0	Enterprise Zone Growth	16,120	14,958	160,904
	Bad and Doubtful Debts			
173,430	Write Ons(-)/Offs	200,000	110,397	200,000
251,509	Provisions for Bad Debts and Appeals	1,086,077	338,868	775,000
<u>27,418,216</u>		<u>23,108,035</u>	<u>22,270,061</u>	<u>26,853,837</u>
<u>5,842,952</u>	Surplus/Deficit (-) for year	<u>5,779,155</u>	<u>4,868,903</u>	<u>3,835,047</u>
<u>33,261,168</u>		<u>28,887,190</u>	<u>27,138,964</u>	<u>30,688,884</u>
-14,546,902	Surplus/Deficit (-) Balance at 1 April	-5,779,155	-8,703,950	-3,835,047
<u>5,842,952</u>	Surplus/Deficit (-) for year	<u>5,779,155</u>	<u>4,868,903</u>	<u>3,835,047</u>
<u><u>-8,703,950</u></u>	Balance at 31 March	<u><u>0</u></u>	<u><u>-3,835,047</u></u>	<u><u>0</u></u>

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Appendix 3

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

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

Issued on 16-MAR-2023

Mr J Average
21 Acacia Avenue
Wyretown
Lancs

Account Reference

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

COUNCIL TAX BILL

Reason for bill: Annual Bill

Property to which the bill refers		HOW THE TAX IS ARRIVED AT FOR BAND D		%
21 Acacia Avenue		Lancs County Council	1364.66	2.0
Wyretown		Wyre Borough Council	219.74	2.3
Lancs		PCC for Lancashire	251.45	6.3
		Your Parish Council	88.99	0.2
		LCC Adult Social Care*	210.05	2.0
		Combined Fire Authority	82.27	6.5
Parish	012			
Valuation Band	D			
Disabled Band	C			
Property Reference	001201230021001	Total for band	2217.16	4.2%
Online Reference	J6RBTHFY4H			

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

Charge for period	Band D	01 APR 2023 to 31 MAR 2024	2217.76
Less Disabled Persons Reduction		01 APR 2023 to 31 MAR 2024	-246.36
Less 25% Reduction for single occupancy		01 APR 2023 to 31 MAR 2024	-472.80
Total amount due - to be paid as detailed below			1498.00

FIRST INSTALMENT DUE ON 21-APR-2023 1 x 148.00
 9 OTHER INSTALMENTS DUE ON 21-MAY-2023 TO 21-JAN-2024 9 x 150.00
 INSTALMENTS TO BE PAID BY: DIRECT DEBIT

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

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

NOTES ON THE EXAMPLE COUNCIL TAX BILL

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

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