



**Wyre Borough Council**  
**Date of Publication: 11 July 2018**  
**Please ask for : Roy Saunders**  
**Democratic Services and Scrutiny**  
**Manager**  
**Tel: 01253 887481**

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, 19 July 2018** 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 Canon John Hall to say prayers.

### **COUNCIL AGENDA**

1. **Apologies for absence**
2. **Confirmation of minutes** (Pages 1 - 8)  
To approve as a correct record the Minutes of the meeting of the Council held on 14 June 2018.
3. **Declarations of Interest**  
To receive any declarations of interest from any Member or Officer 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.

Any questions or statements received by the specified deadline of noon on Friday 13 July 2018 will be published and circulated separately.

**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.

Any questions received by the specified deadline of noon on Friday 13 July 2018 will be published and circulated separately.

**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 9 - 12)  |
| (b) | Resources Portfolio Holder (Councillor A Vincent)                               | (Pages 13 - 14) |
| (c) | Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Bridge)        | (Pages 15 - 18) |
| (d) | Planning and Economic Development Portfolio Holder (Councillor Michael Vincent) | (Pages 19 - 22) |
| (e) | Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry) | (Pages 23 - 24) |
| (f) | Leisure, Health and Community Engagement Portfolio Holder (Councillor Bowen)    | (Pages 25 - 28) |

**8. Membership of Committees** (Pages 29 - 34)

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

**9. Citizens Advice Lancashire West: Replacement Representative** (Pages 35 - 36)

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

**10. Social Media Policy for Councillors** (Pages 37 - 44)

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

Monitoring Officer.

**11. Notices of Motion**

The following notice of motion has been submitted by Councillors Henderson, A Vincent, Bridge and Michael Vincent under Procedure Rule 14:

**(1) Lancashire Combined Fire and Rescue Authority**

Lancashire Combined Fire and Rescue Authority remains committed to delivering the best possible service to its communities, with the resources it has available. It continues to work productively and effectively with a range of stakeholders. The new statutory duty to collaborate with other emergency services is also acknowledged, while recognising many initiatives were already in place or in development irrespective of this mandate.

The Fire and Rescue Authority remains confident that current governance arrangements present the best way to deliver a fire and rescue service for its communities. It will though provide the information required for the work proposed by the Police and Crime Commissioner (PCC), which it believes will evidence that it is already effectively progressing collaborative opportunities within existing structures.

Consequently, this Council places on record its opposition to any proposals that transfer any current responsibilities of the Fire and Rescue Authority in Lancashire to the Police and Crime Commissioner.

Wyre Council therefore asks the Chief Executive to write to the Police and Crime Commissioner and the Home Secretary explaining this view, sending copies to all Lancashire Members of Parliament.

If you have any enquiries on this agenda, please contact Roy Saunders, tel: 01253 887481, email: [roy.saunders@wyre.gov.uk](mailto:roy.saunders@wyre.gov.uk)

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## Council Minutes

The minutes of the Council meeting held on Thursday, 14 June 2018 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

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### Councillors present:

The Mayor, Councillor Marge Anderton and the Deputy Mayor, Councillor Michael Barrowclough

Councillors Ian Amos, Rita Amos, Emma Anderton, Lady Dulcie M Atkins, Howard Ballard, Lorraine Beavers, Roger Berry, Barry Birch, Colette Birch, Lynne Bowen, Simon Bridge, Peter Cartridge, Sue Catterall, Alice Collinson, Val Wilson, Emma Ellison, Rob Fail, Peter Gibson, Ron Greenhough, David Henderson, John Hodgkinson, John Ibison, Tom Ingham, Kerry Jones, Andrea Kay, Terry Lees, Paul Moon, Pete Murphy, Phil Orme, Patsy Ormrod, Sue Pimbley, Cheryl Raynor, Ron Shewan, Christine Smith, Brian Stephenson, Evelyn Stephenson, Ann Turner, Shaun Turner, Alan Vincent, Matthew Vincent, Michael Vincent and Lynn Walmsley

**Apologies:** Councillors Balmain, I Duffy, R Duffy, Holden, McKay and Robinson

### Officers present:

Garry Payne, Chief Executive  
Mark Billington, Service Director People and Places  
Mark Broadhurst, Service Director Health and Wellbeing  
Marianne Hesketh, Service Director Performance and Innovation  
Emma Lyons, Communications and Marketing Lead  
Roy Saunders, Democratic Services and Scrutiny Manager  
Duncan Jowitt, Democratic Services and Councillor Development Officer

**Also present:** Aldermen Bannister and Brooks and six members of the public.

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## 11 Confirmation of minutes

### Agreed:

1. That the minutes of the extra-ordinary meeting of the Council held on 12 April 2018 be confirmed as a correct record (unanimously).

2. That the minutes of the ordinary meeting of the Council held on 12 April 2018 be confirmed as a correct record (by 27 votes to 9).
3. That the minutes of the Annual Meeting of the Council held on 10 May 2018 be confirmed as a correct record (unanimously).

## **12       Declarations of Interest**

None.

## **13       Announcements**

There were no Mayoral announcements.

The Chief Executive announced that on Friday 8 June he had received formal notification from Cllr I Duffy and Cllr R Duffy that they had resigned from the Labour Group and would sit until the next election as non-aligned independent members. He said that a report on any proposed consequential changes to appointments to committees or representatives on outside bodies would be submitted to the next Council meeting in July.

## **14       Public questions or statements**

Alderman Roger Brooks asked a question (previously circulated and published) to the Resources Portfolio Holder (Cllr A Vincent) about the sale of the former Garstang Business Centre.

Cllr A Vincent said in his response that he had not stated or inferred at the April meeting that the contract with Key Worker Homes was unconditional. He said that completion of the sale was dependent on approval of planning permission, which was conditional on the signing of a Section 106 agreement.

He stated, in response to a supplementary question from Alderman Brooks, that it would be inappropriate to re-market the site.

## **15       Questions "On Notice" from councillors**

1. Cllr B Stephenson asked a question (previously published and circulated) to the Street Scene, Parks and Open Spaces Portfolio Holder (Cllr Bridge) about clearance of fly-tipping from back alleyways.

Cllr Bridge in his response, explained the process which was followed when fly tipping incidents were reported, including the need to obtain permission from the land owner if the material to be cleared was on private land. He also referred to the enforcement measures taken by the Council.

In response to a supplementary question from Cllr Stephenson, he stressed the need to persuade people not to drop litter or dump rubbish in the first place.

2. Cllr Raynor asked a question (previously published and circulated) to the Neighbourhood Services and Community Safety Portfolio Holder (Cllr Berry) about the opening of the Rossall flood defences.

Cllr Berry said in response that it had not been possible to make arrangements to invite local residents to the official opening of the scheme because work had been taking place until the last minute.

He confirmed, in response to a supplementary question from Cllr Raynor, that local residents would have an opportunity to attend other celebratory events taking place on the sea front throughout the summer.

3. Cllr Fail asked a question (previously published and circulated) to the Street Scene, Parks and Open Spaces Portfolio Holder (Cllr Bridge) about dog fouling fines.

Cllr Berry said in his reply that four £75 fixed penalty notices for dog fouling offences had been issued in 2017/18 and one fixed penalty notice of £100 had so far been issued in 2018/19. Two had been in Jubilee Ward, two in Stannah Ward and one had been in Great Eccleston.

Cllr Bridge said in response to a supplementary question from Cllr Fail that dog fouling was a difficult problem to deal with, but stressed that the Council did take enforcement action when appropriate. He also stressed the need for all Councillors, whenever possible, to encourage dog owners to be more responsible.

4. Cllr Fail asked a question (previously published and circulated) to the Neighbourhood Services and Community Safety Portfolio Holder (Cllr Berry) about the potential, following the opening of the flood defence scheme, for further works along Rossall Beach.

Cllr Berry referred in his reply to the possible further beach management works described in paragraph 6.1 of his Executive Report to be considered later in the meeting. He said that further enhancements to the area referred to by Cllr Fail would be made in the future, but the criteria for funding could not currently be met.

5. Cllr Lees asked a question (previously published and circulated) to the Planning and Economic Development Portfolio Holder (Cllr Michael Vincent) about the proposed A585 Mains Lane Bypass.

Cllr Vincent confirmed in his reply that the Council's response to the pre-submission public consultation on the scheme was available and that he would provide a copy for Cllr Lees.

He said, in response to a supplementary question from Cllr Lees, that the A585 Windy Harbour to Skippool improvements were part of a wider strategy to improve traffic conditions between Fleetwood and the

M55, which should be welcomed.

6. Cllr Barrowclough asked a question (previously published and circulated) to the Street Scene, Parks and Public Spaces Portfolio Holder (Cllr Bridge) about maintenance of the water fountains at Marine Hall Gardens.

Cllr Bridge said in his response that the fountains were serviced twice a year and were inspected weekly. Action had been taken to avoid a recurrence of the current problems, which he acknowledged had been caused partly by grass cuttings. Prices were being obtained for the repairs required. He said he would let Cllr Barrowclough know the timescale for the repairs when known.

## 16 Executive reports

- (a) Leader of the Council

The Leader of the Council (Cllr Henderson) submitted a report.

Cllr Henderson acknowledged, in response to a comment from Cllr E Anderton about paragraph 2.2 of the report, that it had been Fleetwood Civic Society, not Fleetwood Historical Society, which had been the driving force behind the installation of the Sir Fleetwood Hesketh statue in Euston Gardens.

**Agreed** that the report be noted.

- (b) Resources Portfolio Holder

The Resources Portfolio Holder (Cllr A Vincent) submitted a report.

There were no questions or comments

**Agreed** that the report be noted.

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

The Street Scene, Parks and Open Spaces Portfolio Holder (Cllr Bridge) submitted a report.

Cllr Bridge said he would pass on to the relevant officers, thanks expressed by Cllr S Turner for the clearing up work undertaken following the Garstang Gala.

Cllr Bridge said that he would arrange for a written response to be sent to Cllr Kay on any limits that could be imposed on the number of dogs on leads controlled by a single individual.

**Agreed** that the report be noted.

(d) Planning and Economic Development Portfolio Holder

The Planning and Economic Development Portfolio Holder (Cllr Michael Vincent) submitted a report. When introducing his report, Cllr Vincent paid tribute to the work undertaken by Cllr Murphy when he had been the Planning and Economic Development Portfolio Holder.

There were no questions or comments.

**Agreed** that the report be noted.

(e) Neighbourhood Services and Community Safety Portfolio Holder

The Neighbourhood Services and Community Safety Portfolio Holder (Cllr Berry) submitted a report.

Cllr Berry responded to a question from Cllr Lady Atkins.

**Agreed** that the report be noted.

(f) Leisure, Health and Community Engagement Portfolio Holder

The Leisure, Health and Community Engagement Portfolio Holder (Cllr Bowen) submitted a report.

Cllr Bowen, said she would pass on to the relevant officers thanks expressed by Cllr Ellison for the support provided for the Thornton Gala and by Cllr Kay for help provided for the Mental Health Awareness Day.

**Agreed** that the report be noted.

**17 Overview and Scrutiny Committee Periodic Report**

The Chairman of the Overview and Scrutiny Committee (Cllr Ibison) submitted a report about the work undertaken by the Committee since the last periodic report had been considered.

**Agreed** that the report be noted.

**18 Treasury Management Activity 2017/18**

The Leader of the Council (Cllr Henderson) and the Chief Executive submitted a report.

**Agreed** that the Annual Report on Treasury Management Activity for the 2017/18 financial year be approved.

## Constitution Amendments

The Leader of the Council (Cllr Henderson) and the Service Director Performance and Innovation submitted a report on a number of proposed changes to the Constitution.

Cllr Henderson when introducing the report said that, in Appendix 4, the final paragraph on page 66 of the agenda had been erroneously included in the list of functions of the Planning Committee and should instead have been included as the final paragraph of the list of functions of the Standards Committee on page 72 of the agenda. He proposed the recommendations in the report, with that amendment.

An amendment proposed by Cllr Fail that the proposed changes to the definition of key decisions (paragraph 3.1) to consultation requirements (paragraph 3.3) and to the publication of background papers (paragraph 3.6) be deferred for further consideration by a committee prior to resubmission to the Council, was LOST (by 10 votes to 33).

**Agreed** (by 33 votes to 10):

1. That the definition of Key Decisions in Article 16 in Part 2 of the Constitution be amended to increase the financial threshold from £50,000 to £100,000.
2. That the changes to the Scheme of Delegation to Officers, in Part 7 of the Constitution, set out in Appendix 1, be approved.
3. That the changes to consultation requirements in the Cabinet Procedure Rules in Part 4.04 of the Constitution, set out in Appendix 2, be approved.
4. That the following paragraph be added to the Terms of Reference of the Audit Committee in Article 7:  
  
"To receive updates and reports from the Head of Governance (Data Protection Officer) and to approve policies in relation to compliance with the Data Protection Act and Regulations made under the Act."
5. That the following additional paragraph be included in the list of executive functions delegated to the Head of Governance in Part 7.02 of the Constitution:  
  
"To submit reports, as the Council's designated Data Protection Officer, to the Information Commissioner's Office on breaches of the General Data Protection Regulations."
6. That the change to the requirements for the publication of background papers referred to in reports, referred to in paragraph 6.2 of the Access to Information Procedure Rules in Part 4.02 of the Constitution, as set out in Appendix 3, be approved.

7. That the simplified wording of the Summary and the Articles in Parts 1 and 2 of the Constitution, set out in Appendix 4, be approved, subject to the final paragraph in the list of functions of the Planning Committee (on page 66 of the agenda) being deleted and included instead as the final paragraph in the list of functions of the Standards Committee (on page 72 of the agenda).
8. That the proposals for the further reviews of the Constitution set out in paragraph 5.8 of the report be noted and supported.

**20 Notices of Motion**

None.

The meeting started at 7.00 pm and finished at 8.00 pm.

*Note: An audio recording of this meeting is available here:*  
<https://www.youtube.com/watch?v=NIwo2HHmZB8>

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Report of:	To:	Date	Item No.
Cllr. David Henderson, Leader of the Council	Council	19 July 2018	7(a)

<b>Executive Report: Leader of the Council</b>
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**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. Recent Activities**

**2.1** On 20 June I attended a Wyred-Up event at Thornton FC and I would like to congratulate the chair Jane Littlewood and the Economic Development Team as Wyred-Up has celebrated its 10<sup>th</sup> birthday. During the past 10 years numerous businesses have used the networking opportunity to grow their business. The focus and ethos of Wyred Up is very much private sector led and whilst the Chief Executive will be attending each event I will attend future events on an ad hoc basis ensuring the focus remains and is driven by the private sector.

**2.2** On Sunday 24 June I attended Civic Sunday held at St Peters' Church in Fleetwood. The afternoon was a splendid occasion and Madam Mayor I wish you all the very best for this your Mayoral Year and I am sure that every Member will support you in your role.

**2.3** On Monday 25 June the Chief Executive and I accompanied Madam Mayor to the Armed Forces Day Flag Raising Ceremony, here at the Civic Centre. Members will be aware that a number of years ago we signed an Armed Forces Covenant and Cllr Andrea Kay and Town Councillor Terry Rogers are championing a number of projects to support both serving and former service personnel from not only the armed forces but also former personnel of other services including the Police and Fire Service etc.

**2.4** Early in 1917, councillors in Thornton made Joseph Blackburn exempt from military service. In May of that year, Joseph's exemption was taken away after a hearing in the Central Tribunal, which sat in Westminster and was the final authority in cases of this kind. The councillors were outraged by the decision made in Westminster and in June 1917 – in protest at the way that they, Joseph and the people of Thornton had been treated – they went on strike. Joseph was sent off to fight and was killed on the Western Front in the final weeks of the First World War.

- 2.5 On Thursday 28 June the Chief Executive, relatives and descendants of Joseph Blackburn and I attended a dedication service at Thornton Cenotaph for the unveiling of the Joseph Blackburn Commemorative Bench.
- 2.6 On Monday 2 July Cllr Berry and I attended the Police & Crime Panel AGM. Members may be aware of the proposal by the Police & Crime Commissioner to take control of the Fire Service and this matter was discussed at both the District Leaders and Shadow Combined Authority meeting.
- 2.7 A number of months ago I accepted an invitation to attend Tram Sunday in Fleetwood and I am fully aware of the months of planning that goes into holding and running this event and I would like to take this opportunity to thank all the volunteers and the Tram Sunday Committee who give their time free every year to ensure this prestigious event is a success.

### **3. Lancashire District Leaders and Shadow Combined Authority Meetings**

- 3.1 On 21 June Lancashire District Leaders met in the morning followed by an afternoon meeting of the Shadow Combined Authority.

Lancashire District Leaders:

- 3.2 At this meeting we discussed various matters including a presentation by the Police and Crime Commissioner (PCC) on his proposal to combine the Police and Fire & Rescue Service. Whilst the presentation was informative I suggested that in order to ensure Leaders received information that was equally balanced, a representative from the Fire Service should be invited to make a presentation to the next District Leaders meeting. My suggestion was unanimously agreed.

- 3.3 It was also agreed that Cllr Alice Collinson be appointed to the outside body Lancashire Best Kept Village and Cllr Roger Berry be appointed to Lancashire Partnership Against Crime.

Shadow Combined Authority:

- 3.4 We received a presentation on the National Economic Picture, Strategic Economic Plan refresh and an update from the Lancashire Local Economic Partnership (LEP). In addition it was agreed that Cllr Alison Barnes Leader of Rossendale Council be appointed to the North West Regional Leaders Board.

- 3.5 We are still waiting for a letter from the Secretary of State for advice and guidance on the Government's view on a Combined Authority that would not include all Lancashire Authorities; the view of Government will influence the shape and direction that will be taken and I will in due course bring a full and detailed report back to full Council.

- 3.6 Lancashire Leaders discussed the proposal by the PCC to bring together the Police and Fire and Rescue Service and I reiterated my views expressed at the District Leaders meeting and it was unanimously agreed that the PCC and representative of the Fire and Rescue Service be invited

to make presentations to all members of the Shadow Combined Authority so that all Leaders at District, Unitary and County levels are in a position to express their views and comment on the proposal.

#### **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.

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Report of:	To:	Date	Item No.
Cllr Alan Vincent, Resources Portfolio Holder and Deputy Leader	Council	19 July 2018	7(b)

<b>Executive Report: Resources Portfolio Holder</b>
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## 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 final accounts for 2017/18 have now been audited and will be agreed by the Audit Committee at their meeting on 24 July. Revenue slippage continues to grow year on year and in relation to 2017/18 the value (net of reserve funding) is £1,260,900. As this expenditure still needs to be incurred, the saving is returned to balances to be spent in 2018/19 resulting in a contribution to balances of £1,260,900.

2.2 In summary, the other major variations include:

- **additional income** from planning fees and new burdens grant, summons fees, service charges, Enterprise Zone business rates and interest totals £252,466;
- **savings** in employee costs, fuel, vehicles, waste collection, cemeteries, theatres, planning consultants, audit, risk and insurance, business rates, tools and equipment, public conveniences and printing and stationery budgets total £609,244.

2.3 These positive variances have been used to compensate for **reduced income** on Rent Allowances – in total unbudgeted costs of £141,044. The net savings of £720,666 together with other miscellaneous underspends of £161,649 and the previously forecast top-up to general balances of £1,308,956 have been used instead to top-up the Capital Investment Reserve by £184,260, the IT Reserve by £92,011 and the Vehicle Replacement Reserve by £1,915,000 leaving a difference of £48,056 which represents a reduced top-up to balances. This approach is a change to the forecast position in March and reflects a need to provide for the anticipated cost of new refuse collection vehicles in April 2019.

2.4 When you consider that our gross expenditure on services for last year was £54m, a net saving of £2,191,271 equates to 4.1%.

**2.5** The Council previously committed to a sector-led body approach for the appointment of its external auditors from 2018/19. The Local Government Association established an independent company, Public Sector Audit Appointments Ltd, to take on the management of the external audit contracts for local public bodies following the closure of the Audit Commission. The Audit Committee in July will be the last one attended by KPMG under the old contract and the first attended by Deloittes LLP under the new five-year contract. We thank KPMG for all their support over the years and welcome our new external auditors to Wyre and we look forward to working with them.

### **3. Human Resources**

**3.1** Our sickness absence for the year ended 31 March 2018 was 7.8 days per full time equivalent post (FTE). A number of serious long term health absences have contributed to the increased level of sickness. The lowest sickness absence for a council in Lancashire was 6.4 days and the highest was 13.3 days. Although 7.8 days is an increase on the previous year's absence rate of 6.99, we are still one of the top performing Council's in the region with the 6<sup>th</sup> lowest rate in the North West and 2<sup>nd</sup> lowest in Lancashire. We are in the process of renewing the contract with People Asset Management, our occupational health provider, and will continue to work closely with them to support employees and maintain a low level of sickness absence.

### **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 10.5.

arm/ex/cou/cr/18/1907 item7(b)



<b>Report of:</b>	<b>To:</b>	<b>Date</b>	<b>Item no.</b>
Cllr. Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	Council	19 July 2018	7(c)

<b>Executive Report: Street Scene, Parks and Open Spaces Portfolio Holder</b>
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## 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 This year a partnership formed by Wyre Council, the Royal Society of Biology, the River Wyre Trust and the Wyre Waters Catchment Partnership came together to organise the Wyre Estuary Bioblitz on Friday 22 and Saturday 23 June. It was deemed to be a great success with wonderful feedback from customers and volunteers. Some of the volunteers came from as far afield as Wales and Bristol to help out and be involved.
- 2.2 A Bioblitz is a 24 hour wildlife challenge which aims to involve anyone from experts to complete beginners in the goal of finding as many different species of plants and animals in a defined area as possible.
- 2.3 During the event over 90 bug hotels were constructed by school children and local residents with an estimated 300 species found and over 50 volunteers took part in helping with the environmental education activities and the wildlife surveys. In total an estimated 1,000 people attended, taking part in the various wildlife activities.
- 2.4 The more serious side to the Bioblitz is the really useful information that comes in from the volunteers telling the managers of the Wyre Estuary Country Park where the wildlife is and what it might need to survive.
- 2.5 I'd like to thank the volunteers for their support and the support given by Thornton Practice who promoted healthy heroes and healthy living and the RNLi and Coastguard who helped out with the coastal and estuary surveys.

- 2.6** I recently visited King George's Playing Field in Thornton to witness the commencement of the first phase of improvements to the playing field. Work began on the 25 June and it is anticipated that construction will be completed by late summer. This work includes construction of the first section of the trail alongside Royles Brook, which includes areas for play and gym equipment, seating and planting.
- 2.7** Our parks continue to host a range of community and council led activities and events. At the start of this month there was The Big Gig at Vicarage Park, the annual Memorial Park Fun Day and events during Love Parks Week such as The Big Friendly Giant outdoor theatre.

### **3. Waste and recycling**

- 3.1** The provisional recycling and composting rate for 2017/18 is 43%. This is a slight reduction on last year, in line with the national trends for recycling rates which are plateauing. Inspections of the residual waste are still showing lots of recyclable materials, so there is scope for improvement and this will be pushed further by making use of national resources from the Recycle Now campaign and the continuation of the Bin Amnesty Project.

### **4. Street scene**

- 4.1** The second application of herbicide to highway areas across the borough is imminent. As always the application is dependent on the prevailing weather conditions; officers will monitor the effects of the weed killer and arrange additional work as required.
- 4.2** The Parks, Street Cleansing and Area Officer Teams are busy preparing for and supporting the various community events and galas taking place at this time of year, including North West in Bloom, which is taking place this week. This support continues to range from advance sweeping, and the provision and collection of bins and sacks for litter, to the loan of vehicles for the gala queen parades.
- 4.3** An application has been submitted for the Wyre Estuary Country Park to work with the Dogs Trust and Keep Britain Tidy in a pilot research project "Walk this Way" to address dog fouling issues in public open spaces. I will keep members informed of this opportunity.
- 4.4** Officers have secured campaign resources from the award winning Hertfordshire Waste Partnership to help tackle fly-tipping. The campaign S.C.R.A.P. (Suspect / Check / Refuse / Ask / Paperwork) has been hard hitting and raised the profile of fly-tipping across their county. They have kindly supplied copies of the artwork which can be adapted locally and we will be seeking to use these across the borough.

## **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	Item No.
Cllr Michael Vincent, Planning and Economic Development Portfolio Holder	Council	19 July 2018	7(d)

**Executive Report: Planning 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 and Economic Development Portfolio, as set out below.

**2. Coastal Community Teams (CCT) (Fleetwood and Cleveleys)**

**Fleetwood**

- 2.1** A final Annual Review will be submitted to the Minister for Housing, Communities and Local Government (MHCLG) later this year. We are working closely with Regenda in Fleetwood to assist in implementing their 10 year vision. We are working jointly on a small scheme for the Chatsworth Avenue shops to improve a shopfront with the remaining Coastal Communities Funding grant monies with match funding from Regenda. This area was identified as a priority owing its proximity to the new entrance of the Rossall Sea defences and also the new housing scheme at Chatsworth.

**Cleveleys**

- 2.2** Blackpool and Fylde College art students have designed the concept for a map to be installed at Cleveleys Bus Station. The concept is now being brought to life by a local graphic designer and will be installed by late summer. Deep cleaning of the walls and floor of the station is to commence in the summer along with re-painting of the bus station structure, creating a more inviting entrance to the town for residents and visitors alike.
- 2.3** Meetings have taken place between Lancashire County Council, Wyre officers and Cleveleys CCT to establish a weekly 'Wednesday' market in the town centre. Consultation with the retailers has taken place and we are currently awaiting results.

### **3. Hillhouse Enterprise Zone (EZ)**

- 3.1** Progress is continuing on the Masterplan with How Planning appointed to complete the Planning Policy element of the document. A final draft of the full document will be circulated during the summer with Public and Statutory Consultation commencing late summer.

### **4. Business support**

- 4.1** Wyred Up will undergo a new branding exercise over the Summer and a Steering Group will be established to drive forward the new priorities for the network, supported by an action plan.
- 4.2** To enable us to keep Wyred Up members well informed we have established a monthly newsletter. They will receive up to date information on local issues as well as support available at a Lancashire level.
- 4.3** We are currently developing a Wyre Business Survey. This exercise has not been undertaken before. The results of this survey will help inform the priorities for our Economic Development Strategy and give us a valuable insight into the needs and wants of our business community. It will also enable us to strengthen our relationship with the private sector by engaging with them on local and regional issues, potential growth barriers and business support.
- 4.4** The next Wyred Up event will take place on 27 September at the Marine Hall, Fleetwood. This event will be the first 'Accelerating Wyre' event pulling together local partners and support services to enable businesses to access support in one place. There will be seminars and workshops throughout the day. Confirmed partners include, Boost Business Lancashire, Positive Footprints, UCLAN, Lancaster University and The Growing Hub.
- 4.5** Wyre has done exceptionally well from the current stream of rural funding (RDPE – Rural Development Programme for England) with 11 private sector business benefiting from monies (some projects now completed and some still ongoing). Successful businesses have included ones from farming, tourism and creative sectors. Wyre businesses have benefited from around £750,000 worth of RDPE money.
- 4.6** Wyre Business Awards will take place on 29 November at the Marine Hall. A call for nominations opened on 9 July. This year we have 21 categories and each category will be judged and scored by different judges. This year we will be shortlisting. Three finalists for each category will be announced prior to the awards evening and the winners will be announced on the night. We have developed full and varied sponsorship packages along with new branding for the event.

**5. Planning policy**

**Local Plan**

- 5.1** The hearings on the Local Plan took place at the Civic Centre during the weeks commencing 14 May and 21 May. A further review/mop up session took place on 5 June, at which point the Inspector formally closed the hearings. We are now waiting for the Inspector's response which is expected to be an interim report received before the end of July.

**6. Nationally Significant Infrastructure Projects (NSIPs)**

**Preesall Underground Gas Storage Facility – Halite**

- 6.1** Halite continue to submit applications for the discharge of a number of these requirements with a view to formally commencing work on the ground once all necessary requirements have been discharged. At present it is likely that work will commence in September.

**7. Comments and questions**

- 7.1** 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.

arm/ex/cou/cr/18/1907 Item 7(d)

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Report of:	To:	Date	Item no.
Cllr. Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder	Council	19 July 2018	7(e)

**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**

- 2.1 In the UK an estimated 13,000 people are said to be working as modern slaves in agriculture, hospitality, fishing, private homes, brothels, nail bars and cannabis farms. The UN says modern slavery and trafficking is now the second-largest organised criminal industry in the world. Many of our employees are out and about in the community visiting individuals and businesses and it is an important part of our safeguarding procedures that these staff have an understanding of modern slavery and what to look out for. In association with the police we recently organised an awareness raising session for officers so that in the future, if they see something which they regard as suspicious, they will feel confident enough to report the issue via our normal safeguarding procedures.

**3. Private Sector Housing**

- 3.1 During the year 1 April 2017 to 31 March 2018, Care and Repair (Wyre and Fylde) dealt with 3,355 enquiries for advice and support. Caseworkers carried out 515 visits to vulnerable older or disabled people in their homes, undertaking an assessment of their needs and providing appropriate support. Nineteen clients were supported to access in excess of £40,000 of charity and/or grant funding to carry out essential work to their property. Caseworkers completed applications to support clients with claims for disability-related benefits, resulting in over £754,000 of extra annual income for older and disabled residents in Wyre and Fylde.

- 3.2** We are leading on a new initiative that will see Care and Repair (Wyre and Fylde) become a hub, for both Wyre and Fylde, for the receipt of referrals for Disabled Facilities Grants from community and neighbourhood health professionals. These referrals will be made to support faster discharge from hospital to home and to avoid hospital admissions. Adaptations will be provided via improved collaboration with primary and secondary care through new and improved referral routes. This work is supported by NHS Fylde and Wyre Clinical Commissioning Group, Fylde and Wyre Multi-speciality Community Provider and the Lancashire and South Cumbria Better Care Fund which is supporting the work with an award of £42,900. We recently gave a presentation to the Lancashire and South Cumbria Better Care Fund Steering Group who would like this best practice to be adopted across the Lancashire and South Cumbria Integrated Care System.

#### **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.

arm/ex/cou/cr/18/1907 Item 7(e)



Report of:	To:	Date	Item No.
Cllr. Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder	Council	19 July 2018	7(f)

**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. Environmental Health**

- 2.1 The Council has a duty to enforce Health and Safety legislation within many small businesses operating in the area. When accidents are reported we review the accident and decide whether further investigation is needed. During 2017/18, 61 work related accidents were reported resulting in 16 investigations. Three of these cases developed into detailed investigations.
- 2.2 One of these investigations revealed serious health and safety breaches which led to an employee requiring significant surgery after a small explosion at his place of work. In this case we found it necessary to prosecute the employer who later admitted the Health and Safety breaches at Court. This resulted in the firm being fined £36,000.
- 2.3 Whilst Health and Safety legislation is often maligned, it is important to note that good health and safety controls protect employees and I would like to encourage all employers to consider the risks that their business might pose to staff and take suitable steps in the control of risks.

**Noise App Launched**

- 2.4 We have launched the use of a Noise App – a faster, easier way to submit noise evidence. We receive many complaints from residents complaining about noise from neighbours but to take any action we must be able to satisfy ourselves that the noise being complained about would represent a statutory nuisance which is defined in law. In order to assist in this investigation we have invested in the purchase and use of a noise app, which can be downloaded from the Apple and Google Play Stores onto a smart phone. The App can then be used to make recordings of the problem noise for submission as evidence. I would encourage

anyone experiencing problematic noise to download the app. It is hoped that the app will be beneficial for both victims of noise pollution and ourselves and that, along with our mediation service, this will assist in the early resolution of complaints.

### **3. Arts, Events and Volunteering**

#### **SpareParts, Tram Sunday and The Fish Project**

- 3.1** Last weekend Fleetwood hosted another successful Tram Sunday Festival. The transport related arts festival, SpareParts, is now an established part of the day and this year welcomed some new exciting and interactive art installations, including a row of virtual reality swings and action art cars. With its strategic funding from the Arts Council, SpareParts is now a high profile North West event.
- 3.2** Artist in residence at Fleetwood Market Linda Copeland has created fish sculptures constructed from recycled plastic. The project which highlighted the plight of ocean creatures and their struggles against waste plastic, took place every Thursday and Friday leading up to Tram Sunday and the SpareParts festival. The fish formed part of the community arts parade.

#### **Bumper Number of Events**

- 3.3** Events in Wyre are booming. With the glorious weather scores of successful events have taken place across the District. New events for this season have been the Trawlerman Triathlon in Fleetwood for young sportsmen and women, a showcase of Shakespeare from local schools at Wyre Estuary Country Park, and #JamesFest at Cleveleys. Our established events continue to grow in scale and attendance with numbers attending the Cleveleys Classic Car Show estimated to be as high as 30,000 people.
- 3.4** We are putting together a “summer stuff” online brochure that will highlight all the events that the council is running over the summer, and that will showcase our attractions such as at Rossall Point, the coastline and our parks. This will be available to view on our website, the Discover Wyre website and on all our social media accounts.

### **4. Sports Development**

#### **Love My Beach Active Coast**

- 4.1** On 11 June, to celebrate the launch of the LOVEmyBEACH Active Coast Programme (created to showcase the variety of activities that can be enjoyed at the beach and along our coastline), we showcased activities in Fleetwood. This included kayaking, lifesaving skills and water walkers, supported by Fylde Coast YMCA, at The Boating Lake with health walks and cycling for people with disabilities along the promenade. Follow [www.facebook.com/LmBActiveCoast](http://www.facebook.com/LmBActiveCoast) for more information. Pupils from Charles Saer Community Primary School joined us on the day and had a great time trying out new water based activities for the first time.

## **Community Health and Wellbeing Projects**

**4.2** A number of projects are now being delivered following Fleetwood Town Football Club Community Trusts' successful application to the Walney Extension Community Fund which we supported. These projects include:

**4.2.1** Menactive - a men's health and lifestyle management programme which aims to raise awareness and tackle heart disease, low physical activity levels, cancer prevention and mental health and wellbeing. To date 32 men have been engaged on the programme resulting in 151 visits to 12 sessions.

**4.2.2** Employability and Skills Development Training – a series of twelve week traineeship programmes are being delivered for 16-18 year olds who need support to get back into education, training or employment together with short adult courses for anyone aged 19+ who is unemployed. 41 young people aged 16-23 have benefitted from the programme so far with some really positive outcomes in moving forward and personal development:

- 34 have completed qualifications in employability and personal development including Maths and English at a higher level
- 35 have gained work experience and references
- 19 have gone into part-time or full-time employment
- three have moved into Further Education
- All have reported an improvement in mental health, confidence and motivation.

**4.2.3** Family Wellness Programme - Working with local schools, twelve weeks of health sessions are being delivered for seven families whose children attend Flakefleet and Shakespeare Primary Schools.

## **5. Marine Hall and Thornton Little Theatre**

**5.1** The first wedding of this year was held at Marine Hall on Saturday 23 June. Over 400 guests from around the world attended this fabulous African/American/British wedding celebration. Photos from the day can be seen on our Facebook page for Marine Hall and Thornton Little Theatre, which is attracting a growing number of followers. There are three more weddings booked into Marine Hall in August this year. Our first wedding ceremony at the Mount Pavilion will also take place.

**5.2** On Monday 25 June, BBC Radio Lancashire broadcast live from Marine Hall as part of the John Gilmore show. We were able to promote future events taking place at both venues throughout the summer - as well as mentioning the ongoing development of our venues for weddings.

**5.3** A number of children's performances have taken place at Thornton Little Theatre this June and July, produced by local arts and community organisations and involving local children.

**5.4**

Supporting The Fleetwood Festival of Transport Marine Hall opened up the Wyre Lounge and provided free entertainment between 5pm and 10pm.

**5.5**

In September, the Wyre Lounge will be used as a fringe venue for The Fleetwood Folk and Blues Festival over the festival weekend. This will be a free event for all, including many bands across the weekend. We are very happy to welcome the Festival back to the venue after a break of many years.

**5.6**

The new programme for the Theatres is out now, featuring a diverse list of shows and performances taking place throughout this year and into next.

**6. Comments and questions**

**6.1** 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.

arm/ex/cou/cr/18/1907 Item 7(f)



Report of:	Meeting	Date	Item no.
The Leader of the Council (Cllr David Henderson) and the Chief Executive (Garry Payne)	Council	19 July 2018	8

<b>Appointments to Committees</b>
-----------------------------------

**1. Purpose of report**

- 1.1 To enable changes to be made to the membership of committees for the remainder of the 2018/19 Municipal Year.

**2. Outcomes**

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

**3. Recommendations**

- 3.1 That, in order to achieve political balance on the Committees appointed by the Council, 62 seats on those committees be allocated to members of the Conservative Group, 18 seats be allocated to members of the Labour Group and that no seats be allocated to the three non-aligned independent councillors, with seats on each individual committee apportioned on the basis set out in Appendix 1.

- 3.2 That in order to implement the recommendation in 3.1, the following changes be approved:

- (a) That Cllr I Duffy be removed from the Employment and Appeals Committee.
- (b) That Cllr R Duffy be removed from both the Employment and Appeals Committee and the Standards Committee.
- (c) That a Labour member be appointed to the Employment and Appeals Committee.

- (d) That an additional Conservative member be appointed to four of the five following committees:
  - Planning Committee
  - Licensing Committee
  - Audit Committee
  - Employment and Appeals Committee
  - Standards Committee.
- (e) That a Labour member be removed from each of the four committees listed in paragraph (d) above to which an additional Conservative member is appointed.
- (f) That a Labour Member be appointed to the Committee listed in paragraph (d) on which the Conservative Group chooses not to take an extra place.

#### 4. Background

4.1 Following the resignation of Cllr I Duffy and Cllr R Duffy from the Labour Group announced at the last Council meeting, a number of changes need to be made to the membership of various committees, in order to comply with the political balance rules.

#### 5. Key issues and proposals

5.1. Section 15 of the Local Government and Housing Act 1989 requires that the allocation of places on non-executive Committees of the Council must be allocated on the following criteria:

- (a) that all seats on a body are not allocated to the same Political Group;
- (b) that the majority of seats on a body is allocated to a particular Political Group, if the number of persons belonging to that Group is the majority of the Authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary Committees of a relevant Authority which are allocated to each Political Group bears the same proportion to the total of all the seats on the ordinary Committees of that Authority;
- (d) subject to paragraphs (a) - (c) above, that the number of seats on a body which are allocated to each Political Group bears the same proportion to the number of all seats on that body as is borne by the number of members of that Group in membership of the Authority.

5.2 The political composition of the Council is now:

Conservative	36 members	72%
Labour	11 members	22%
Independent (non-aligned)	<u>3 members</u>	<u>6%</u>
Total	50 Members	100%

- 5.3** However, the provisions set out in the 1989 Act refer specifically to ‘political groups’. Single non-aligned councillors who are not members of a formally constituted group are not automatically entitled to any places on any committees. This position was upheld in a judicial review case in 2001 relating to appointments to a Police Authority (*R. (East Riding of Yorkshire Council) v Joint Committee for the purpose of making appointments to the Humberside Police Authority [2001] A.C.D. 44; (2000) 3 L.G.L.R.*). To enable a political group to be constituted, Paragraph 8 of the Local Government (Committees and Political Groups) Regulations 1990, requires that written notice, signed by at least two councillors, must be submitted to the proper officer (the Chief Executive at Wyre) stating:
- that they wish to be treated as a political group;
  - the names of the members of the group;
  - the name of the group; and
  - the name of the member who will act as the Leader of the Group.
- The Chief Executive has not received notification from any combination of the independent councillors that they wish to form a political group.
- 5.4** The application of the calculations to allocate the 80 seats available on the Committees appointed by the Council to which these rules apply, is shown in Appendix 1. The outcome is a total allocation of 62 seats to the Conservative Group and a total allocation of 18 seats to the Labour Group. In order to also achieve, as closely as possible, proportionality on each Committee, the Conservative Group will need to ‘give up’ a seat on one committee, from seats initially allocated to it in paragraph 3 of Appendix 1.
- 5.5** Approval of the recommendations in paragraphs 3.1 and 3.2 will enable these proposals to be implemented and compliance with legal requirements to be achieved.

<b>Financial and legal implications</b>	
Finance	None arising directly from this report.
Legal	The proposals in this report are in accordance with legal requirements, as referred to in section 5 of this report. Section 17 of the Local Government and Housing Act 1989 does allow for divergence from a literal interpretation of the calculation rules, but only if any such proposals are agreed by the council, without any member voting against.

**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.

<b>implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	9/7/18

<b>List of background papers:</b>		
name of document	date	where available for inspection
None	-	-

**List of appendices**

Appendix 1: Political Balance Calculations July 2018

## POLITICAL BALANCE CALCULATIONS July 2018

### 1. Total Percentage of Members

Conservative :	36 Members	=	77% (of 47 Members)
Labour :	11 Members		23% (of 47 Members)
			<u>100%</u>

### 2. Allocation of total number of seats

There are a total of 80 seats on the Committees to which the Political Balance Calculations apply.

			<u>Entitlement</u>
Conservative :	77% of 80 =	61.60 i.e.	<b>62</b> seats
Labour :	23% of 80 =	18.40 i.e.	<b>18</b> seats
			<hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> 80 seats <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>

### 3. Allocation of places on individual Committees (to which the Political Balance Regulations apply)

<u>Committee</u>	<u>Total Seats</u>	<u>Con</u>		<u>Lab</u>	
		<u>Proportional Entitlement</u>	<u>Whole seats</u>	<u>Proportional Entitlement</u>	<u>Whole seats</u>
Overview & Scrutiny Committee	14	10.78	11	3.22	3
Planning	14	10.78	11	3.22	3
Licensing	14	10.78	11	3.22	3
Audit	14	10.78	11	3.22	3
Employment & Appeals	10	7.7	8	2.30	2
Senior Officers Appointments C'tee	4	3.08	3	0.92	1
Senior Officers Disciplinary Committee	4	3.08	3	0.92	1
Standards	6	4.62	5	1.38	1
<b>Total</b>	<hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> <b>80</b> <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>		<hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> <b>63</b> <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>		<hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> <b>17</b> <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>

### Comments/Proposals

Because of the rounding up and down to whole numbers, when making the calculations in Section 3, the Conservative Group are over-represented by 1 place overall and the Labour Group are under-represented by 1 seat overall, so the Conservative Group will need to give up 1 seat on 1 committee to the Labour Group, to achieve the required total allocation of 62 seats and 18 seats respectively.



Report of:	Meeting	Date	Item no.
The Leader of the Council (Cllr David Henderson) and the Chief Executive (Garry Payne)	Council	19 July 2018	9

<b>Citizens Advice Lancashire West: Replacement Representative</b>
--

**1. Purpose of report**

- 1.1 To enable a change to be made to the Council's representation on the Citizens Advice Lancashire West Board.

**2. Outcomes**

- 2.1 Effective representation on an outside body.

**3. Recommendation**

- 3.1 That Councillor Cartridge be appointed as the Council's representative on the Citizens Advice Lancashire West (CALW) Board for remainder of the period until the next Council election in May 2019.

**4. Background**

- 4.1 Cllr Murphy was appointed as the Council's representative on this organisation when the current appointments were made to outside bodies at the Annual Council meeting on 11 May 2015.

- 4.2 The range of duties he has undertaken in performing that role has included:
- representing the council on Citizens Advice Lancashire West's Board;
  - acting as a strategic link between the council and CALW;
  - ensuring that the council gets value for money from its Service Level Agreement with CALW;
  - negotiating amendments to the SLA to ensure that the needs of Wyre residents are met;
  - encouraging and developing the services provided by CALW to Wyre residents.

## 5. Key issues and proposals

- 5.1 Councillor Cartridge has now been nominated to replace Cllr Murphy as the Council's representative on the AALW Board.

<b>Financial and legal implications</b>	
Finance	None arising directly from this report.
Legal	The proposals in this report are in accordance with the Council's procedures for the appointment of representatives to outside bodies.

### 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.

<b>implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	3/7/2018

<b>List of background papers:</b>		
name of document	date	where available for inspection
None	-	-

### List of appendices

None.



Report of:	Meeting	Date	Item no.
The Leader of the Council (Cllr Henderson) and the Monitoring Officer (Liesl Hadgraft)	Council	19 July 2018	10

<b>Social Media Policy for Councillors</b>
--

**1. Purpose of report**

1.1 To enable a social media policy for Wyre Councillors to be approved.

**2. Outcomes**

2.1 More effective communication and public engagement and improved standards of behaviour by councillors.

**3. Recommendations**

3.1 That the contents of the Social Media Policy for Councillors, attached as Appendix 1, be approved and included in Part 5 of the Constitution.

**4. Background**

4.1 A proposed social media policy for councillors, which had previously been considered by the Standards Committee, was submitted to the Council meeting on 7 December 2017. However, at that meeting, it was agreed that the proposed policy be considered further by a councillor working group, with a politically balanced membership, before being brought back to full Council for approval.

**5. Key issues and proposals**

5.1 Since then, the Working Party, which comprised Councillors Ellison (Chairman), Bridge, Fail, Jones, Kay, Raynor and Matthew Vincent, has met on three occasions to consider the proposals in detail and to draw-up the revised version of the policy attached as Appendix 1. None of the

content of the previously submitted policy has been removed, but some additions and clarifications have been made, including:

- how the policy will apply to town and parish councillors (paragraph 1.5);
- the factors which will be taken into account by the Standards Committee when considering alleged breaches of the Councillors Code of Conduct which involve the use of social media (paragraph 2.2);
- the way in which social media should and should not be used during pre-election “purdah” periods (paragraph 2.9).

**5.2** The revised policy was endorsed by the Standards Committee on 21 June 2018 and is now recommended for approval by the Council and inclusion in Part 5 of the Constitution.

<b>Financial and legal implications</b>	
Finance	None.
Legal	General legal issues to be considered when using social media are included in paragraph 4 of the proposed policy.

**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.

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

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	2/7/18

<b>List of background papers:</b>		
name of document	date	where available for inspection
None	-	-

**List of appendices**

Appendix 1: Social Media Policy for Wyre Councillors  
j/sssu/committee/council/190718

## **Social Media Policy for Wyre Councillors**

### **1. Introduction**

#### **1.1 Definition – what is social media?**

This is a term used to describe websites and applications for social networking. Popular social media platforms include Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram, Snapchat, WhatsApp and blogs. This is not an exhaustive list and is likely to lengthen over time. On social media sites users share information, discuss opinions and build online communities and networks.

#### **1.2 Purpose**

Social Media is a very powerful method of engagement which many councillors now use as a platform to enhance their profile and communicate with the public. It allows you to open up new conversations with the people you represent, understand and respond swiftly to local concerns, coordinate campaigns, assist with casework and let your residents know what you are doing as their local councillor.

**1.3** This policy focuses on your use of social media in your role as a Wyre councillor, to reduce potential pitfalls and risks.

#### **1.4 Who this policy covers**

This policy covers the councillors of Wyre Council.

**1.5** In the absence of Town and Parish Councils having their own social media policy for councillors, when considering any complaints or alleged breaches of the Code of Conduct in relation to social media matters, this policy will be used as guidance.

### **2. Social Media Policy**

#### **2.1 The Code of Conduct**

The Code of Conduct for Councillors will apply to your online activity in just the same way as it does to any other written or verbal communication. The key to whether the Code applies is whether you are, or appear to be, acting in your capacity as a councillor.

**2.2** When considering whether you are acting as a councillor, the Standards Committee would have regard to the following factors, although this list is not exhaustive:

(a) *The privacy settings on your social media site.* Where you have a private, personal blog or social media account, which is used in your personal capacity as a private individual and not as a councillor, there should be the maximum privacy settings in place. This will enable you to control who is able to see, review and comment on your posts. If your account is open to all readers, it may be reasonable for residents, and the Standards Committee, to assume that you are acting in your capacity as a councillor. This would also be the case if you are posting, commenting or replying on an open group or forum on a social media site that any member of the public can see.

(b) *Your profile on a social media site.* You need to be aware that it may not always be apparent to a member of the public in which capacity you are commenting. This “blurred identity” may have implications if comments made in a private capacity are taken to be those of the Council itself or your political party. This is because the judgement of whether you are perceived to be acting as a councillor will most likely be taken by someone else. In addition, anything written online can be screenshot and posted publicly.

**2.3** Profiles, pages and sites, labelled as “Councillor” will automatically be considered as acting in your capacity as a Councillor.

**2.4** Individual councillors can make their own statements relating to local issues and this policy is not designed to prevent any councillor expressing a personal opinion online. However, councillors must make it clear that any view expressed which differs from the Council’s policy is a personal view and should be recorded as such.

**2.5** User responsibility

Councillors are personally responsible for the content that they publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may amount to libel.

**2.6** Councillors must be aware of their own safety when placing information on the internet and should not publish something that could leave them vulnerable.

**2.7** Online impressions count; how you portray yourself online is very important. Consider carefully how you may appear to someone who doesn’t know you

personally. Is your online profile reflective of who you are and what you represent?

**2.8 (i) You should always treat others with respect** – if you make personal attacks or indulge in rude or offensive comments this may be interpreted as disrespectful.

**(ii) You must comply with equality legislation** – do not publish anything which might be considered to be discriminatory (for example, anything that is sexist, racist, ageist, homophobic or anti-faith. This is not an exhaustive list).

**(iii) You must not bully or intimidate anyone.**

**(iv) You must not disclose confidential information** – refrain from publishing anything you have received in confidence.

## **2.9** Elections

During the period leading up to an election (purdah) you cannot use any of the Council's resources, including staff, for support or promotion. However, this does not stop you using social media as part of your campaigning.

If you are intending to make comments on social media during purdah you must abide by any advice about publicity restrictions specified by the Electoral Commission on their website.

Guidance on social media platforms during purdah, as provided by the Local Government Association, should also be followed. It is recommended that councillors go to the website [local.gov.uk](http://local.gov.uk) and search for the latest advice.

## **2.10** Legal considerations

There are no new or additional legal burdens when using social media but you are publishing to the web – it's written down and it's permanent so you need to bear the following in mind:

**Libel** – If you publish an untrue statement about a person which is damaging to their reputation then they may take a libel action against you. This may also happen if someone else publishes something libellous on your website which you know about and don't take prompt action to remove. A successful libel action can result in an award of damages against you.

**Copyright** – Publishing images or text on your site from a copyrighted source (e.g. photos or extracts from publications) without obtaining permission first is likely to breach copyright laws. Breaching copyright laws can result in damages being awarded against you.

**Data Protection** – Take care not to publish the personal data of individuals unless you have their specific permission.

**Bias and Pre-determination** – Whenever you are involved in making planning, licensing or other quasi-judicial decisions do not say anything on social media which suggests that you have already made up your mind before hearing all the evidence and arguments. Otherwise the decision may be at risk of being challenged and declared invalid, with cost implications to the Council.

**Obscene material** – Obviously you should avoid publishing anything on social media which anyone might consider obscene. Publication of obscene material is a criminal offence.

**Harassment** – it is a criminal offence to repeatedly pursue a campaign against someone where this is likely to cause alarm, harassment, nuisance or distress.

### **3. Use of social media – guidelines**

**3.1** Most pitfalls can be avoided if your online content is objective, balanced, informative and accurate.

Here are some tips to help you stay out of trouble:

#### **3.2 Do . . .**

- i. . . . set appropriate privacy settings for your blog or networking site (especially if you have a private non-political account).
- ii. . . . where possible, consider keeping your personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries.
- iii. . . . look out for defamatory or obscene posts from others on your site and remove them as soon as practicable to avoid any impression that you condone such comments.
- iv. . . . be aware of safeguarding issues, particularly in relation to vulnerable adults and children.
- v. . . . ensure that you seek permission to post information from a copyrighted source.
- vi. . . . respond to any communication in a timely manner.

#### **3.3 Do not . . .**

- i. . . . post in haste, particularly if your judgement might be impaired.
- ii. . . . post comments that you would not be prepared to make face to face, or put in writing in a formal letter.

- iii. . . . represent your personal views, or those of any political party or specialist interest group you belong to, as being those of the Council.
- iv. . . . publish the personal data of any individual unless you have his/her specific permission.
- v. . . . distribute any material which could be considered inappropriate, offensive, illegal or discriminatory.
- vi. . . . forget to consider your wider audience, online posts may be read by younger people who could be distressed at messages which had been intended for their parents or close relatives.
- vii. . . . give the impression that you have already made up your mind before hearing all the evidence and arguments if you are involved in any planning, licensing or other quasi-judicial decision.
- viii. . . . forget to consider that anything written online can be screenshot and posted publicly.

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