



**Wyre Borough Council**  
**Date of Publication: 28 February 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, 8 March 2018** commencing at 7.00 pm.

Yours sincerely,

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

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

### **COUNCIL AGENDA**

**1. Prayers**

The Mayor will invite the Mayor's Chaplain, Reverend Gary Lewis to say prayers.

**2. Apologies for absence**

**3. Confirmation of minutes**

(Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Council held on 18 January, 2018.

**4. Declarations of Interest**

To receive any declarations of interest from any Member or Officer on any item on this agenda.

All Members are asked to submit any declarations in writing by 9.30 am on Wednesday 7 March 2018, if possible.

**5. 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.

**6. Public questions or statements**

(Pages 7 - 8)

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 2 March 2018 will be published and circulated separately.

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

(Pages 9 - 10)

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 2 March 2018 will be published and circulated separately.

**8. Members' Allowances Scheme**

(Pages 11 - 30)

Report of the Service Director Performance and Innovation.

**9. Pay Policy Statement 2018/19**

(Pages 31 - 40)

Report of the Leader of the Council (Cllr Henderson) and the Service Director Performance and Innovation.

**10. Business Plan 2015-2019 (2018 update)**

(Pages 41 - 44)

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

**11. Council Tax 2018/19**

(Pages 45 - 56)

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

**Please note:** The report of the Head of Finance (S.151 Officer) on the Council's Revenue Budget, Council Tax and Capital Programme which was considered by Cabinet at its meeting on 14 February 2018 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 minutes of that meeting, setting out the Cabinet's recommendations, is attached as Appendix 1 to the Leader of the Council's report

to this meeting. However, the detailed information from the Head of Finance's report to the Cabinet is not repeated in this agenda. That report can be viewed via the Cabinet agenda on the Council's website at:

[Cabinet – 14 February 2018](#)

(A copy can also be obtained on request from the Democratic Services Team, tel: 01253 887481.)

**12. Notices of Motion**

None.

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, 18 January 2018 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

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### **Councillors present:**

The Mayor, Councillor Alice Collinson and the Deputy Mayor, Councillor Julie Robinson

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

**Apologies:** Councillors Balmain, I Duffy, R Duffy, Ingham, Shewan, B Stephenson and E Stephenson

### **Officers present:**

Garry Payne, Chief Executive  
Mark Billington, Service Director People and Places  
Marianne Hesketh, Service Director Performance and Innovation  
Liesl Hadgraft, Head of Business Support and Monitoring Officer  
Emma Lyons, Communications Team  
Roy Saunders, Democratic Services and Scrutiny Manager  
Duncan Jowitt, Democratic Services and Councillor Development Officer

**Also present:** Aldermen Bannister, McCann and Much and five members of the public.

### **COU69 Confirmation of minutes**

Councillor Henderson proposed and Cllr A Vincent seconded a proposal that the minutes of the meeting held on 7 December 2017 be confirmed as a correct record.

Councillor Fail proposed an amendment, seconded by Cllr Beavers, pointing out that the appointment of Cllr B Stephenson to the Audit Committee had been omitted.

**RESOLVED** (unanimously) that the minutes of the meeting held on 7 December 2017 be confirmed as a correct record, subject to the inclusion of an additional paragraph in the resolution of Minute 59 (Appointments to Committees) stating:

“That Cllr B Stephenson be appointed to the Audit Committee in place of Cllr Ballard”.

**COU70      Declarations of Interest**

None.

**COU71      Announcements**

The Mayor made announcements about the following Mayor’s Charity events:

1. ‘A Night at the Dogs’ courtesy of Belle Vue Greyhound Stadium, Manchester to be held on Saturday 17 February 2018 at 6.30 pm.
2. A Fashion Show by Almarice to be held at Winmarleigh Village Hall on Friday 9 March 2018 at 7.30 pm.
3. A Raffle for a Luxury Spa Hotel weekend break for two, including breakfast and dinner up to a value of £500.
4. A bucket collection at the BBC Radio Lancashire Live Christmas Concert held at the Marine Hall on 15 December, which had raised £515 for the Mayor’s charities.

The Mayor also said that she was very pleased to announce that the Mayor Elect for 2018/19 was Cllr Marge Anderton.

Cllr Anderton said that she was very honoured to be asked to be Mayor and announced that the Deputy Mayor for 2018/19 would be Cllr Michael Barrowclough.

**COU72      Public Questions or Statements**

None.

**COU73      Questions "On Notice" from councillors**

None.

**COU74      Executive reports**

- (a)      Leader of the Council (Councillor Henderson)

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

Cllr Henderson responded to comments and questions from:

- Cllr Beavers, about the encouragement of more public engagement between the majority group and the opposition group at Wyre;
- Cllr Beavers about the Northern Powerhouse;
- Cllr Gibson, about discussions with the Leaders of other Council's in Lancashire.

**RESOLVED**: that the report be noted.

(b) Resources Portfolio Holder (Councillor A Vincent)

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

Cllr Vincent responded to comments and questions from Cllr Fail, about the impact of the Government Grant funding allocation for Wyre in 2018/19.

**RESOLVED** that the report be noted.

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

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

Councillor Henderson referred, when introducing his report, to complimentary comments received from residents about John Bettle and other members of the Street Scene Team.

Cllr Henderson responded to comments made by Cllr E Anderton, on behalf of Cllr Shewan, thanking Street Scene employees for their swift and helpful response to an issue raised by a constituent.

**RESOLVED** that the report be noted.

(d) Planning and Economic Development Portfolio Holder (Councillor Murphy)

The Planning and Economic Development Portfolio Holder (Councillor Murphy) submitted a report.

Cllr Murphy made it clear that the final Annual Review on the activities of the Fleetwood Coastal Community Team, referred to in paragraph 2.1 of his report, would be submitted in 2018.

Cllr Murphy responded to questions and comments from:

- Cllr Beavers, about the Hillhouse Master Plan and the possible reinstatement of the rail line;
- Cllr Raynor, about the next meeting of the "Fleetwood Back on Track" Group to be held on 20 February;

- Cllr Greenhough, about the submission of Wyre's Local Plan;
- Councillor Greenhough, about the contract for the continued operation of the Fleetwood to Knott End Ferry;
- Cllr Fail, about the rules relating to the call-in by individual Councillors of planning applications for consideration by the Planning Committee;
- Cllr Gibson about the proposals for a River Wyre barrage.

**RESOLVED** that the report be noted.

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

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

Cllr Berry responded to comments and questions from:

- Cllr Greenough, Cllr Ballard, Cllr Beavers, Cllr Moon and Cllr Kay about the flooding of parts of the Borough in November 2017 and, in particular, arrangements for the clearance of blocked drains and gullies.
- Cllr B Birch, about the White Ribbon Campaign to tackle domestic violence.

**RESOLVED** that the report be noted.

- (f) Leisure and Culture Portfolio Holder (Councillor Bowen)

The Leisure and Culture Portfolio Holder (Councillor Bowen) submitted a report.

No comments were made or questions asked about Cllr Bowen's report.

**RESOLVED** that the report be noted.

- (g) Health and Community Engagement Portfolio Holder (Councillor Michael Vincent)

The Health and Community Engagement Portfolio Holder (Cllr Michael Vincent) submitted a report.

Cllr Michael Vincent responded to comments and questions from:

- Cllr Beavers, Cllr Jones, Cllr S Turner and Cllr Lees about the impact of the Government's funding of the National Health Services on the residents of Wyre;
- Cllr Jones, about the effectiveness of the Council's food hygiene inspections;
- Cllr Pimbley, about the high "happiness rating" of Wyre residents, recently reported in the press;
- Cllr Gibson, about engagement with Parish and Town Council's in



Wyre.

**RESOLVED** that the report be noted.

(h) Comments and Questions from Cabinet members

None.

**COU75 Localised Council Tax Support**

The Resources Portfolio Holder (Cllr A Vincent) submitted a report proposing that the current Localised Council Tax Support Scheme, originally implemented from 1 April 2013, be continued in 2018/19.

**RESOLVED** (unanimously):

1. That the current Localised Council Tax Support Scheme be continued in to the 2018/19 financial year, with the additional maximum percentage contribution from working age claimants being no more than 8.5%.
2. That the original policy be re-confirmed, recognising that it included a number of specific amounts used to calculate entitlement which might change in line with up-ratings published by the Department for Work and Pensions, that there might also be minor adjustments to the scheme should further guidance be received from the Department for Communities and Local Government and that the roll out of Universal Credit would ultimately replace existing benefits.

**COU76 Lead Member for Younger People: Periodic Report**

The Lead Member for Children and Young People (Cllr Kay) submitted a report on some of the activities she had been involved with in her role as Lead Member in the last year.

There were no comments or questions from Councillors on her report.

**RESOLVED** that the report be noted.

**COU77 Notices of Motion**

None.

The meeting started at 7.00 pm and finished at 7.57 pm.

Note: An audio recording of this meeting is available on the Council's web site. You can find it [here](#):

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**COUNCIL MEETING**  
**8 MARCH 2018**

**AGENDA ITEM 6**

**PUBLIC QUESTIONS OR STATEMENTS**

No questions have been received from members of the public under Procedure Rule 9 by the deadline of 12.00 noon on Friday 2 March, 2018.

Published 2 March, 2018  
Democratic Services  
Tel: 01253 887481

[arm/ex/cou/cr/questions](#)

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**COUNCIL MEETING**  
**8 MARCH 2018**

**AGENDA ITEM 7**                      **QUESTIONS "ON NOTICE" FROM COUNCILLORS**

No questions have been received from Councillors under Procedure Rule 11.1 by the deadline of 12.00 noon on Friday 2 March 2018.

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Report of:	Meeting	Date	Item No.
Marianne Hesketh, Service Director Performance and Innovation	Council	8 March 2018	8

<b>Members' Allowances Scheme</b>
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## 1. Purpose of report

- 1.1 To consider the recommendations of the Independent Remuneration Panel (IRP) in relation to the Council's Scheme for Members' Allowances.

## 2. Outcomes

- 2.1 The confirmation of a Scheme of Members' Allowances which appropriately reflects Members' current roles, duties, responsibilities and commitments under the Council's Constitution.

## 3. Recommendations

- 3.1 That, in line with the formula applied since 2012, the Basic Allowance paid to each Councillor be increased by 1%, from £4,137 per annum to £4,176 per annum, with effect from 10 May 2018.
- 3.2 That no change be made at this stage to the IT allowance of £186 per annum paid to each Councillor but, the intention of the Panel to review that allowance at its' next meeting in the Autumn of 2018, in advance of the planned full implementation of paperless meetings from May 2019, be noted.
- 3.3 That no changes be made to the way in which Special Responsibility Allowances for members of the Executive, Group Leaders or Chairmen of Committees are calculated, i.e. that they continue to be based on the various current multipliers of the Basic Allowance for each of the posts set out in the Council's Members' Allowances Scheme.
- 3.4 That no changes be made to the Special Responsibility Allowances paid to the Lead Member for Children and Young People, the Lead Member for Older People, the Mayor or the Deputy Mayor.

- 3.5** That the current uncertainty about the position with regard to the payment of registration fees for Councillors under the new General Data Protection Regulations to be implemented from May 2018, be noted.
- 3.6** That no changes be made to any other elements of the Members' Allowances Scheme.
- 3.7** That the levels of allowances to be paid in 2018/19 if the recommendations in this report are approved, as set out in Appendix 2, be noted.
- 3.8** That the members of the Independent Remuneration Panel be thanked for their work.

#### **4. Background**

##### Membership of the Panel

- 4.1** The Council is required to appoint an IRP to review periodically its scheme of allowance payments to Councillors. The current members of the Panel are Mr Ron Matthews (Chairman), Mr Michael Collins and Mr David Blight.

##### Terms of Reference of the Panel

- 4.2** The terms of reference of the IRP are:  
To propose a scheme for Members' Allowances which:
- recognises the roles, duties and responsibilities of Members, both as decision makers and community representatives, under the Council's Constitution;
  - is easy to understand by Members and the public;
  - is simple to operate;
  - includes provision for annual review without the need for fundamental change;
  - considers, subject to the necessary legislation, whether allowances should be pensionable;
  - considers what other allowances, such as travel and subsistence, should be paid and in what circumstances;
  - considers the provision for different levels of allowance reflecting the responsibilities of the post-holders.

##### Current position and scope of the review

- 4.3** The principal components of Wyre's current Members' Allowances Scheme are a flat rate Basic Allowance for all Councillors (a statutory element of all local authority schemes), together with Special Responsibility Allowances allocated to defined post-holders, the amounts reflecting the relative additional responsibilities of each post over and above the Basic Allowance. These are supported by allowances for travel and subsistence costs incurred on defined 'approved' duties. The Scheme also provides for the payment of Carer's and Dependant Carer's Allowances.



- 4.4** The current version of the full Members' Allowances Scheme (including the levels of allowances for 2017/18) is attached as Appendix 1 of this report.
- 4.5** The last comprehensive review of the Scheme was undertaken by the IRP in the Autumn of 2014, with recommended changes approved at the Council meeting in January 2015. The Panel conducted "light-touch" interim reviews in the Autumn of 2015 and 2016, following which a number of relatively minor changes were recommended and approved by the Council. A more comprehensive review has again been undertaken this year.

### Methodology

- 4.6** Prior to the commencement of the review, all councillors were invited to make comments or suggestions for consideration by the Panel, but none were submitted.
- 4.7** The IRP has met on three occasions (on 9 October, 13 November and 13 December 2017) to conduct this review. Members of the Panel have also had an opportunity to make comments by email prior to the finalisation of this report.
- 4.8** During the course of its review, the Panel has looked at the impact of the changes made following the last full review, has revisited issues raised in its' previous two interim reviews and has considered:
- comparative information on allowances paid by a "family group" of similar authorities historically assembled by the Audit Commission, collated in September 2017;
  - comparative information from a new "family group" identified by the Chartered Institute of Public Finance and Accountancy (CIPFA) collected in November 2017;
  - comparative information from the other district council's in Lancashire;
  - an analysis of the number of meetings of different committees at Wyre;
  - the actual payments made to each Wyre Councillor in 2016/17
- 4.9** The Panel invited Cllr Alan Vincent, in his role then as interim Leader of the Council and Resources Portfolio Holder, to its meeting on 13 November 2017, to give his views on the roles and responsibilities of the Leader, Deputy Leader and other Cabinet Members and to answer questions from Panel members.
- 4.10** Having done so, the Panel decided to extend the period of its review to invite Cllr David Henderson, following his appointment as the new Leader of the Council, to its meeting on 13 December, to ask about his plans for the division of responsibilities within the Cabinet and to obtain his views more generally about the Members' Allowances Scheme.

## **5. Key issues and proposals**

### General comments

- 5.1** Having considered the information submitted to it, the Panel has decided to make a relatively small number of recommendations for changes to the scheme at this time. An explanation of the rationale for its conclusions and any specific reasons for proposed changes are set out under each heading below.

### Basic allowances

- 5.2** Since 2012, the Basic Allowance has been increased in line with the percentage increase in staff pay in the preceding year. That resulted in several years of no increase, followed by a 1% increase in 2014/15. There was then no increase for 2015/16, followed by a 1% increase from May 2016 and a further 1% increase from May 2017.
- 5.3** The current Basic Allowance of £4,137 per annum paid to all Wyre Councillors remains in the mid-range for similar authorities (both the old and the new 'family group') and for other districts in Lancashire.
- 5.4** The Panel considers that the recent practice of linking the Basic Allowance to the amount of the increase paid to employees in the preceding year has provided a transparent mechanism for any increases and has produced an equitable outcome. The Panel has therefore concluded that it is reasonable to continue that mechanism for a further year and is recommending that the Basic Allowance be increased by a further 1% from May 2018, to reflect the 1% increase paid to employees from April 2017.

### Special Responsibility Allowances for the Leader, Deputy Leader and other Cabinet Members

- 5.5** The report on the Panel's last three reports have pointed out that the SRA's paid to members of the Cabinet and the Leader of the Council in Wyre have both been at or near the top of the rank order of such allowances for comparative authorities. On the other hand, the allowance paid to the Deputy Leader has been near the bottom of such lists during that period.
- 5.6** However, in the most recent figures for the new "family group", Wyre's allowance for Cabinet Members is 5<sup>th</sup> highest in a list of 16 similar councils and Wyre's Leader's allowance is 6<sup>th</sup> highest in the list.
- 5.7** Cllr Henderson has explained to the Panel that he will, at least for the time being, retain within his role as Leader of the Council the responsibilities he had previously undertaken as Street Scene, Parks and Open Spaces Portfolio Holder, thereby reducing the size of the Cabinet from seven to six. As he will not be paid a separate SRA for that Portfolio, the total cost of payments made under the scheme will also be reduced. He has told the Panel that intends to consider during the next few months how best to

perform his new role and how he wishes to allocate responsibilities amongst members of his Cabinet.

- 5.8** In view of these very recent changes and the possibility of further adjustments, the Panel considers that it would be unwise to recommend any changes to the SRA's paid to any of the Cabinet members so early in the tenure of a new Leader. Cllr Henderson has agreed to talk to the Panel again when it next meets.

#### Special Responsibility Allowances for Party Group Leaders

- 5.9** Each of the Party Group Leaders currently receives an SRA based on the number of Councillors in their political group (a group being defined as two or more members). The Panel recognises the need for the Leader of the main opposition group to receive an allowance for the responsibilities they have to undertake when performing that role. During the course of the current review, the Panel has though, questioned whether it is necessary for the Leader of the majority group to receive a Group Leader's Allowance in addition to an allowance for being the Leader of the Council. The Panel has noted that in some other councils an individual councillor can only claim one SRA. However, if the SRA for the Majority Group Leader was to be withdrawn, it would have implications for the differentials between Cabinet members and it is likely that changes would have to be made to the multipliers for most other SRA's. In view of the comments made to the Panel by Councillor Henderson (referred to in paragraph 5.8) the Panel has concluded that it would not be sensible to propose such a significant change at this time. It is therefore recommending that for 2018/19 no change be made to the formula for calculating the allowance for Group Leaders. It will re-visit this issue when it next meets.

#### Special Responsibility Allowances for Committee Chairmen

- 5.10** The levels of responsibilities of the chairmen of committees were reviewed thoroughly at the last full IRP review in 2015. No new issues have been raised with the Panel during this review. Having looked at comparisons with other authorities, no significant disparities have been identified. Therefore, no changes are considered to be necessary at this time and the Panel is recommending that the current multipliers of the Basic Allowance continue to be applied.

#### Special Responsibility Allowances for the Lead Member for Children and Young People and the Lead Member for Older People

- 5.11** The Lead Member for Older People and the Lead Member for Children and Young People have no decision making powers. Their role is to develop expertise and provide information, advice and support to the Cabinet on those issues, which are obviously significant for all of the Cabinet portfolios. Following the last full review, it was agreed that each Lead Member would be paid a fixed sum of £250 per annum for a three year period. (The previous position of Lead Member for Health and Wellbeing

was discontinued when a Cabinet member was appointed with a portfolio of responsibilities including those issues.)

- 5.12** The Panel is recommending that no changes be made to these SRA's and that each Lead member again be paid £250 in 2018/19.

#### Special Responsibility Allowances for the Mayor and Deputy Mayor

- 5.13** The Panel has not done any detailed comparisons with the allowances paid by other Council's as part of this review, but has concluded that the current levels of the allowances paid to the Mayor and Deputy Mayor are reasonable for the roles undertaken and is recommending that no changes be made.

#### IT Allowance

- 5.14** Since April 2015 each Councillor has been paid an annual IT allowance, in addition to their basic allowance, as a contribution towards the costs of computer facilities which they need to perform their role. The current payment is £186 per annum.

- 5.15** The Panel has been informed that the Council is in the process of obtaining a new software system for the compilation and publication of agendas, minutes and reports. (The Resources Portfolio Holder Report agreed on 21 December 2017 to the proposed acquisition of the 'Modern.Gov' system, following consideration of a report published on 14 December 2017). Once the system has been installed and fully implemented, it will also enable paperless meetings to be held, with attendees viewing agendas and reports on a tablet device, instead of printed paper copies. It is the current intention to fully implement paperless meetings immediately after the next Wyre Council elections in May 2019. At the time of writing this report, the potential benefits of paperless meetings and arrangements for the implementation of such meetings are currently being considered by a Digital Transformation Task Group set up by the Overview and Scrutiny Committee. The initial recommendations of the Task Group are to be considered by the Overview and Scrutiny Committee on 5 February 2018, prior to submission to the Cabinet on 14 February 2018.

- 5.16** The Panel intends to consider the implications of the intended move to paperless meetings as part of its interim review next Autumn. The proposals will have progressed by then and any recommendations by the Panel can be considered by the Council prior to May 2019

#### Data Protection Registration Fees

- 5.17** The Council's current Members Allowances Scheme states:  
*"On April 18 2013 the Council agreed that Data Protection Registration fees for individual councillors, currently £35 per councillor per annum, would be paid by the Council."*

*The Government announced however (3 July 2013), that it was proposing that councils could make a single registration payment on behalf of all its councillors to cover their casework and council membership and consequently no individual registrations have been paid/reimbursed to date.”*

**5.18** There has been uncertainty in the local government sector since then about whether or not Councillors need to be registered as “data controllers” under the current Regulations. In the absence of clarification from the Information Commission or the Department for Communities and Local Government, Wyre Council has not made registration payments on behalf of all Councillors, but only for a single Portfolio Holder.

**5.19** From May 2018 new General Data Protection Regulations will be implemented, which will have a significant impact on the way the Council stores, uses, shares and disposes of personal information about individuals. Although the new Regulations have now been issued, the Information Commissioner’s Office has not yet made clear whether or not Councillors will need to be registered as data processors, either individually or collectively. Councillors will be informed of the implications when the position has been clarified.

Other elements of the Scheme

**5.20** A thorough review of the other elements of the Scheme was undertaken in 2015, including provisions for travel allowances, subsistence allowances and dependents’ carers’ allowances. The eligibility criteria for such allowances and the definition of “approved duties” were also made more explicit as part of that review. No changes are proposed for 2018/19.

<b>Financial and legal implications</b>	
Finance	<p>The cost of the Panel’s proposed increase of 1% in the Basic Allowance is an estimated £1,950 and the consequential increases in the Special Responsibility Allowances based on multipliers of the Basic Allowance, would be £880 in 2018/19.</p> <p>However, the reduction in the number of Cabinet members from 6 to 5 (excluding the Leader) will reduce costs by £8,352 in 2018/19.</p> <p>These figures are within the estimated provision contained in the Medium Term Financial Plan.</p>
Legal	<p>The Council has a duty under Regulation 19 the Local Authorities (Members’ Allowances) (England) Regulations 2003 to have regard to the recommendations of the Panel when considering any changes to the Scheme. The Council is also required, (under Regulation 22) to publicise receipt of the report and the main features of the Panel’s recommendations.</p>

### **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

<b>report authors</b>	<b>telephone no.</b>	<b>email</b>	<b>date</b>
Joanne Billington	01253 887372	<a href="mailto:joanne.billington@wyre.gov.uk">joanne.billington@wyre.gov.uk</a>	30/1/2018
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	30/1/2018

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

### **List of appendices**

- Appendix 1 The Council's current Members' Allowances Scheme
- Appendix 2 Proposed Levels of Allowances for 2018/19.

arm/ex/cou/cr/18/0803rs1

## Current Members' Allowances Scheme

### Section A: General Conditions

1. The following sections describe the arrangements under which Members may claim allowances; the procedure for submitting a claim; and levels of allowances. The general conditions outlined in this section apply to all claims. Appendix A sets out the scheme and shows the current level of Allowances and will be updated whenever amendments are made.
2. Members may be entitled to claim the following type of allowance:
  - (a) Basic Allowance
  - (b) Special Responsibility Allowance
  - (c) Travel Allowance
  - (d) Subsistence Allowance
  - (e) Carer's and Dependent Person's Allowance

***If any member wishes to forego any of the above allowances, notification in writing must be made to the Chief Executive by the beginning of each municipal year; otherwise, allowances will be paid automatically for Special Responsibility and Basic Allowances and on the receipt of claims for other allowances.***

### 3. Basic Allowance

This is based on an annual sum paid in equal monthly amounts and will be paid without claim to all Members apportioned on a daily basis for the period of office to reflect any part month payments.

**The Allowance is taxable and will be increased by 1% in May 2016 and by a further 1% in May 2017 on the anniversary of appointment.** The current scheme was approved by the Council on 22 January 2015, on the basis of recommendations made by the Independent Remuneration Panel (IRP) and was fully implemented with effect from the start of a members term of office, namely the fourth day after being elected. An annual review is undertaken each year and the results are applied from the anniversary date of the start of a member's term of office. A full review of the scheme is undertaken every 3 years.

The amounts currently payable under the Scheme are set out in Appendix A.

### 4. Special Responsibility Allowance

This may be claimed only by the holders of certain designated posts and is calculated by reference to the Basic Allowance (excluding the additional IT allowance).

The allowance is based on an annual sum paid in equal monthly amounts. It will be apportioned on a daily basis for members starting and finishing their period of special responsibilities during the course of the financial year.

Post	Calculation
Leader	4 x Basic Allowance
Deputy Leader	0.5 x Basic Allowance
Cabinet Members (5)	2 x Basic Allowance
Group Leaders *	$(n/55)$ x Basic Allowance, where n = no. of Members in Group
Chairman of Overview and Scrutiny Committee	1.5x Basic Allowance
Chairman of Audit Committee	0.8 x Basic Allowance
Chairman of Planning Applications Committee	1.5 x Basic Allowance
Chairman of Licensing Committee	1 x Basic Allowance
Chairman of Standards Committee	0.1x Basic Allowance
Lead Members ** (3)	Fixed sum as specified
Mayor***	Annual sum as specified
Deputy Mayor***	Annual sum as specified

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

\*\* A Fixed Sum for 3 years from 11 May 2015.

\*\*\* An Annual Allowance which reflects the Mayors/Deputy Mayors Civic Duties

The amount for Group Leaders will change consequent upon the results of by-elections or Full Council elections that affect the balance of the groups.

***The Special Responsibility Allowance is taxable and other than fixed sum allowances, will be increased annually in line with the increase in the Basic Allowance.***

See Appendix A for the current amount.

## 5. Travel Allowance

### (a) Journeys

Members are eligible for this allowance only where expenditure is ***necessarily incurred*** in the performance of an approved duty as defined in Section B. Mileage can only be claimed from a Members home to the location at which the approved duty is taking place. If mileage is being claimed from a Member's place of work, then the claim must not exceed the home to work mileage and if the journey is shorter then the lower value must be claimed.

The prescribed rates of payment for travel within the United Kingdom are shown in Appendix A. For travel abroad actual expenditure is reimbursed (after prior approval by the Chief Financial Officer).



There are three modes of travel for which allowance is payable:-

- (1) By public transport (actual cost reimbursed).
- (2) By a Member's own motorcycle.
- (3) By a Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use.

When claiming mileage by a private vehicle, **only that for the shortest route is payable**. However, if the use of a motorway results in a substantial saving of time, the actual mileage may be claimed (details of which should be given).

These rates will be amended as necessary in order to ensure parity with the rates paid to Council employees.

Actual cost will be reimbursed for rail travel as with all public transport and the option that offers best value for the council will be selected.

If Members wish to avail themselves of the Rail Warrant facility provided by the Council, they should complete the appropriate requisition voucher and submit it to the Financial Services Team. Any travel allowance claimed should be reduced by the value of such warrant or any other ticket or voucher provided for the journey.

Any deviation from this policy should be agreed in advance with the Chief Financial Officer (S.151 Officer), and in the event of a dispute, referred to the Cabinet.

(b) Incidental Expenses

Members are entitled to claim only those travel-linked expenses that are incurred in the performance of an approved duty, eg. Car parking fees, toll charges etc.

***When making a claim, Members should give full details and, whenever possible, attach the relevant receipts to support claims.***

(c) Motor Vehicle/Cycle Insurance and Driving Licence

***Members are advised that they should ensure that their current insurance policy covers them for use on Council Business. Members are required to certify on their claim form that this has been adhered to and that they hold a current driving licence.***

6. Subsistence Allowance

Members are eligible for this allowance only where expenditure is **necessarily incurred** in the performance of an approved duty as defined in Section B.

The prescribed rates of payment for the performance of duties within the United Kingdom are shown in Appendix A.

For performance of duties abroad actual expenditure is reimbursed (after prior approval by the Chief Financial Officer).

***Members should give full details when submitting a claim for this allowance, and certify that they have incurred additional expense, attaching any receipts.***

## **7. Carer's and Dependants Carers' Allowance**

Payments will be made for expenses that are actually and necessarily incurred by Members in the conduct of approved duties as defined in Section B. Care relates to dependant relatives living with the Member or co-optee, as follows:

- (i) children aged 14 or under;
- (ii) elderly relatives requiring full-time care; and
- (iii) relatives with disabilities who require full-time care.

The current rate is shown at Appendix A.

This rate will be amended as necessary in order to reflect the national minimum wage.

## **8. Additional IT Allowance**

Members need to be able to receive and respond to emails and to access the Council's intranet in order to effectively carry out their role. They will be expected to obtain the necessary equipment, including broadband, PC and printer and a supplementary IT allowance will be paid for this purpose and increased annually in line with the basic allowance.

## **Section B: Meaning Of "Approved Duty"**

### **9. Approved Duties**

Travel, subsistence and carer's and dependent person's allowances will only be paid for Councillors engaged on "approved duties" which are specified as follows:

- Meetings of bodies to which Councillors are appointed by the Council e.g. the Cabinet, Overview and Scrutiny Committee or Regulatory Committees;
- Meetings to which Councillors are invited in order to present a report or provide evidence;
- a meeting of Full Council;
- Task Groups appointed by Overview and Scrutiny Committee;
- a meeting of some other body to which the Council makes appointments or nominations e.g. Fleetwood Fielden Charity, or
- duties undertaken on behalf of the Council as agreed by the Chief Executive.

9. **Duties not Eligible for the Payment of Any Travel, Subsistence, Carers and Dependant Persons Allowances**

- (i) Attendance by Members formally appointed as the Council's representatives at meetings of outside bodies consisting of local authority representatives who carry out functions closely connected with the Council's functions and who are authorised to pay travelling, subsistence and/or attendance allowances.
- (ii) Ward duties
- (iii) Attendance at meetings considered to be of a party political nature.

**Note: For ease of reference** the full list of outside bodies for which allowances can be claimed, which is reviewed each year at the Council meeting in May, is published with the minutes of that meeting.

10. **Attendance at Conferences**

Travel and subsistence allowances will be paid at the usual rates to Members attending approved conferences.

11 **Attendance at Official or Courtesy Visits**

A Member attending an official or courtesy visit within the United Kingdom on behalf of the Borough, including Royal Garden Parties, shall be eligible for travel and subsistence allowances at the usual rates, attendance to be authorised by the Chief Executive.

12. **Attendance at Meetings of Bodies Prescribed by the Secretary of State**

The Local Government Act 1972 specifies that "approved duty" shall include the doing of anything as a member of a body prescribed by the Secretary of State to which the Member has been appointed by or on the nomination of the Council in pursuance of a duty imposed on or a power granted to the Council by any enactment or instrument (including Royal Charter). Any Member doing anything as a member of such a body for the purpose of, or in connection with, the discharge of the functions of that body is therefore eligible for travel and subsistence allowances at the usual rates.

**Section C: Procedure for Claiming Allowances**

13. Allowance claims should be submitted to the Democratic Services Section on the official form by the 15th day of each month. All claims submitted by that date will be paid on the 15th day of the following month directly into the Councillor's bank account. Claims received after that date will be paid in the following month.

***Members are required to submit claims within two months of the date on which the entitlement to the allowance arises is carried out.***

When completing claim forms, Members are requested to:

- (a) Enter their name and address.
- (b) Delete modes of travel not applicable (ie. indicate if travel is by private car, private motor cycle or by public transport).
- (c) Indicate car or motor cycle details:
  - (i) Engine size of vehicle.
  - (ii) Make of vehicle.
  - (iii) Registration number of vehicle.
- (d) Enter date of duty.
- (e) Enter place of duty.
- (f) Enter amount of attendance or financial loss allowance received from an outside body.
- (g) Enter the place that the journey starts and finishes, (including those for outside bodies).
- (h) Enter the names of official passengers taken in a private vehicle in order to qualify for a higher allowance.
- (i) Enter miles driven (based on the shortest route) or public transport fares incurred.
- (j) Enter amount of incidental expenses with the necessary explanatory detail.
- (k) Enter the subsistence amount claimed with the necessary explanatory detail and, whenever possible, attach any VAT receipts to support the amount.
- (l) Enter the number of hours claimed for the carer's allowance calculated from the time leaving home to the time returning to home.
- (m) Indicate by deleting yes/no if vehicle has been changed since last claim
- (n) Sign the form, ensuring that the statement above the signature has been adhered to.

***Note: payment of these allowance is dependent on expenditure actually being incurred and Members must sign the form to that effect when claiming. Members are reminded that claims are not permissible when allowances have been claimed from another body.***

Blank claim forms can be obtained from the Democratic Services Section.

#### 14. Income Tax

A payment in respect of the performance of the duties of a Member counts as a taxable “emolument” (remuneration).

A payment which is no more than the reimbursement to the Member for the extra expense he/she has necessarily incurred in carrying out his/her duties is not normally taxable (reimbursement).

##### (a) Basic Allowance and Special Responsibility Allowance

These are payable to a Member as of right, whether or not he/she has lost earnings or incurred expenses. They are classed as REMUNERATION and are regarded by Inland Revenue as **taxable**.

New members need to obtain a P46 from the Human Resources Section, complete and return it so that code numbers can be obtained from the Inland Revenue on their behalf.

Tax codes continue unless notification is received from the Inland Revenue.

Any queries on this aspect should be referred to the HR Team.

##### (b) Travel Allowance

A Member’s home is regarded as his/her place of work and his/her travel expenses are all regarded as being “in the performance of his/her duties”.

Any amount paid in excess of the Approved Mileage Allowance Payment (HMRC rate) is currently taxable and will be deducted at source. The Government have announced their intention to introduce legislation to exempt from income tax and national insurance, travel expense payments made to local councillors.

##### (c) Subsistence and Carer’s and Dependent Person’s Allowances

These are regarded as REIMBURSEMENT of expenses and are consequently **not liable to income tax**.

#### 15. National Insurance

Members’ Allowances are subject to National Insurance deductions. See Appendix A for limits.

#### 16. Pensions For Members

The Council previously determined at their meeting 18 December, 2003, not to proceed with the establishment of a Local Government Pension Scheme for eligible Councillors. This has been subsequently reaffirmed noting that with effect from 1 April 2014 this was abolished for new Councillors and will be terminated for existing Councillors from May 2015.

## Levels of Allowances 2017/18

The following allowances apply for the scheme adopted by the Council on 22 January 2015 for Wyre Borough Council. The Allowances shown, which include a 1% increase from the 2016/17 levels in accordance with a decision made by the Council in January 2015 and reaffirmed in January 2016 and January 2017 apply from 11 May 2017.

### Basic Allowance

Annual amount per Member (as at 11 May 2017)      £4,137

### Special Responsibility Allowance

<b>Responsibility</b>	<b>Method of calculation</b>	<b>Annual Amount</b>
Leader	4 x Basic Allowance	£16,548
Deputy Leader	0.5 x Basic Allowance	£2,067
Cabinet Members (6)	2 x Basic Allowance	£8,274
Group Leaders *	(n/50) x Basic Allowance, where n = no. of Members in Group	£2,978 (Con) £1,077 (Lab)
Chairman of Overview and Scrutiny Committee	1.5 x Basic Allowance	£6,204
Chairman of Audit Committee	0.8 x Basic Allowance	£3,309
Chairman of Planning Committee	1.5 x Basic Allowance	£6,204
Chairman of Licensing Committee	1 x Basic Allowance	£4,137
Chairman of Standards Committee	0.1 x Basic Allowance	£411
Lead Members (2)	Fixed Sum**	£250
Mayor	Annual Sum***	£9,423
Deputy Mayor	Annual Sum***	£1,848

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

\*\* A Fixed sum for 3 years from 11 May 2015

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

### Travel Allowances

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

- d. Increase for each passenger to whom travelling expenses would otherwise be payable up to a maximum of four is paid at the HMRC rate for tax allowances (currently 5p per mile).

### **Subsistence Allowances**

1. Day Subsistence

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

2. Overnight Subsistence

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

### **Dependants' Carers' Allowance**

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

### **Additional IT Allowance**

A supplementary IT allowance of £186 per member will be paid.

### **National Insurance Contributions (with effect from 06/04/17)**

Earnings allowable before deductions made	<b>£5,876 per annum (£490 per month)</b>
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### **Data Protection Fees**

On April 18 2013 the Council agreed that Data Protection Registration fees for individual councillors, currently £35 per councillor per annum, would be paid by the Council.

The Government announced however (3 July 2013), that it was proposing that councils could make a single registration payment on behalf of all its councillors to cover their casework and council membership and consequently no individual registrations have been paid/reimbursed to date.

**Recommended Levels of Allowances 2018/19**

**Basic Allowance**

Annual amount per Member (as at 10 May 2018)      £4,176

**Special Responsibility Allowance**

<b>Responsibility</b>	<b>Method of calculation</b>	<b>Annual Amount</b>
Leader	4 x Basic Allowance	£16,704
Deputy Leader	0.5 x Basic Allowance	£2,088
Cabinet Members (6)	2 x Basic Allowance	£8,352
Group Leaders *	(n/50) x Basic Allowance, where n = no. of Members in Group	£3,006 (Con) £1,086 (Lab)
Chairman of Overview and Scrutiny Committee	1.5 x Basic Allowance	£6,264
Chairman of Audit Committee	0.8 x Basic Allowance	£3,339
Chairman of Planning Committee	1.5 x Basic Allowance	£6,264
Chairman of Licensing Committee	1 x Basic Allowance	£4,176
Chairman of Standards Committee	0.1 x Basic Allowance	£417
Lead Members (2)	Fixed Sum	£250
Mayor	Annual Sum***	£9,423
Deputy Mayor	Annual Sum***	£1,848

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

\*\* A Fixed sum for 2018/19

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

**Travel Allowances**

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



## **Subsistence Allowances**

### 1. Day Subsistence

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

### 2. Overnight Subsistence

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

## **Dependants' Carers' Allowance**

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

## **Additional IT Allowance**

A supplementary IT allowance of £186 per member will be paid.

## **National Insurance Contributions (with effect from 06/04/18)**

Earnings allowable before deductions made	<b>£6,032 per annum (£503 per month)</b>
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Report of:	Meeting	Date	Item No.
Cllr David Henderson, Leader and Marianne Hesketh, Service Director of Performance and Innovation	Council	8 March 2018	9

<b>Pay Policy Statement 2018/19</b>
-------------------------------------

**1. Purpose of report**

1.1 To consider the Council's Pay Policy Statement for the 2018/19 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 2018/19 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 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 toward 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 2018/19 financial year is attached at Appendix A.

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

### **Other risks/implications: checklist**

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

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

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

report author	telephone no.	email	Date
Liesl Hadgraft	01253 887316	<a href="mailto:liesl.hadgraft@wyre.gov.uk">liesl.hadgraft@wyre.gov.uk</a>	09.02.18

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

### **List of appendices**

Appendix A – Pay Policy Statement 2018/19

arm/ex/cou/cr/18/0803lh1



# Pay Policy Statement 2018/19

Wyre Council  
Civic Centre  
Breck Road  
Poulton-le-Fylde

March 2018

# 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 the full Council. This is the seventh statement produced by the Council, relating to the 2018/19 financial year, and must be approved and prepared before the end of March 2018. 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 Service Directors, the S151 Officer (Head of Finance), the Monitoring Officer (Head of Business Support) and deputy chief officers or those reporting or directly accountable to one or more of the statutory chief officers (Heads of Service).
- 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 Statement of Accounts Note 32 \(p77\)](#) 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 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 2018, a pay multiple of 4.05 (previously 3.95 at Jan'17) has been calculated as the mean average using a mean salary of £24,585.13 and 4.94 (previously 4.81) as the median using a median salary of £20,138.
- 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 April 2016. The current remuneration package for the Chief Executive is £96,910 to £102,010 (by three incremental progression points) and the three Service Directors currently have a remuneration package of £58,656 to £62,226 (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 2018/19 financial year, Heads of Service will be remunerated as follows:

Head of Planning Services – Grade 14

Head of Environmental Health and Community Safety – Grade 14

Head of Built Environment – Grade 13

Head of Contact Centre – Grade 14



Head of Business Support – Grade 14  
Head of Governance – Grade 13  
Head of Engineering Services – Grade 14  
Head of Finance – Grade 14

- 3.3 The Head of Business Support and the Head of Finance receive an annual allowance of £3,030 and £5,500 respectively for undertaking the Monitoring Officer and Section 151 Officer roles. These allowances are increased in line with agreed pay awards. The grades and allowances for both statutory roles were reviewed in 2017 to take account of increased duties and the Head of Business Support's grade was increased from Grade 13 to Grade 14 while the Head of Finance's allowance was increased from £3,030 to £5,500. (Note: As part of a contract for services with Lancaster City Council, the Head of Governance currently receives an additional payment linked to progression through Grade 14.)
- 3.4 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.
- 3.5 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.
- 3.6 **Referendum, Parliamentary and European Elections** – A Maximum Recoverable Amount (MRA) of funding for conducting these elections is set by the Cabinet Office in advance of holding the election. This MRA details the total amount of funding that is available for administering the elections as well as the fee to be paid to the Returning Officer.

**County Council Elections** – The Council receives notification from Lancashire County Council of a set of fees and charges which details the fee to be paid to the Deputy Returning Officer and also Presiding Officers, Poll Clerks and Polling Station Inspectors. The next County Council elections will be held on 6 May 2021.

**Borough and Parish Elections** – The last elections took place on 7 May 2015 and the fees and disbursements are determined by the Returning Officer under delegated powers. The schedule is reviewed annually and published on the web site 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 2 May 2019.

**Police and Crime Commissioner Elections** – The next election will be held in May 2020. 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.

- 3.7 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 £89.59 per week with recall to work being paid for chief officers at plain time or time off in lieu.

#### **4. Pension Contributions**

- 4.1 The Council exercised its' right to postpone Auto-Enrolment until the 1st October 2017. From this date 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 2017 for a three year period, is 15.8%.
- 4.2 The staging date for Auto-Enrolment of employees who receive payment in respect of the Elections was 1st August 2017 and the Council must automatically enrol all qualifying workers into an approved pension scheme from that date. For this purpose qualifying employees are those aged between 22 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 [Employer Discretions](#) concerning the exercise of functions in awarding additional pension or service to members and in operating early retirement and flexible retirement provisions.
- 5.2 The policy makes it clear how the Council intends exercising its discretionary functions in order to ensure that Members remain in control and that the council tax payers' interests are safeguarded.
- 5.3 Section 2 shows the options available to the Council and scheme members to terminate employment including early retirement, redundancy/early retirement in the interests of efficiency of the service, voluntary early retirement and ill health retirement.
- 5.4 Section 3 lists all the discretions that have been considered and how the Council wishes to exercise their discretion in each case. There remains only one discretion which allows the granting of additional pension (up to a maximum of £6,755 a year) but the Council has determined not to award this.
- 5.5 Whilst the Council has a discretionary power to award a one-off lump sum payment of up to 2 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 significantly 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. It should be noted that from April 2017 the responsibility for assessing tax and national insurance will pass to the Council along with responsibility for deducting and paying the correct tax. However such persons are not Wyre Council employees and the Council is not required to make either pension or national insurance contributions. The Council does not currently have any chief officers engaged under such arrangements.

## **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 in use currently being scp6, namely £15,014 per annum for a full time equivalent (37 hours), being the minimum wage. This level of payment ensured that all staff are paid an equivalent to the statutory national living wage regardless of their age. The national minimum wage for apprentices and those aged 16 to 25. Since this was reintroduced following the implementation of the new Apprenticeship Scheme in April 2017. The table below illustrates the rates of pay from 1 April 2017.

<b>National Living Wage</b>	<b>National Minimum Wage</b>			
<b>25 and over</b>	<b>21 to 24</b>	<b>18 to 20</b>	<b>Under 18</b>	<b>Apprentice</b>
£7.83	£7.38	£5.90	£4.20	£3.70

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.

## 10. Terms and Conditions

10.1 For the purposes of the Pay Policy Statement, the reference to 'Chief Officers' includes the Chief Executive, the Service 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;
- Service 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 <sup>st</sup> year of service	One month's full pay and (after four months' service), two months' half pay
	During 2 <sup>nd</sup> year of service	Two months' full pay and two months' half pay
	During 3 <sup>rd</sup> year of service	Four months' full pay and four months' half pay
	During 4 <sup>th</sup> and 5 <sup>th</sup> years of service	Five months' full pay and five months' half pay
	After completing 5 <sup>th</sup> year of service	Six months' full pay and six months' half pay

10.5 Annual leave entitlement for both the Chief Executive and the Service Directors is 30 working days and after the completion of five years' service with the organisation 35 working days; recognising that these 4 post holders are not entitled to accrue flexi-time. Heads of Service being eligible for the following:

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

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



Report of:	Meeting	Date	Item no.
Cllr David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	8 March 2018	10

<b>Business Plan 2015-2019 (2018 update)</b>
--

**1. Purpose of report**

1.1 To seek approval of the Council's Business Plan for 2015-2019 (2018 update).

**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.

2.2 That the Business Plan is effectively monitored and delivered.

**3. Recommendation**

3.1 To approve and support the Business Plan for 2015-2019 (2018 update).

**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, themes, priorities and actions 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 who receive quarterly performance review reports.

**4.2** Corporate Management Team and Heads of Service developed the Business Plan at a planning session held in November 2017. The draft plan is then discussed with Management Board and Overview and Scrutiny Committee before proceeding to full Council for approval.

## **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 (2015-2019) which has been developed to align with the four year election cycle. The vision and themes remain unchanged but key priorities, programmes and projects have been refreshed for 2018.

**5.3** There have been some slight changes to the priorities and two new priorities have been added as follows:-

- We will promote a cleaner and greener Wyre
- We will progress the digital transformation of services.

**5.4** There are a number of new programmes and projects which feature on this year's plan as follows:-

- Facilitate a programme of work to deliver economic growth and prosperity which includes two new projects:-
  - Support delivery of priority actions of the Blackpool, Fylde and Wyre Economic Prosperity Board (EPB)
  - Support a sustainable future for the fish processing industry
- Develop a beach management scheme
- Develop a programme of work to target environmental crime and stimulate community pride
- Collaborate with our partners to apply for Heritage Action Zone status for Fleetwood conservation area
- Ensure the council meets the requirements of the new General Data Protection Regulations (GDPR).

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

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

### **Other risks/implications: checklist**

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

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

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

<b>report author</b>	<b>telephone no.</b>	<b>email</b>	<b>date</b>
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### **List of appendices**

Appendix 1 - Business Plan 2015-2019 (2018 update)

arm/ex/cou/cr/18/0803mh1

# BUSINESS PLAN 2015 – 2019 (2018 Update)

Vision

## Together we make a difference

“Our vision is to be a Collaborative Council that works together with local communities and partners to make a difference and improve the lives of those who live in, work in or visit the Borough”

Themes

## ENTERPRISING WYRE

## HEALTHIER WYRE

## ENGAGING WYRE

Priorities

- We will promote economic, housing and employment growth
- We will attract investment to Wyre and support businesses to survive, grow and prosper
- We will maximise commercial opportunities and improve the return from our assets
- We will facilitate new energy generation opportunities

- We will improve the health and wellbeing of our communities
- We will support older people to remain independent
- We will work with our partners (Health, Police, Voluntary Community and Faith Sector, LCC) to support prevention, early help and raise aspirations
- We will promote a cleaner and greener Wyre

- We will work with our partners (including Parish and Town Councils) to facilitate a different relationship with our residents and communities that encourages resilience, capacity and independence
- We will progress the digital transformation of services
- We will invest in our employees to develop a flexible and change-ready workforce
- We will deliver cost effective, quality services

Page 44

Key Programmes and Projects

- Facilitate a programme of work to deliver economic growth and prosperity including :-
  - Deliver the implementation plan for Hillhouse International Enterprise Zone
  - Support delivery of priority actions of the Blackpool, Fylde and Wyre Economic Prosperity Board (EPB)
  - Support a sustainable future for the fish processing industry
- Adopt a new Local Plan to manage and deliver development through to 2031
- Develop the Wyre Beach Management Scheme
- Deliver a programme of commercial initiatives as part of the Council’s Commercial Strategy
- Deliver the Asset Management programme of works to maximise the return from our assets

- Deliver a programme of work to promote healthy choices and healthier lifestyles to keep people well through better use of our leisure centres, recreational facilities, parks and open spaces
- Support neighbourhood health initiatives for Garstang and Over Wyre to address social isolation and loneliness
- Explore opportunities offered by the Better Care Fund to better support older people and people with disabilities to stay in their own homes
- Support the delivery of the Wyre Early Action project to include a focus on vulnerable children and young people
- Develop a programme of work to target environmental crime and stimulate community pride

- Facilitate the delivery of community priority projects through the Together We Make a Difference Network
- Progress our programme of efficiency savings and income generation projects to ensure a balanced budget
- Deliver our #DigitalWyre strategy, including a focus on:-
  - Digital Customer Service
  - Digital Community
  - Digital Workforce
  - Digital Collaboration
- Collaborate with our partners to apply for Heritage Action Zone status for Fleetwood conservation area
- Ensure the council meets the requirements of the new General Data Protection Regulations (GDPR)

Measures

- Number of houses built
- Number of affordable dwellings built
- Number of businesses supported
- Number of businesses registered on the Wyred Up database
- Out of work benefit claimant count
- Town Centre vacancy rates

- Adult and Childhood obesity levels
- % clients enabled to remain living in their own home (Care & Repair)
- Number of leisure centre customers
- % of people satisfied with sport and leisure facilities #
- % of people satisfied with parks and open spaces #

#Life in Wyre Survey – Bi-annually

- % of people satisfied with where they live #
- % of people satisfied that the Council provides value for money #
- % of residents very or fairly well informed #
- Annual Efficiency Savings Delivered
- % of e-contacts as a % of total contacts





Report of:	Meeting	Date	Item No.
Cllr David Henderson, Leader of the Council	Council	8 March 2018	11

<b>Council Tax 2018/19</b>
----------------------------

**1. Purpose of report**

1.1 The determination of the Council Tax for the Borough for the 2018/19 financial year.

**2. Outcomes**

2.1 The total Council Tax for 2018/19 for the District, County, Police and Fire purposes.

**3. Recommendations**

3.1 That the formal Council Tax resolution as agreed by Cabinet 14 February 2018, as set out in Appendix 1 attached, be agreed.

3.2 That this Council’s Band D equivalent Council Tax for the 2018/19 financial year of £193.94 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	133.51	155.76	178.02	200.27	244.78	289.28	333.78	400.54
Bleasdale	137.61	160.55	183.48	206.42	252.29	298.17	344.03	412.84
Cabus	140.31	163.70	187.08	210.47	257.24	304.02	350.78	420.94
Catterall	185.74	216.69	247.65	278.61	340.53	402.44	464.35	557.22
Claughton-on-Brock	161.87	188.85	215.83	242.81	296.77	350.73	404.68	485.62
Fleetwood	146.66	171.10	195.55	219.99	268.88	317.77	366.65	439.98
Forton	153.30	178.85	204.40	229.95	281.05	332.15	383.25	459.90
Garstang	157.41	183.65	209.88	236.12	288.59	341.07	393.53	472.24
Great Eccleston	149.26	174.14	199.02	223.90	273.66	323.42	373.16	447.80
Hambleton	154.84	180.64	206.45	232.26	283.88	335.49	387.10	464.52
Inskip-with-Sowerby	149.50	174.42	199.34	224.26	274.10	323.94	373.76	448.52
Kirkland	188.64	220.08	251.52	282.96	345.84	408.72	471.60	565.92
Myerscough and Bilsborrow	150.38	175.44	200.51	225.57	275.70	325.83	375.95	451.14
Nateby	133.68	155.96	178.24	200.52	245.08	289.64	334.20	401.04
Nether Wyresdale	159.91	186.56	213.22	239.87	293.18	346.48	399.78	479.74
Out Rawcliffe	145.57	169.83	194.10	218.36	266.89	315.41	363.93	436.72
Pilling	175.74	205.03	234.32	263.61	322.19	380.77	439.35	527.22
Preesall	158.62	185.06	211.50	237.94	290.82	343.70	396.56	475.88
Stalmine-with-Staynall	159.37	185.93	212.50	239.06	292.19	345.31	398.43	478.12
Upper Rawcliffe-with-Tarnacre	144.30	168.36	192.41	216.46	264.56	312.67	360.76	432.92
Winmarleigh	145.13	169.32	193.51	217.70	266.08	314.46	362.83	435.40
All other area of the Borough	129.29	150.84	172.39	193.94	237.04	280.14	323.23	387.88

**3.3** That it be noted that for the year 2018/19 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	863.28	1007.16	1151.04	1294.92	1582.68	1870.44	2158.20	2589.84
Police and Crime Commissioner for Lancashire	118.30	138.02	157.73	177.45	216.88	256.32	295.75	354.90
Lancashire Combined Fire Authority	44.97	52.47	59.96	67.46	82.45	97.44	112.43	134.92

**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 2018/19 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	1160.06	1353.41	1546.75	1740.10	2126.79	2513.48	2900.16	3480.20
Bleasdale	1164.16	1358.20	1552.21	1746.25	2134.30	2522.37	2910.41	3492.50
Cabus	1166.86	1361.35	1555.81	1750.30	2139.25	2528.22	2917.16	3500.60
Catterall	1212.29	1414.34	1616.38	1818.44	2222.54	2626.64	3030.73	3636.88
Claughton-on-Brock	1188.42	1386.50	1584.56	1782.64	2178.78	2574.93	2971.06	3565.28
Fleetwood	1173.21	1368.75	1564.28	1759.82	2150.89	2541.97	2933.03	3519.64
Forton	1179.85	1376.50	1573.13	1769.78	2163.06	2556.35	2949.63	3539.56
Garstang	1183.96	1381.30	1578.61	1775.95	2170.60	2565.27	2959.91	3551.90
Great Eccleston	1175.81	1371.79	1567.75	1763.73	2155.67	2547.62	2939.54	3527.46
Hambleton	1181.39	1378.29	1575.18	1772.09	2165.89	2559.69	2953.48	3544.18
Inskip-with-Sowerby	1176.05	1372.07	1568.07	1764.09	2156.11	2548.14	2940.14	3528.18
Kirkland	1215.19	1417.73	1620.25	1822.79	2227.85	2632.92	3037.98	3645.58
Myerscough and Bilsborrow	1176.93	1373.09	1569.24	1765.40	2157.71	2550.03	2942.33	3530.80
Nateby	1160.23	1353.61	1546.97	1740.35	2127.09	2513.84	2900.58	3480.70
Nether Wyresdale	1186.46	1384.21	1581.95	1779.70	2175.19	2570.68	2966.16	3559.40
Out Rawcliffe	1172.12	1367.48	1562.83	1758.19	2148.90	2539.61	2930.31	3516.38
Pilling	1202.29	1402.68	1603.05	1803.44	2204.20	2604.97	3005.73	3606.88
Preesall	1185.17	1382.71	1580.23	1777.77	2172.83	2567.90	2962.94	3555.54
Stalmine	1185.92	1383.58	1581.23	1778.89	2174.20	2569.51	2964.81	3557.78
Upper Rawcliffe-with-Tarnacre	1170.85	1366.01	1561.14	1756.29	2146.57	2536.87	2927.14	3512.58
Winmarleigh	1171.68	1366.97	1562.24	1757.53	2148.09	2538.66	2929.21	3515.06
All other areas of the Borough	1155.84	1348.49	1541.12	1733.77	2119.05	2504.34	2889.61	3467.54

## 4. Background

4.1 The Council Tax for Wyre Borough Council for 2018/19 as recommended by the Cabinet at their meeting of the 14 February 2018 is detailed below:-

		£m
Net Expenditure (Before Other Government Grants)		13.695
Less	New Homes Bonus	1.673
Less	Revenue Support Grant	0.466
Less	Baseline Funding	3.279
Less	NDR Grant (net of NDR Levy) and Retained Levy	1.356
Less	Projected NDR above Baseline Funding	0.076
		6.845
Add	Collection Fund – Council Tax and NDR	0.189
Amount Required from Council Tax		7.034
Divided by Council Tax Base at Band D equivalent		36,270
<b>Council Tax for 2018/19</b>		<b>£193.94</b>
Council Tax for 2017/18		£188.31
<b>Increase from 2017/18</b>		<b>£5.63</b>

## 5. Key issues and proposals

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

	Total for County £m	Total for Police £m	Total for Combined Fire £m	Total for WBC £m	Total Band D Excl. Parishes	Av. Band D Parish Precept	Total Band D Incl. Parishes
Precept	468.531	76.726	29.169	7.034			
	<b>No. of properties</b>						
Council Tax Base (Band D equivalent)	361,823	432,384	432,384	36,270			
	£	£	£	£	£	£	£
<b>COUNCIL TAX 2018/19</b>	<b>1,294.92</b>	<b>177.45</b>	<b>67.46</b>	<b>193.94</b>	<b>1,733.77</b>	<b>18.00</b>	<b>1,751.77</b>
COUNCIL TAX 2017/18	1,221.74	165.45	65.50	188.31	1,641.00	18.02	1,659.02
<b>Increase/Reduction(-)</b>	<b>73.18</b> <b>5.99%</b>	<b>12.00</b> <b>7.25%</b>	<b>1.96</b> <b>2.99%</b>	<b>5.63</b> <b>2.99%</b>	<b>92.77</b> <b>5.65%</b> <b>or £1.78 per week</b>	(0.02) (0.11%)	92.75 5.59%
<b>2018/19 Council Tax as a proportion of total bill</b>	<b>74.7%</b>	<b>10.2%</b>	<b>3.9%</b>	<b>11.2%</b>	<b>100%</b>		
2018/19 Council Tax as a proportion of total bill	73.9%	10.1%	3.9%	11.1%		1.0%	100%

5.2 The Council Tax for each property band based on the £1,733.77 indicated in the table in paragraph 5.1 (which excludes Parish Precepts) will be:-

	£	% of Band D
BAND A	1,155.84	66.6667
B	1,348.49	77.7778
C	1,541.12	88.8889
<b>D</b>	<b>1,733.77</b>	<b>100</b>
E	2,119.05	122.2222
F	2,504.34	144.4444
G	2,889.61	166.6667
H	3,467.54	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 surplus attributable to Wyre is anticipated to be £157,558 in relation to Council Tax and the deficit £346,550 in relation to Non-Domestic Rates. Both of these have been taken into account for the Borough Council's purposes in 2018/19. A collection rate of 98%, the same as that budgeted in 2017/18, has been assumed in the calculation of the Council Tax base. The Collection Fund Statement is shown at Appendix 2(a) for Council Tax and Appendix 2(b) for Non-Domestic Rates with a sample Council Tax Bill at Appendix 3.

<b>Financial and legal implications</b>	
Finance	Considered in detail in the report above.
Legal	None arising directly from the report.

**Other risks/implications: checklist**

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

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

**List of appendices**

Appendix 1 – Formal Council Tax Resolution agreed at Cabinet 14 February, 2018

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.38 Revenue Budget, Council Tax and Capital Programme**

The Resources Portfolio Holder and Head of Finance (S151 Officer) submitted a report seeking confirmation of the Revenue Budget, Council Tax, Revised Capital Budget 2017/18 and Capital Programme 2018/19 onwards.

**Decision taken**

Cabinet agreed the following recommendations of the report.

*NOTE* – the paragraph numbers below mirror those of the Cabinet report.

**3.1 Cabinet approved**

- a. The Revised Revenue Budget for the year 2017/18 and the Revenue Budget for 2018/19.
- b. For the purpose of proposing an indicative Council Tax for 2019/20, 2020/21 and 2021/22, taking into account the Medium Term Financial Plan at Appendix 2 which reflects an increase of 2.99% each year, any increase will remain within the principles determined by the Government as part of the legislation relating to Local Referendums allowing the veto of excessive Council Tax increases.
- c. Members' continuing commitment to the approach being taken regarding the efficiency savings, detailed within the Council's 'Annual Efficiency Statement' at Appendix 1 of the report.
- d. Any increases in the base level of expenditure and further additional expenditure arising during 2018/19 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 2018/19.
- 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 2017/18 and the Capital Programme for 2018/19 onwards.

**3.2** Cabinet noted that, in accordance with the Council's Scheme of Delegation, as agreed by Council at their meeting of 24 February 2005:

- a. The amount of 36,270.29 had been calculated as the 2018/19 Council Tax Base for the whole area [(Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act"))]; and
- b. A Council Tax Base, for dwellings in those parts of its area to which a Parish precept relates, had been calculated as indicated below.

Barnacre-with-Bonds	948.26
Bleasdale	64.12
Cabus	605.08
Catterall	826.71
Cloughton-on-Brock	316.17
Fleetwood	6,435.58
Forton	555.41
Garstang	1,723.55
Great Eccleston	550.74
Hambleton	1,043.79
Inskip-with-Sowerby	329.77
Kirkland	134.80
Myerscough and Bilsborrow	455.24
Nateby	222.76
Nether Wyresdale	316.93
Out Rawcliffe	266.17
Pilling	803.81
Preesall	1,911.35
Stalmine-with-Staynall	560.79
Upper Rawcliffe-with-Tarnacre	288.58
Winmarleigh	130.46

**3.3** Cabinet affirmed that the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) be £7,034,260.

**3.4** Cabinet agreed to the calculation of the following amounts for the year 2018/19 in accordance with Sections 31 to 36 of the Act:

a. £74,166,377	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. £66,479,132	Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
c. £7,687,245	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. £211.94	Being the amount at 3.4(c) above (Item R) all divided by Item T (3.2(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
e. £652,985	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. £193.94	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.

**3.5** Cabinet concurred that the Council's basic amount of Council Tax for 2018/19 was not considered excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992

arm/ex/cou/cr/18/0803cj1 Appendix 1



**Collection Fund Statement - Council Tax**

**Appendix 2(a)**

2016/17 Actual £		2017/18 Original £	2017/18 Revised £	2018/19 Original £
	Income			
58,187,602	Council Tax - Income from Taxpayers	59,367,576	61,075,120	63,537,326
<u>-8,352</u>	Council Tax Benefit	<u>0</u>	<u>-9,415</u>	<u>0</u>
58,179,250		59,367,576	61,065,705	63,537,326
	Contribution re Collection Fund previous year balance			
0	Lancashire County Council	0	0	0
0	Lancashire Police Authority/Police and Crime Commissioner for Lancashire	0	0	0
0	Lancashire Combined Fire Authority	0	0	0
<u>0</u>	Wyre B.C.	<u>0</u>	<u>0</u>	<u>0</u>
58,179,250		59,367,576	61,065,705	63,537,326
	Expenditure			
	Precepts			
41,446,135	Lancashire County Council	43,719,685	43,719,685	46,967,124
5,722,718	Lancashire Police Authority/Police and Crime Commissioner for Lancashire	5,920,590	5,920,590	6,436,163
2,310,677	Lancashire Combined Fire Authority	2,343,902	2,343,902	2,446,794
<u>7,070,150</u>	Wyre B.C.	<u>7,383,399</u>	<u>7,383,399</u>	<u>7,687,245</u>
56,549,680		59,367,576	59,367,576	63,537,326
	Distribution of Collection Fund previous year balance:-			
815,924	Lancashire County Council	770,773	770,773	932,957
114,873	Police and Crime Commissioner for Lancashire	106,425	106,425	126,343
46,842	Lancashire Combined Fire Authority	42,972	42,972	50,018
140,304	Wyre B.C.	131,483	131,483	157,558
	Bad and Doubtful Debts			
159,338	Write Ons(-)/Offs	0	180,000	0
<u>369,766</u>	Provisions	<u>0</u>	<u>150,000</u>	<u>0</u>
58,196,727		60,419,229	60,749,229	64,804,202
<u>-17,477</u>	Surplus/Deficit (-) for year	<u>-1,051,653</u>	<u>316,476</u>	<u>-1,266,876</u>
58,179,250		59,367,576	61,065,705	63,537,326
967,877	Surplus/Deficit (-) Balance at 1 April	1,051,653	950,400	1,266,876
<u>-17,477</u>	Surplus/Deficit (-) for year	<u>-1,051,653</u>	<u>316,476</u>	<u>-1,266,876</u>
<u>950,400</u>	Balance at 31 March	<u>0</u>	<u>1,266,876</u>	<u>0</u>

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

Appendix 2(b)

2016/17 Actual £		2017/18 Original £	2017/18 Revised £	2018/19 Original £
	Income			
27,077,593	NDR Collected from Ratepayers	27,472,364	26,516,050	27,507,029
-123,156	NDR Transitional Protection due (to)/from Central Govt.	-1,474,484	-1,449,337	-950,955
	Distribution of Collection Fund previous year balance:-			
	Non-Domestic Rates			
489,131	Central Government	1,850,262	1,850,262	433,188
88,044	Lancashire County Council	333,047	333,047	77,974
9,783	Lancashire Combined Fire Authority	37,005	37,005	8,664
391,305	Wyre B.C.	1,480,210	1,480,210	346,550
27,932,700		29,698,404	28,767,237	27,422,450
	Expenditure			
	<u>Non-Domestic Rate Contributions</u>			
13,485,608	Central Government	12,209,931	12,209,931	12,416,257
2,427,409	Lancashire County Council	2,197,788	2,197,788	2,234,926
269,712	Lancashire Combined Fire Authority	244,199	244,199	248,325
10,788,486	Wyre B.C.	9,767,946	9,767,946	9,933,005
26,971,215		24,419,864	24,419,864	24,832,513
153,244	Cost of NNDR Collection - Wyre B.C.	149,805	149,805	150,613
	Distribution of Collection Fund previous year balance:-			
	Non-Domestic Rates			
0	Central Government	0	0	0
0	Lancashire County Council	0	0	0
0	Lancashire Combined Fire Authority	0	0	0
0	Wyre B.C.	0	0	0
532	Interest on refunds	0	0	0
	Disregarded Amounts			
55,289	Enterprise Zone Growth	0	0	60,060
	Bad and Doubtful Debts			
231,908	Write Ons(-)/Offs	295,413	250,000	150,000
276,434	Provisions for Bad Debts and Appeals	1,132,798	1,242,981	1,362,888
27,688,622		25,997,880	26,062,650	26,556,074
244,078	Surplus/Deficit (-) for year	3,700,524	2,704,587	866,376
27,932,700		29,698,404	28,767,237	27,422,450
-3,815,041	Surplus/Deficit (-) Balance at 1 April	-3,700,524	-3,570,963	-866,376
244,078	Surplus/Deficit (-) for year	3,700,524	2,704,587	866,376
-3,570,963	Balance at 31 March	0	-866,376	0



**Appendix 3**

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

www.wyre.gov.uk

☎ (01253) 891000  
 Fax (01253) 887352  
 Minicom (01253) 887636  
 email revenues@wyre.gov.uk

**Issued on** 01-APR-2018

Mr J Average  
 21 Acacia Avenue  
 Wyretown  
 Lancs

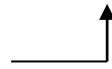
Account Reference  
 70015192  
**Please quote with payments and  
 in all correspondence**

**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	1212.17	3.0
Wyretown		Wyre Borough Council	193.94	3.0
Lancs		PCC for Lancashire	177.45	7.3
		Your Parish Council	30.32	-3.3
		LCC Adult Social Care*	82.75	3.0
		Combined Fire Authority	67.46	3.0
<b>Parish</b>	012			
<b>Valuation Band</b>	D			
<b>Disabled Band</b>	C			
<b>Property Reference</b>	001201230021001	<b>Total for band</b>	1764.09	5.5%
Charge for period	Band D	01 APR 2017 to 31 MAR 2018		1764.09
Less Disabled Persons Reduction		01 APR 2017 to 31 MAR 2018		-196.02
Less 25% Reduction for single occupancy		01 APR 2017 to 31 MAR 2018		-392.02
* The council tax attributable to Lancs County Council includes a precept to fund adult social care, go to wyre.gov.uk/counciltax for further details.				
<b>Total amount due - to be paid as detailed below</b>				<b>1176.05</b>

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



FIRST INSTALMENT DUE ON 21-APR-2018 1 x 117.65  
 9 OTHER INSTALMENTS DUE ON 21-MAY-2018 TO 21-JAN-2019 9 x 117.60  
 INSTALMENTS TO BE PAID BY: DIRECT DEBIT

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

## **NOTES ON THE EXAMPLE COUNCIL TAX BILL**

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

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

arm/ex/cou/cr/18/0803cj1 Appendix 3