



Cabinet Agenda

Wyre Borough Council
Date of Publication: 7 June 2016
Please ask for : Duncan Jowitt
Democratic Services and Councillor
Development Officer
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**Cabinet meeting on Wednesday, 15 June 2016 at 6.00 pm
in the Council Chamber, Civic Centre, Poulton-Le-Fylde**

1. Apologies for absence

2. Declarations of interest

Members will disclose any pecuniary and any other significant interests they may have in relation to the matters to be considered at this meeting.

3. Confirmation of minutes

(Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Cabinet held on 23 March 2016.

4. Public questions

To receive and respond to any questions from members of the public.

Public questions can be delivered in writing to Democratic Services or sent by email to: publicquestions@wyre.gov.uk. Public questions for this meeting must be received by noon on Thursday 9 June 2016. Questioners should provide their name and address and indicate to which Cabinet member the question is to be directed.

The total period of time allocated for public questions will not normally exceed 30 minutes.

5. Hillhouse International Enterprise Zone - Memorandum of Understanding

(Pages 5 - 26)

Report of the Planning and Economic Development Portfolio Holder and the Service Director Performance and Innovation.

6. **The Refurbishment of Garstang Leisure Centre and Garstang Swimming Pool and the Purchase of New Fitness Equipment for Garstang Leisure Centre** (Pages 27 - 30)

Report of the Leisure and Culture Portfolio Holder and the Service Director Health and Wellbeing.

7. **Complaints Procedure** (Pages 31 - 34)

Report of the Health and Community Engagement Portfolio Holder and the Corporate Director of Resources.



Cabinet Minutes

Minutes of the Cabinet meeting of Wyre Borough Council held on Wednesday 23 March 2016 at the Civic Centre, Poulton-le-Fylde.

Cabinet members present:

Councillor Peter Gibson (The Leader of the Council)
Councillor Roger Berry (Neighbourhood Services and Community Safety Portfolio Holder)
Councillor Lynne Bowen (Leisure and Culture Portfolio Holder)
Councillor David Henderson (Street Scene, Parks & Open Spaces Portfolio Holder)
Councillor Pete Murphy (Planning and Economic Development Portfolio Holder)
Councillor Vivien Taylor (Health and Community Engagement Portfolio Holder)
Councillor Alan Vincent (Resources Portfolio Holder and Deputy Leader)

Apologies:

None

Officers present:

Philippa Davies (Corporate Director of Resources)
Michael Ryan (Corporate Director of People and Places)
Mark Billington (Head of Operations)
Mark Broadhurst (Head of Housing Services)
Marianne Hesketh (Head of Transformation)
Duncan Jowitt (Democratic Services and Member Training Officer)

Apologies:

Garry Payne (Chief Executive)

Non-members of the Cabinet present:

Councillors Ruth Duffy, Terry Lees and Ron Shewan

No members of the public or press attended the meeting.

CAB.44 Public Questions

None

CAB.45 Minutes

The minutes of the Cabinet meeting held on 17 February 2016 were confirmed as a correct record.

CAB.46 Public Questions

None.

CAB.47 Task Group: Building Stronger Relationships with Town and Parish Councils – Final Report

The Chairman of the task group: Building Stronger Relationships with Town and Parish Councils and the Corporate Director of Resources submitted a report detailing the work of the Town and Parish Councils task group.

The Chairman, Cllr Kerry Jones and Vice Chairman, Cllr Lady Dulcie Atkins had both submitted apologies as they were unable to attend the meeting. In their absence Cllr V. Taylor introduced the report and extended her gratitude and thanks to the members of the task group, many of whom were themselves “dual-hatted” members of both borough and town or parish councils.

Decisions taken

Cabinet agreed all of the recommendations of the Task Group with the exception of that at paragraph 3.3 (a) of the report “Consideration to be given to preparing a simple guide to the council’s services and departments”, which they felt would be better served by changes to the council’s website as suggested at recommendation 3.3 (b).

The recommendations accepted by the Cabinet were that:

1. all councillors be formally reminded of their roles and responsibilities (as detailed in the Councillor Development Programme 2015-2019 and agreed at Full Council on 22 October 2015) which include the expectation to
 - regularly attend any town or parish council and other community meetings that take place in your ward and provide a regular line of communication with the council for local people, including those who do not actively participate in community groups
 - inform residents and community groups about current and upcoming consultation exercises, encourage them to take part and tell them about the outcomes
 - represent the council within the community by talking to residents about the council’s strategies, policies, services and procedures.

2. consideration be given routinely to offering town and parish council representatives the chance to attend relevant training events and briefings for Wyre councillors, in particular those related to planning policy and practice.
3. basic information about Wyre Council be made more readily available to town and parish councils by making the council's website more user-friendly ensure that information about the council's services and departments can be found more easily.
4. Wyre councillors be reminded that best practice requires them to access the council's IT systems regularly and read and respond to emails within 48 hours (as stated in the Councillor Development Programme 2015-2019 and agreed at Full Council on 22 October 2015).
5. no further action should be taken regarding the introduction of a Parish Charter and the version that is currently on the council's website should be removed. Future consideration of a Parish Charter should only take place if initiated by one or more of the borough's town and parish councils.

In pursuance to recommendation 3, the Chief Executive asked the Democratic Services and Member Training Officer to make arrangements with the Head of Planning Services to run again the training that had previously been provided for planning ambassadors.

CAB.48 Wyre Rural Affordable Housing Needs Survey 2015-2020

The Planning and Economic Development Portfolio Holder and the Corporate Director of People and Places submitted a report informing Cabinet of the 2016 Wyre Rural Affordable Housing Needs Survey 2015-2020 report and seek endorsement of the document as part of the Local Plan evidence base and for Development Management purposes in the interim until the new Wyre Local Plan is adopted.

Decisions taken

Cabinet approved the Rural Affordable Housing Needs Survey report and annexes as part of the Local Plan evidence base and for use as material consideration in the determination of planning applications in the interim until the new Wyre Local Plan is adopted.

CAB.49 Treasury Management Policy Statement and Practices and Treasury Management and Annual Investment Strategy and Minimum Revenue Provision Policy Statement 2016/17

The Resources Portfolio Holder and the Corporate Director of Resources submitted a report setting out the policies and objectives of the Council in respect of Treasury Management activities, explaining how the Council sought to achieve the objectives and manage and control the activities, and asking Cabinet to agree a strategy for 2016/17.

Decisions taken

Cabinet approved and agreed

- the Treasury Management Policy Statement 2016/17 and formally adopted clauses 4 to 7,
- the revised Treasury Management Practices 2016/17,
- the Treasury Management and Annual Investment Strategy 2016/17,
- the MRP Policy Statement 2016/17.

CAB.50 Poulton and Thornton Leisure Centres Capital Improvement Works

The Leisure and Culture Portfolio Holder and the Corporate Director of People and Places submitted a report asking Cabinet to approve the funding of additional works as part of the Capital Improvement Scheme at Poulton and Thornton Leisure Centres and associated increase in client side costs.

Decisions taken

Cabinet approved the expenditure amounting to £152,336, in respect of contract variations at Poulton and Thornton Leisure Centres and agreed the additional client side costs payable to AECOM amounting to £50,000.

The meeting started at 6pm and finished at 6.24pm.

Date of Publication: 24 March 2016

Options considered but rejected

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

When will these decisions be implemented?

All decisions will be put into effect five working days from the date of publication, unless a decision is “called-in” by any four Members of the council within that period. The “call-in” procedure is set out in [Part 4 of the Council’s Constitution](#) (Paragraph 16 of the Overview and Scrutiny Procedure Rules). If a decision is “called-in”, the Overview and Scrutiny Committee may decide that the original decision should be upheld or ask Cabinet to reconsider the decision.

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Report of:	Meeting	Date	Item no.
Cllr Peter Murphy, Planning and Economic Development Portfolio Holder and Marianne Hesketh, Service Director Performance and Innovation	Cabinet	15 June 2016	5

Hillhouse International Business Park Enterprise Zone – Memorandum of Understanding
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1. Purpose of report

1.1 To consider the proposed Memorandum of Understanding (MoU) between Wyre Borough Council and the Secretary of State for Communities and Local Government for the Hillhouse International Business Park Enterprise Zone (EZ).

2. Outcomes

2.1 The establishment of agreed arrangements for the operation and development of the new EZ.

3. Recommendation/s

3.1 To approve the proposed MoU between Wyre Council and the Secretary of State for Communities and Local Government for the Hillhouse International Enterprise Zone (EZ).

4. Background

4.1 On 30th November 2015, Chancellor George Osborne announced that Hillhouse International Business Park in Thornton-Cleveleys was designated as one of 26 new or extended EZs across the UK. EZs are an important part of the Government's programme to devolve responsibility for the leadership of local growth and provide a powerful tool for Local Enterprise Partnerships to develop their local economy. They are also central to supporting the Northern Powerhouse and making Britain a world leader in new growth sectors.

- 4.2 The EZ will offer business incentives including business rates discount of up to £275,000 over a period of five years (capped at £55,000 per annum) for businesses occupying by 31 March 2022 or 100% enhanced capital allowance for investment in plant and machinery assets.
- 4.3 The site is not only important to Lancashire but for the UK as a whole, with high-value chemicals and polymer production and highly-export-focussed companies on site. The new EZ has the potential to increase employment at the site from 1,650 jobs today to more than 3,000 jobs by 2035.
- 4.4 The majority of the site is controlled by NPL, a major developer that has significant experience in regeneration, including major energy and waste, residential, industrial, commercial and retail development projects throughout the UK although there are other significant businesses and areas of land owned by third parties.

5. Key issues and proposals

- 5.1 Hillhouse is an Enterprise Zone that is unique in the UK. Its status as a world leading chemicals cluster that benefits from a top tier Control of Major Accident Hazards (COMAH) designation with unique specialisations in high tech chemicals, polymers, energy generation and environmental waste, differentiates it from other EZs across the UK. Its unique strengths are built on strong facilities management, economies of scale, a secure site and a critical mass of knowledge-based businesses and significant existing development opportunities.
- 5.2 A Masterplan is to be prepared for the EZ by the end of 2016 and NPL and partners are currently working together to appoint consultants to undertake this work.
- 5.3 Partnership working will be key to delivering a successful EZ so that the local economy benefits. It is critical that the masterplan conveys the Unique Selling Points (USPs) of Hillhouse and produces an agreed vision and 'brand' for the site within a Marketing Strategy in order to ensure that a consistent message is delivered to potential investors.
- 5.4 The Masterplan will then form the basis of a Delivery or Implementation Plan which all partners will sign up to. This Plan has to be submitted to the Secretary of State and will set out the major steps and the individual(s) and organisation(s) that will be responsible for setting up, operating and delivering the objectives and priorities which have been agreed for the EZ no later than 31st March 2017 with a draft version ready in Autumn 2016.
- 5.5 However prior to this the Council and the LEP have to enter into a Memorandum of Understanding (MOU) with the Secretary of State for Communities and Local Government.

- 5.6** The MoU attached at Appendix 1 has been developed in discussion with local partners and sets out exactly what business incentives are being offered and confirms the arrangements that are, or will be, in place for the operation and development of the new EZ.
- 5.7** The MoU will last in the first instance to 2020. The MoU will be signed by local authorities, which act as an accountable body for the Local Enterprise Partnership. The MoU will be then signed by the Secretary of State for Communities and Local Government.
- 5.8** The MOU sets out details of the proposed governance structure for the Enterprise Zone which is able to make strategic and operational decisions. This requires Wyre Council to be the Accountable Body and make arrangements for fast-tracking planning permissions and reaching agreements regarding the use of business rates growth arising from the development.

Financial and legal implications	
Finance	EZs will continue to benefit from 100% growth of business rates retention for 25 years with 100% protection from any future reset or redistribution. Wyre's baseline funding will therefore not be disadvantaged.
Legal	Any changes to the MoU must be approved by the Secretary of State in writing prior to the relevant change being deemed to be effective. Wyre Council, acting as the accountable body, is required to use all reasonable endeavours to complete the management information at Schedule 3 within 21 days of the quarter end.

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
Karen Stringer	01253 887532	karen.stringer@wyre.gov.uk	May 2016

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

List of appendices

Appendix 1 - Draft MoU

Appendix 2 – Governance Structure

arm/ex/cab/cr/16/1506ks1

Memorandum of Understanding Agreement

THIS AGREEMENT is dated [] 2016

PARTIES

1. **THE SECRETARY OF STATE FOR COMMUNITIES AND LOCAL GOVERNMENT** whose principal address is 2 Marsham Street, London, SW1P 4DF (**Secretary of State**); and
2. **Wyre Borough Council** who acts as the representative and the accountable body for **Lancashire Local Enterprise Partnership** and whose principal address is Civic Centre, Breck Road, Poulton-le-Fylde FY6 7PU Lancashire.

BACKGROUND

- A The Secretary of State has the power to declare an area to be an Enterprise Zone.
- B. Enterprise Zones are single or multiple sites designated for business development which may offer business rate discounts or enhanced capital allowance for new businesses locating on the sites. The local authority on which an Enterprise Zone is situated is entitled to use any increase in business rates they collect from each Enterprise Zone site to support the further development of the Enterprise Zone and any other neighbouring areas in agreement with the Local Enterprise Partnership.
- C. Enterprise Zones are designated as such by the Secretary of State with the agreement of the Chancellor of the Exchequer and operated by an accountable body in agreement with the Local Enterprise Partnership.
- D. A Local Enterprise Partnership is a voluntary partnership between local authorities and businesses to help determine local economic priorities and lead economic growth within their local area. As Local Enterprise Partnerships are not corporate bodies, they enter into agreements through an accountable local authority on their behalf.
- D. Taking account of the application included within the attached schedule and other representations made by the Local Enterprise Partnership, the Secretary of State offers the Local Enterprise Partnership the right to set up and operate the Enterprise Zone subject to the terms and conditions set out within the other paragraphs of this agreement.

IT IS AGREED THAT:

1 DEFINITIONS

In this Agreement the following words and phrases shall have the following meanings:

“Accountable Body” means the local authority(ies) responsible for the organisation and operation of the Enterprise Zone in line with plans agreed with the Local Enterprise Partnership.

“Application” means the application for Enterprise Zone status submitted to the Secretary of State by the Local Enterprise Partnership by 18th September 2015 (as may be amended from time to time after the date of this agreement) and includes each of the representations at Schedule 1 of this Agreement (which shall be considered to have primacy in the event of conflicting statements).

“Enterprise Zone” means one or more sites which under the Regulations (as amended from time to time) are able to offer specific business incentives and permitted by the Secretary of State to market themselves as such.

“Regulations” means 'Capital Allowances (Designated Assisted Areas) Order 2016', 'Non-Domestic Rating (Designated Areas) Regulations 2016', and 'Non-Domestic Rating (Rates Retention) Regulations 2013'.

“Term” means the earlier of 31 March 2020 or either party giving written notice to the Local Enterprise Partnership to terminate the Enterprise Zone status under clause 5 excepting the dates for the termination of the right to benefit from business incentives which will be as set out in paragraph 2.

2 AGREEMENT TO SET UP AND OPERATE AN ENTERPRISE ZONE

- Having relied upon the representations made by the Local Enterprise Partnership in the Application, the Secretary of State offers the Local Enterprise Partnership the right to set up and operate the Enterprise Zone for the Term, subject to the terms of this agreement, including the right to benefit from the following business incentives.
- Permitting the relevant local authorities to retain 100% of any business rate increase which accrues for a period of 25 years from the commencement date this being 1st April 2016 of the Enterprise Zone, providing such sums are directed towards the development of the Enterprise Zones and thereafter towards the Local Enterprise Partnership's identified growth priorities.
- Central government will reimburse to the relevant local authorities the cost of providing each business occupying an Enterprise Zone site a 100% discount on business rates for five years up to the maximum state aid de minimis threshold, for businesses that enter the zone before 31 March 2022, e.g. if a business enters the zone on 31 March 2022, it can receive the discount (subject to de minimis) until 30 March 2027.
- As an alternative to the reimbursement of business rates, and up until 31st March 2020, allow businesses occupying an Enterprise Zone site within an Assisted Area to count 100% up to €125 million of their first years' expenditure on qualifying plant and

machinery assets against taxable income as an Enhanced Capital Allowance (ECAs).

- The accountable body in agreement with their Local Enterprise Partnership can agree to other local authorities benefitting from the zone during the Term provided they have entered into an inter-party agreement as set out in 3.2 (a) and meet the relevant requirements in the regulations.

3. TERMS AND CONDITIONS

3.1 The accountable body on behalf of the Local Enterprise Partnership agrees, having undertaken due investigation, that at the date of this Agreement:

- (a) The statements within the Application are accurate;
- (b) It is not aware of any information which is likely to materially undermine the ability of the Local Enterprise Partnership to deliver the Enterprise Zone in accordance with the Application and achieve the Outputs; and
- (c) It is not aware of any information, which is likely to significantly delay the Local Enterprise Partnership in delivering the Enterprise Zone in accordance with the Application or achieving the Outputs.

3.2 The accountable body on behalf of the Local Enterprise Partnership confirms, having undertaken this investigation, that:

- (a) It has obtained or shall use all reasonable actions to promptly obtain necessary approvals, authorisations, consents, exemptions, licences, permits, permissions (including planning permission) or registrations necessary to deliver the Enterprise Zone in accordance with the Application;
- (b) It has or will secure the expertise and capacity to set up and operate the Enterprise Zone in accordance with the Application;
- (c) It will undertake all the steps to set up and operate the Enterprise Zone and confirm that each of these shall be achieved compliantly (including but not limited to achieving compliance with applicable procurement, state aid and planning law); and
- (d) It will deliver the relevant incentives at Schedule 2 for the period set out in the Application and this Agreement.

3.3 The Local Enterprise Partnership has agreed to:

- (a) organise and promote a governance group for the Enterprise Zone which is able to make strategic and operational decisions. This shall include representatives of each relevant local authority and shall meet at least quarterly ("**Governance Group**"); and

- (b) enter into agreements with each local authority on which an Enterprise Zone site is situated and any other Local Enterprise Partnerships involved in the delivery of the Enterprise Zone. Such agreements should include the objectives and priorities for the Enterprise Zone as well as terms necessary to give effect to this Agreement. This should include, but not be limited to, the use of business rates retained by the local authority(ies), how the local authority(ies) will use their general power of competence to support the Enterprise Zone, including but not limited to Compulsory Purchase Orders, simplified planning regimes, development orders, Joint Ventures and borrowing to support investment and arrangements for the provision of monitoring data). Where during the Term, new local authorities become involved in the Enterprise Zone or the legal status of Local Enterprise Partnerships involved in the Enterprise Zone changes, the Secretary of State may direct that the Local Enterprise Partnership enters into new agreements under this clause, or assists in getting such organisations to become party to this Agreement.
- (c) Use any government grant vested in the accountable body for the purposes of supporting the delivery of the Enterprise Zone and which shall be spent on the Enterprise Zone as agreed with the Local Enterprise Partnership and in compliance with the relevant laws.

3.4 Implementation Plan

The accountable body on behalf of the Local Enterprise Partnership shall design and submit to the Secretary of State a 5 year implementation plan (which sets out the major steps and the individual(s) and organisation(s) who will be responsible for setting up, operating and delivering the objectives and priorities which have been agreed for the Enterprise Zone) no later than 31 March 2017.

3.5 DCLG Enterprise Zone team shall support:

- (a) the set up and delivery of the Enterprise Zone (in particular through the contact for the Enterprise Zone, which is Rob Green email: rob@bfwedd.co.uk telephone 01253 478729) who shall advise on the procedures for establishing the zones and resolving issues, which may arise in relation to government funding or legal arrangements. The Local Enterprise Partnership shall be informed if there is a change in the DCLG Enterprise Zone team contact.
- (b) Enterprise Zones by providing information on the Enterprise Zone to the market via press releases, its national Enterprise Zone website, twitter account and other media.
- (c) Collaboration by inviting senior leaders from all England's Enterprise Zones to meet to discuss progress, challenges and good practice with senior government officials and Ministers

this support shall be provided up until 31 March 2020 and may be renewed / subject to alteration following that date.

3.6 The accountable body on behalf of the Local Enterprise Partnership shall:

- (a) send the DCLG Enterprise Zone team contact the details of the primary point of contact (“**Local Enterprise Contact**”) for the Enterprise Zone within 20 Working Days of entering into this Agreement. The DCLG Enterprise Zone team contact shall be informed if there is a change in the Local Enterprise contact.
- (b) discuss progress of the Enterprise Zone with the DCLG Enterprise Zone team contact either in face-to-face or telephone meetings at least once a quarter. Such meetings shall be two-way enabling both parties to understand progress of the Enterprise Zone. Share information about the wider Enterprise Zone network and any issues which might adversely affect the planned progress of the Enterprise Zone.
- (c) take all reasonable steps to allow the DCLG Enterprise Zone team contact (or another team member in their place) to attend the Governance Group meetings (as mentioned at clause 3.5(a) including providing information on the date and location of meetings and sending papers which will be discussed. The DCLG Enterprise Zone team contact shall be entitled to decide whether they attend in an observer capacity or as a participant at the Governance Group meeting.

3.7 Marketing

The Local Enterprise Partnership has agreed to use all reasonable endeavours to

- (a) promote the Enterprise Zone.
- (b) share with the Secretary of State a marketing plan for the Enterprise Zone within six months of entering into this Agreement.
- (c) use DCLG and Enterprise Zone logos within marketing communications and signage.

3.8 Monitoring

The accountable body on behalf of the Local Enterprise Partnership agree to use all reasonable endeavours to complete the management information at Schedule 3 within 21 Working Days of the commission from DCLG, which will be quarterly at the end of January, April, July and October.

4. CHANGES

All changes to the text of the application or this agreement must be approved by the Secretary of State in writing prior to the relevant change being deemed to be effective. Until such time as a change is made in accordance with this clause, the parties shall, continue to perform this Agreement in compliance with its terms before such change.

5. TERMINATION

- (a) The Secretary of State shall be entitled to suspend or withdraw the right of the Local Enterprise Partnership to market an Enterprise Zone if it acts in a way which significantly damages the reputation of the Enterprise Zone Programme or if there has been a material breach of this agreement.
- (b) The Local Enterprise Partnership with the agreement of all local authorities and any other Local Enterprise Partnerships involved in delivering the Enterprise

Zone is entitled to ask for the Enterprise Zone status to be rescinded by submitting notice in writing.

6. GOOD FAITH AND COOPERATION

Each party covenants with the other that they shall act with the utmost good faith towards the other, shall comply with reasonable requests for information in relation to the Enterprise Zone submitted from time to time and will not do anything which would deliberately put the other in breach of its obligations under this Agreement.

7. MISCELLANEOUS

Nothing in this Agreement shall constitute a partnership or joint venture between the parties.

ACCEPTANCE

This Agreement has been entered into on the date stated at the beginning of it.

Signed for and behalf of

SECRETARY OF STATE FOR)
COMMUNITIES)
AND LOCAL GOVERNMENT)

Authorised Signatory: _____

Print Name: _____

Signed for and on behalf of

LOCAL ENTERPRISE PARTNERSHIP

[Insert AUTHORIZED BODY DETAILS]

Authorised Signatory: _____

Print Name: _____

The following parties are aware of the requirements of this agreement (including the Application) and shall support and assist development and delivery of the Enterprise Zone throughout the Term.

LOCAL ENTERPRISE PARTNERSHIP]

Authorised Signatory:

Print Name:

LOCAL AUTHORITY]

Authorised Signatory:

Print Name:

SCHEDULE 1 - KEY INFORMATION ON HILLHOUSE INTERNATIONAL ENTERPRISE ZONE

General	
Name of Enterprise Zone	Hillhouse International Business Park Enterprise Zone (HIBPEZ)
Name of Local Enterprise Partnership	Lancashire LEP
Relevant local authorities	Wyre Borough Council

Fill out information from the application form Q C.8 What is the Local Enterprise Partnership’s agreed approach, with the relevant local authorities, about how the retained rates will be used to support development on the Enterprise Zone?
 Briefly explain your financial or investment plan for how (for example, through borrowing or development of a recycling fund) and when the retained rates will be used.

Use of retained rates

EZ designation permits Local Enterprise Partnerships and local authorities to prudentially borrow to support investment, including meeting revenue costs, utilising future retained business rates growth. The rates billing authority i.e. Wyre will retain and release as appropriate such additional income to direct use of funds for investment and to support prudential borrowing (where appropriate) subject to the prior agreement of the LEP on the proposed areas of investment. There is an overarching moral obligation on both the LEP and the billing authorities to invest funds from retained business rate growth initially into the respective EZ generating the new rates income. Once the business rates retention schemes come into effect (1 April 2016 for Hillhouse and 1 April 2017 for Blackpool Airport), the business rates billing authorities, Blackpool, Fylde and Wyre, will collect the additional rates, with the potential over the 25 year life of the two Enterprise Zones to raise circa £100m if the sites are actively and aggressively promoted and developed.

It is recognised that the HIBPEZ will become a critical asset – both in revenue and economic terms for the LEP. It has been estimated that a total of £16.6m of infrastructure works will be needed in order to enable the various Hillhouse development opportunities to proceed. NPL will lead on these investments but it is expected that the private sector within the EZ will also contribute to revenue and capital costs incurred to maximise the economic and employment potential of the site.

These works have been identified as follows:

- Primary substation (East): £3.2m
- Electrical distribution: £4m
- Site entrance and security: £0.4m
- Water supply to the site: £6m
- New road and bridge access: £1.5m
- Others (site road up-grade): £1.5m
- TOTAL: £16.6m

A significant proportion of these works is likely to be recoverable through a service charge agreement between NPL and the occupiers on site, such that the required net investment needed by NPL as land owner is likely to be more of the order of £6m. NPL also estimate that a further £6m of infrastructure works would be needed to open up the Riverside Business Park sites, but that this would be funded from within the development - hence a total estimate of £12m for infrastructure works.

A key priority within the Masterplan being developed by NPL and partners will be a requirement to determine how much of the readily accessible existing site can be enhanced in order to accelerate development to fund access to other areas.

The Masterplan will inform the Implementation Plan which will contain more detailed proposals on costs and timescales.

The intention at this stage is that no other forms of direct public sector funding, e.g. via Local Growth Fund will be required to deliver these infrastructure works, although if further rounds of Regional Growth Fund providing direct support to businesses are made available, then it would be sensible to align these with the Enterprise Zone strategy. NPL are not looking for public sector investment but acknowledge that assistance, particularly with the road and bridge access works, would help to accelerate the opening up of the new Riverside Business Park (B1/B2 employment site) as a first key strategic investment.

Support will be sought from UKTI as the site is already identified by UKTI as one of the UK's 'prominent' sites. UKTI already has good relationships with the key companies on site which will help accelerate the EZ marketing.

A key qualitative objective for the LEP from the site's Enterprise Zone status will be to actively encourage an increase in specialist chemicals businesses and a balance of manufacturing space versus distribution and logistics uses. The LEP strongly supports the development of the sectors and businesses at Hillhouse as part of any future devolution or Growth Deal package.

Fill out information from the application form Q E 1. Please describe the governance arrangements for the proposed Enterprise Zone, clearly setting out the name and job title of the Senior Responsible Officer for delivery of the Zone, the governance structure and explain how progress will be owned by the Local Economic Partnership Board.

Governance arrangements

It is proposed that the existing Blackpool Fylde & Wyre EDC Board undertakes the function of the Programme Board for both Hillhouse and Blackpool EZs. It would be required to meet monthly. It is envisaged that the agenda would be clearly divided into two parts:

- Part 1 to conduct normal EDC business (this may only be required quarterly)
- Part 2 to discharge the duties of the Programme Board (which is required monthly)

Programme Board proposed Terms of Reference:

The EZ programme board can set its own terms of reference as there is no set model advocated by DCLG. However it is deemed best to follow that of the Lancashire EZ programme board as far as practicable, to minimise issues arising at the LEP EZ Governance Committee.

Meetings: Monthly – two weeks before scheduled meetings of the Lancashire LEP EZ Governance Committee

Quorum: A minimum of five members to include representatives from each of Blackpool, Fylde and Wyre Councils

Chair: The Chair of programme board meetings would be either the current Chair of the EDC Board or if not available a Chair would be elected at the meeting from the members present.

Remit:

- Approve quarterly monitoring reports to chart progress to DCLG against requirements of formal Memorandum of Understanding to be entered into by September 2016
- Agree and monitor the delivery of the Master Plan for Blackpool Airport and Hillhouse International Business Park EZs
- Approve and monitor progress of the detailed delivery plans for the development of Hillhouse and Blackpool Airport Enterprise Zones
- Determine the use of retained growth in business rates
- Receive and as appropriate approve reports from the Project Boards for Hillhouse and Blackpool Airport EZs
- Consider regular progress reports on all commercial, financial, development, marketing and promotional activity and planning matters for consideration by the LEP Enterprise Zone Governance Committee

- Consider reports on the allocation of funding for infrastructure provision at Hillhouse and Blackpool Airport Enterprise Zones
- Consider regular progress reports on commercial enquiries received in respect of both Enterprise Zones
- Determine specifications for consultancy support and provision of capital works
- Report to the LEP as appropriate.

Project Boards

A joint Project Board will be established for the EZs and report to the Programme Board. The project board will include the main landowning stakeholders for each of the two sites plus representatives from the larger commercial companies already located on the site. It would also include senior officers such as a Service Director, the S151 Officer and elected member representation. The Project Boards will elect a chair on an annual basis and meet monthly.

The Project Board would oversee the activities of the project teams, and report to the Programme Board on progress against the Master Plan. The Project Board would recommend approval of requests for the award of business rates relief to new occupiers within the Enterprise Zones to the S151 Officer. The Project Board will also lead and oversee all marketing and promotional activity for the EZ.

Project Teams

The composition of the project teams will be very fluid depending upon the key activities being undertaken at any specific time. They would meet on a monthly basis or more frequently if required. The focus would be on specific project development, activity co-ordination and delivery and reporting to project board on key activity.

EDC Executive team

The EDC Executive team would co-ordinate overarching development and promotional activity on a day to day basis, liaising with individual development partners, contractors and marketing agents, as well as Government Agencies offering support including UKTI, DECC and DBIS.

The project teams will support the EDC Executive team as and when required.

A proposed governance structure is appended based on the proposal that the Lancashire LEP will assume ultimate responsibility for the delivery of the EZ.

Fill out information from the Application form from Q E.2 capacity and skills you will make available to deliver the Enterprise Zone on a day to day basis, including the job titles and names of each of the staff members in the Local Enterprise Partnership and the relevant local authorities and the total costs of this staff team.

Staffing levels, skills and costs

Wyre Council will make available the following existing staff/resources:

The Chief Executive will sit on the Programme Board. The Service Director Performance and Innovation and Section 151 Officer will sit on the Project Board. The Project Team will have representation from existing Council officers including Head of Planning, members of the Economic Development, Finance, Legal, Communications and Engineering Teams and other Council staff as required.

Hourly rates for the aforementioned staff (including salary, NI, superannuation and overheads) are set out below.

<i>Post Title</i>	<i>Hourly Rate</i>
Chief Executive	118.70
Service Director Performance and Innovation	71.70
Section 151 Officer	64.40
Head of Planning Services	60.25
Head of Engineering Services	65.95
Senior Solicitor	55.65
Senior Economic Development Officer	47.15
Compliance Manager	43.45
Senior Communications Officer	36.05
Policy & Economic Development Support Officer	22.00

Operational officers from all key public sector organisations and the lead private sector developers will also be used as a resource to deliver the EZ on a day to day basis. Membership will reflect the specific development interests. Blackpool, Fylde and Wyre EDC, with support from specialists and consultants, will provide initial day-to-day secretarial and administrative project delivery support.

Q E3 Will you gather data that will allow the Local Enterprise Partnership and local authorities to monitor progress of the Enterprise Zone, for example this could include on delivering new jobs, business, investment?

A baseline database will be set up and progress will be monitored on a quarterly basis.

Reports will include information on:-

- a. Planned on site infrastructure investments
- b. Progress against delivery of marketing strategy
- c. Enquiry data – organised by source, sector size, tenure proposal, potential jobs, whether inward investment or expansion / relocation by existing Fylde Coast or Lancashire based businesses
- d. Issue of proposal package
- e. Conversion of enquiries into pre-let / pre-sale agreements
- f. Progress towards occupation / businesses commencing their operation on site, including analysis of proposed plant and machinery investment qualifying for enhanced capital allowances support

The EZ Project Board will provide comprehensive up-date reports to the EZ Programme Board meetings covering progress made against key milestones and performance indicators which will include information as set out in Schedule 3 of the MOU. EZ data monitoring will also be undertaken using the online LOGASnet system.

Q E5 Briefly set out your plan for marketing the sites to occupiers and/or investors, in the case of multiple site zones being clear if they will be marketed in clusters or in stages.

Marketing Plan

A Marketing Plan will be produced as part of the Master Planning process.

NPL Estates Ltd will be engaging Jones Lang LaSalle (JLL), local commercial estate agents Duxbury's, Wyre Council's Economic Development team and the Blackpool, Fylde & Wyre Economic Development Company (BFW EDC) and we will utilise support and advice from the Government department of UK Trade and Investment (UKTI) with the ongoing marketing of the Hillhouse International site. In 2010 UKTI designated Hillhouse International as one its prominent sites. UKTI already does a significant amount of work with the major chemicals companies on site, and therefore Enterprise Zone status will provide the mechanism for building on this. In addition the LEP is currently investing heavily in its place marketing strategy, and this includes direct engagement of national and international agents which will provide a boost to the marketing efforts of the other Enterprise Zone sites in Lancashire. The addition of Hillhouse will provide a real opportunity to strengthen Lancashire's investor offer. In addition NPL will manage an advertising campaign involving all major business magazines including the Economist, CIWM, Planning, Estates Gazette and local Business

Press. This will be an on-going campaign with up-dates on new projects/investments being made in the site via regular newsletters. Investment will also be made in NPL's website for marketing Hillhouse and this will be used for sharing not only the ambitions for the site but also the development story. The EDC will specifically assist in the marketing of the site and will provide the liaison for inward investment. NPL will review targeted markets, particularly with the help of the EDC, via their UKTI connections, involving activity at relevant trade fairs for the chemicals and energy sectors. The contacts and support offered by the major companies on the site, such as Victrex plc, Vinnolit, Addison Project plc and AGC Chemicals Europe Ltd will be exploited, utilising their customer and supply chain databases for potential tenants or investors.

SCHEDULE 2 – SITES AND INCENTIVES

MAPS TO FOLLOW

Proposed Sites	EZ	District / Local authority Ward	ECA	BRD	BRR

SCHEDULE 3 – MANAGEMENT INFORMATION

Q1 What was the value of the retained rates that were reinvested in the Enterprise Zone in the last financial year?

Q2 What was the value of the retained rates that were reinvested in the LEP area in which the Enterprise Zone is situated, including the amount in Q1, in the last financial year?

Q3 What was the value of the borrowing against retained rates undertaken by the LEP accountable body or the EZ local authority in the last financial year?

Q4 What was the change in the number of newly created jobs, excluding construction jobs, on the Enterprise Zone in this quarter?

Q5 What was the change in the number of newly created construction jobs on the Enterprise Zone in this quarter?

Q6 What was the change in the number of jobs that were safeguarded on the Enterprise Zone in this quarter?

Q7 Was a Local Development Order introduced on the zone or a part of the zone this quarter?

Q8 What was the change in the number of businesses that started trading on the zone this quarter?

Q9 What was the value of any new public sector capital investment on the zone this quarter? Do not include borrowing against retained rates.

Q10 What was the value of any new public sector revenue investment on the zone this quarter?

Q11 What was the value of any new private sector investment on the zone this quarter (excluding non-monetary investment)?

Q12 What was the value of any new private sector non-monetary investment on the zone this quarter, e.g. use of facilities, staff?

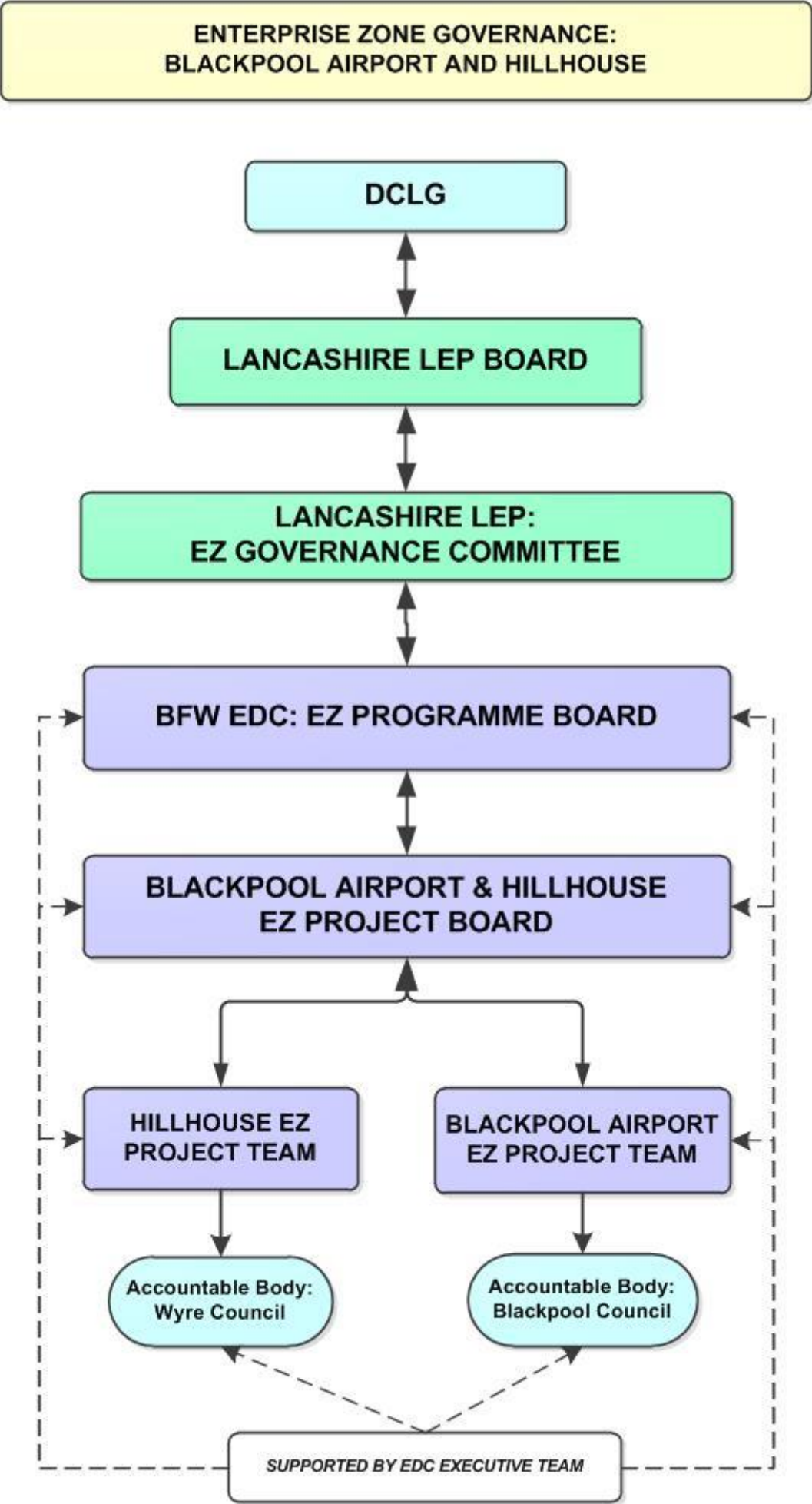
Q13 What area of land was reclaimed and made ready for development on the zone this quarter?

Q14 What commercial floorspace was constructed on the zone in this quarter?

Q15 What commercial floorspace was refurbished on the zone this quarter?

Q16* "What was the market rate for leasing commercial floorspace on the Enterprise Zone as of the current date?"

Q17 What land sales were there on the zone this quarter?



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Report	Meeting	Date	Item no.
Cllr Lynne Bowen, Leisure and Culture Portfolio Holder and Mark Broadhurst, Service Director Health and Wellbeing	Cabinet	15 June 2016	6

The Refurbishment of both Garstang Leisure Centre and Garstang Swimming Pool and the Purchase of New Fitness Equipment for Garstang Leisure Centre

1. Purpose of report

- 1.1 To agree the capital investment for Garstang Leisure Centre and Garstang Swimming Pool.
- 1.2 To agree the purchase of health and fitness equipment for Garstang Leisure Centre.

2. Outcomes

- 2.1 To improve customer experience and satisfaction levels.
- 2.2 To attract and retain new and existing customers to the centres.

3. Recommendations

- 3.1 That capital investment works for Garstang Leisure Centre and Garstang Swimming Pool as detailed in the report be approved following a competitive tendering process.
- 3.2 That the Cabinet agrees to purchase health and fitness equipment for Garstang Leisure Centre to a maximum value of £52,000 excluding VAT incorporating the scheme in the Council's 2016/17 Capital Budget. The investment will be recovered over a 5-year period via contributions from the YMCA's operational budget at no additional cost to the council.

4. Background

- 4.1** A key action in the Council's business plan is to deliver improvements to Garstang Leisure Centre and Swimming Pool by September 2016. To support this a sum of £300,000 is included in the Council's Capital programme.

5. Key issues and proposals

- 5.1** The proposals at Garstang Swimming Pool include the refurbishment of the male and female changing rooms and increasing the size of the shower area. The project will include new lockers, cubicles and wall and floor finishes. The capital cost of these works (including preliminaries and provisional sums) is estimated at £139,249.
- 5.2** The Swimming Pool will close during the construction period. It is anticipated the works will commence 18 July and be concluded by 2 September 2016 coinciding with the centre's quietest period over the school summer holidays.
- 5.3** The proposals at Garstang Leisure Centre include increasing the size of the gym, refurbishment of the male and female changing rooms and toilets and a new disabled changing facility. In addition, the reception area will also be improved to create a more modern and attractive offer to customers. The capital cost of these works (including preliminaries and provisional sums) is estimated at £169,579.
- 5.4** The gym at Garstang Leisure Centre is small, with a limited range of equipment. The new gym will have 21 pieces of equipment including free weights, resistance and cardio items. It is proposed that the council will purchase the equipment using a public sector framework (Yorkshire Purchasing Organisation or Eastern Shires Purchasing Organisation) and recover the investment cost, together with a capital financing charge, from the YMCA over a 5 year period. The YMCA will meet the annual repayment amount from the agreed operational subsidy at no additional cost.
- 5.5** The Leisure centre will remain open as much as possible during construction works although it is inevitable that there will be some disruption to customers. It is anticipated the works will commence 4 July and be concluded by 2 September 2016.

Financial and legal implications	
Finance	<p>The Capital Programme agreed by Council in March 2016 includes a budgetary provision of £300,000 for Garstang Leisure Centre.</p> <p>The works have been subject to a competitive tendering exercise and are expected to cost £308,828 in total. In addition, the Council will be using Tom Lucas Partnership to provide professional services (specification development, estimating, tender analysis and monitoring of the works) at a cost of £30,000 (this includes a £3,800 advance payment made in 2015/16). Altogether, the total cost of the scheme is estimated to be £338,828.</p> <p>The initial £300,000 capital investment will be funded from the Capital Investment Reserve with the additional budgetary provision of £38,828 being met from the Leisure Management Reserve.</p> <p>The new equipment to be provided at Garstang Leisure Centre will cost in the region of £52,000 plus VAT. The council will purchase the equipment and recharge the YMCA £12,896 plus VAT per annum for a 5 year period.</p> <p>Whilst the annual costs payable by the YMCA mirror those offered by equipment leasing providers, this arrangement ensures that the Council is not incurring capital financing charges unnecessarily and delivers a return on investment of approximately 24%. The capital expenditure will be funded by General Balances.</p>
Legal	<p>On termination of the leisure agreement, the health and fitness equipment shall be owned by the Council.</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.

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

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

arm/ex/cab/cr/16/1506im2



Report of:	Meeting	Date	Item No.
Cllr Vivien Taylor, Health and Community Engagement Portfolio Holder and Philippa Davies, Corporate Director of Resources	Cabinet	15 June 2016	7

Complaints Procedure

1. Purpose of Report

1.1 To report the findings following a review of the current complaints procedure and to agree the proposed amendments.

2. Outcomes

2.1 A clear, accessible and flexible process that forms part of service provision and does not overwhelm individuals, departments or other council processes.

2.2 A mechanism for recording comments, concerns and compliments as a way of gathering performance information.

3. Recommendations

3.1 Members are requested to note the results of the review and agree the proposed amendments with effect from 1 July 2016.

4. Background

4.1 The Council's current complaints procedure, referred to as the Customer Feedback Scheme, was originally agreed by Cabinet 24 July 2006.

4.2 The last formal review was undertaken by the Customer Services Watchdog Committee 20 February 2008 with a new Customer Relationship Management System being introduced in May 2009. Annually, a report is published on the Council's website analysing the number and type of complaints and the number of compliments received.

4.3 The Local Government Ombudsman's Annual Review Letter is also considered by Cabinet with the most recent report being considered at the meeting held 29 July 2015.

5. Key Issues and Proposals

- 5.1** An assessment of the current complaints procedure has been performed using the principles for effective complaint handling as published by the Local Government Ombudsman – Guidance on running a complaints system. Whilst it is considered that the current scheme complies with the criteria, there is a requirement for a periodic review of the process to keep it up to date and keep the public informed.
- 5.2** During 2015/16 there was a total of 86 complaints received; 65 (76%) at the first stage and 21 which were progressed to the second stage (24%). Senior Officers have raised concerns about the benefit of allowing customers to request a further review (i.e. at stage two) when the stage one complaint has already been comprehensively responded to by the appropriate service manager. Often, the stage two review merely repeats the response previously issued at stage one. The Council's scheme is such that both stage one and stage two must be exhausted before the complaint can be referred to the Local Government Ombudsman for investigation.
- 5.3** One option could be to amend the Council's complaints procedure to allow an initial investigation to be undertaken by the appropriate service manager but then to allow the complainant to refer the matter to the Local Government Ombudsman if they are not satisfied with the Council's response. In essence, this would reduce the number of complaints being dealt by senior officers and in 2015/16 would have resulted in 21 fewer investigations. The guidance does state, however, that 'if it is clear to the Council that there is nothing more to say on the complaint, then the Chief Executive can ask the Ombudsman to consider it without it having been through all of the Council's procedure.'
- 5.4** The guidance goes on to say that 'those systems that provide for a review by someone with no previous involvement, who has the authority to ask questions and take a fresh view are more effective in providing resolutions (even where those resolutions are simply explaining decisions clearly and with some degree of independence).' It is therefore recommended that the current two stage procedure continues but that the 2nd stage reviewers are asked to identify learning points for sharing with managers with a view to reducing the number of complaints/referrals to the Local Government Ombudsman. This would also meet the criteria which requires there to be a 'robust review by someone who has the independence and authority to ask questions, get at the facts and recommend changes in response to complaints'.
- 5.5** A quarterly report detailing complaints and compliments received is considered by the Management Team and Councillors can play an important part in reviewing performance on complaints through scrutiny procedures.

FINANCIAL AND LEGAL IMPLICATIONS	
Finance	None arising directly from the report although on occasion, complaints which have been referred to the Local Government Ombudsman, can result in a compensation payment being made to the customer.
Legal	There are no legal implications arising directly from this report.

OTHER RISKS/IMPLICATIONS: CHECKLIST

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

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

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List of Background Papers:		
Name of Document	Date	Where available for inspection

LIST OF APPENDICES

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