



**Wyre Borough Council**  
**Date of Publication: 3 July 2019**  
**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, 11 July 2019** commencing at 7.00 pm.

Yours sincerely,

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

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

The Mayor will invite the Mayor's Chaplin, Reverend Father John Walsh to say prayers.

### **COUNCIL AGENDA**

**1. Apologies for absence**

**2. Confirmation of minutes**

(Pages 1 - 18)

To approve as a correct record the minutes of the meeting of the ordinary meeting of the Council held on 4 April 2019 and the minutes of the Annual Meeting of the Council held on 16 May 2019.

**3. Declarations of Interest**

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

**4. Announcements**

To receive any announcements from the Mayor, Leader of the Council, Deputy Leader of the Council, Members of the Cabinet, a Chairman of a Committee or the Chief Executive.

**5. Public questions or statements**

To receive any questions or statements from members of the public under Procedure Rule 9.1.

Any questions or statements received by the specified deadline of noon on Friday 5 July 2019 will be published and circulated separately.

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

To receive any questions or statements from Councillors submitted under Procedure Rule 12.1

Any questions under Council Procedure Rule 12.1 received by the specified deadline of noon on Friday 5 July will be published and circulated separately.

**7. Executive reports**

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

- (a) Leader of the Council (Councillor Henderson) (Pages 19 - 22)
- (b) Resources Portfolio Holder (Councillor A Vincent) (Pages 23 - 24)
- (c) Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Bridge) (Pages 25 - 28)
- (d) Planning and Economic Development Portfolio Holder (Councillor Michael Vincent) (Pages 29 - 32)
- (e) Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry) (Pages 33 - 36)
- (f) Leisure, Health and Community Engagement Portfolio Holder (Councillor Bowen) (Pages 37 - 40)

**8. Code of Conduct Review (Pages 41 - 54)**

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

**9. Treasury Management Activity 2018/19 (Pages 55 - 62)**

Report of the Resources Portfolio Holder (Cllr A Vincent) and the Head of Finance (section 151 Officer).

## 10. Notice of Motion

The following Notice of Motion, on the declaration of a 'climate emergency', has been submitted under Procedure Rule 15 by Councillors Fail, Beavers, Raynor and Stirzaker:

"The Council notes:

- That the impacts of climate breakdown are already causing serious damage around the world.
- That the 'Special Report on Global Warming of 1.5C', published by the Intergovernmental Panel on Climate Change in October 2018,
  - (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5C rise, and
  - (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.
- That all governments (national, regional and local) have a duty to act, and local governments that recognise this should not wait for their national governments to change their policies;
- That strong policies to cut emissions also have associated health, wellbeing and economic benefits; and
- That, recognising this, a growing number of UK local authorities have already passed 'Climate Emergency' motions.

The Council therefore commits to:

- Declare a 'Climate Emergency' that requires urgent action;
- Make the Council's activities net-zero carbon by 2030;
- Achieve 100% clean energy across the Council's full range of functions by 2030;
- Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a

shift to zero carbon by 2030;

- Support and work with all other relevant agencies towards making the entire Wyre area zero carbon within the same timescale;
- Ensure the Council take responsibility for reducing, as rapidly as possible, the carbon emissions resulting from the Council's activities, ensuring that any recommendations are fully costed and that the Executive and Scrutiny functions review council activities taking account of production and consumption emissions and produce an action plan within 12 months, together with budget actions and a measured baseline;
- Where necessary officer reports to Cabinet and Full Council contain impact assessments on Climate Change, including presenting alternative approaches which reduce carbon emissions where possible
- Request that the Council's Scrutiny Committee considers the impact of climate change and the environment when reviewing Council policies and strategies;
- Work with, influence and inspire partners across Wyre, Lancashire and the North West to help deliver this goal through all relevant strategies, plans and shared resources by developing a series of meetings, events and partner workshops;
- Request that the Council and partners, take steps to proactively include young people in the process, ensuring that they have a voice in shaping the future;
- Set up a Climate Change Partnership group, involving Councillors, residents, young citizens, climate science and solutions experts, businesses, and other relevant parties. Over the following four years, the Group will consider strategies and actions being developed by the Council and other partner organisations and develop a strategy in line with a target of net zero emissions by 2030;
- Report on the level of investment in the fossil fuel industry that our pensions plan and other investments have, and review the Council's investment strategy to give due consideration to

climate change impacts in the investment portfolio;

- Ensure that all reports in preparation for the 2020/2021 budget cycle and investment strategy will take into account the financial implications of the actions the council will take to address this emergency;
- Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise;
- Consider other actions that could be implemented, including (but not restricted to): renewable energy generation and storage, providing electric vehicle infrastructure and encouraging alternatives to private car use, increasing the efficiency of all buildings, including housing in particular to address fuel poverty; proactively using local planning powers to accelerate the delivery of net zero carbon new developments and communities, coordinating a series of information and training events to raise awareness and share good practice;
- The Council should not allow its land to be used for fracking if that would result in the Council not meeting the target of net zero emissions by 2030; and
- Finally, via the Local Government Association, the Council will invite in a group of experts to advise on what steps can be taken quickly to have the greatest possible impact on air quality, modal shift away from private cars, increased take up on public transport, and ensure that every aspect of the Councils activities are sighted on the need to preserve Wyre's ecological and environmental heritage."

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, 4 April 2019 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

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### Councillors present:

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

Councillors I Amos, R Amos, E Anderton, Atkins, Ballard, Beavers, Berry, Bowen, Bridge, Cartridge, Catterall, Collinson, R Duffy, Ellison, Fail, Gibson, Henderson, Hodgkinson, Holden, Ibison, Jones, Kay, Lees, McKay, Moon, Orme, Ormrod, Pimbley, Raynor, Robinson, Shewan, Smith, B Stephenson, E Stephenson, S Turner, A Vincent, Matthew Vincent, M Vincent, Walmsley and Wilson.

**Apologies:** Councillors Balmain, B Birch, C Birch, I Duffy, Greenhough and A Turner. Councillors Ingham and Murphy were also not present.

### Officers present:

Garry Payne, Chief Executive  
Mark Broadhurst, Service Director Health and Wellbeing  
Mark Billington, Service Director People and Places  
Emma Lyons, Communications and Marketing Lead  
Roy Saunders, Democratic Services and Scrutiny Manager  
Carole Leary, Democratic Services Officer  
Emma Keany, Governance Trainee.

**Also present:** Alderman Bannister and thirteen members of the public.

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### 85 Alderman Gordon McCann

A minutes silence was held in memory of Alderman Gordon McCann, who had passed away on 19 March 2019. Tributes were paid to him by Councillors Henderson, A Vincent, Moon, Shewan and Lees.

### 86 Confirmation of minutes

**Agreed:**

1. That the minutes of the extra-ordinary meeting of the Council held on 28 February 2019 be confirmed as a correct record (by 31 votes to 0).
2. That the minutes of the budget meeting of the Council held on 7 March 2019 be confirmed as a correct record (by 30 votes to 0), subject to the second paragraph of minute 82 (Business Plan 2019/23) being amended to read as follows:

*“In response to comments made by Cllr Fail regarding the possibility of including a question in the Council’s biennial residents’ survey, in order to collect employment in Wyre data, Cllr Henderson stated that ‘we will find a way of doing it’.*

**87        Declarations of Interest**

None.

**88        Announcements**

The Mayor congratulated Cllr Hodgkinson on winning a raffle prize at the Mayor’s Ball and announced that she would be hosting a “fizzy afternoon tea” at 1pm on Sunday 7 April at the Mount Hotel.

**89        Public questions or statements**

None received.

**90        Questions "On Notice" from councillors**

None received.

**91        Executive reports**

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

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

Cllr Henderson thanked the Mayor and Mayoress, the Deputy Mayor and Deputy Mayoress and also the Youth Mayor for their work in those roles throughout their year of office. He also thanked all retiring councillors for their work on behalf of the Borough.

Cllr Henderson received comments and questions from Cllrs Fail, E Anderton, Jones, Ballard, B Stephenson, and Gibson.

**Agreed** that the report be noted.

- (a)    Resources Portfolio Holder (Councillor A Vincent)



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

Cllr Vincent responded to questions and comments from Cllrs E Anderton and Fail.

Cllr Vincent said he would arrange for a written response to be sent to Cllr E Anderton about the extent to which exit interviews were carried out when employees left the Council.

**Agreed** that the report noted.

- (a) Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Bridge)

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

Cllr Bridge responded to questions and comments from Cllrs Fail, McKay and E Anderton.

**Agreed** that the report noted.

- (a) Planning and Economic Development Portfolio Holder

The Planning and Economic Development Portfolio Holder (Cllr Michael Vincent) submitted a report.

Cllr Vincent responded to questions and comments from Cllr E Anderton.

**Agreed** that the report noted.

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

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

Cllr Berry said that he was pleased to be able to inform the Council that since his report had been written, confirmation had been received of funding of £110,000 for homelessness prevention in the Borough.

Cllr Berry responded to questions and comments from Cllrs E Anderton, Lady Atkins, Collinson and B Stephenson.

**Agreed** that the report noted.

- (a) Leisure, Health and Community Engagement Portfolio Holder (Councillor Bowen)

The Leisure, Health and Community Engagement Portfolio Holder (Cllr

Bowen) submitted a report.

Cllr Bowen responded to questions and comments from Cllrs E Anderton, Ballard, Lady Atkins, Lees, Robinson, S Turner, Ellison and Ibison.

Cllr Bowen said that she would look in to concerns raised by Cllr E Anderton about insufficient bar staff being on duty at a recent wedding at the Marine Hall and seek to ensure that staffing levels were sufficient for future events.

**Agreed** that the report be noted.

(a) Cabinet Member Questions and Comments

Cllr A Vincent responded to questions and comments from Cllr Bridge and Cllr Michael Vincent.

**92 Treasury Management Policy, Annual Investment Strategy, Minimum Revenue Provision Policy Statement and Capital Strategy 2019/20**

The Resources Portfolio Holder (Cllr A Vincent) and the Head of Finance (Section 151 Officer) submitted a report recommending that the three treasury management policy documents considered by the Cabinet on 27 March 2019 be confirmed.

**Agreed** that the Treasury Management Policy and Annual Investment Strategy, the Minimum Revenue Provision Policy Statement and the Capital Strategy for 2019/20, submitted as appendices to the report, be approved.

**93 Audit Committee Terms of Reference**

The Leader of the Council (Cllr Henderson) and the Head of Finance (Section 151 Officer) submitted a report on a proposed update of the Audit Committee's terms of reference to accord with best practice guidance issued by the Chartered Institute of Public Finance and Accountancy. The proposed revisions had been considered and supported by the Audit Committee at its meeting on 12 March 2019.

**Agreed** that the revised terms of reference for the Audit Committee, attached as Appendix 1 to the report, be approved and included as Article 7 in Part 2 of the Constitution, in place of the previous version.

**94 Notices of Motion**

None.

The meeting started at 7pm and finished at 8.30pm.

*NOTE: An audio recording of this meeting is available via the following link:*

<https://www.youtube.com/watch?v=E9FqkP49ko4>



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## Council Minutes

The minutes of the Council meeting held on Thursday, 16 May 2019 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

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### Councillors present:

The Mayor, Councillor A Turner and the Deputy Mayor, Councillor B Birch.

Councillors: I Amos, R Amos, Armstrong, Lady D Atkins, Sir R Atkins, Ballard, Baxter, Beavers, Berry, C Birch, Bowen, Bridge, Cartridge, Catterall, Collinson, Cropper, Ellison, Ellison, Fail, Fairbanks, George, Gerrard, Henderson, Holden, Ibison, Ingham, Kay, Le Marinel, Longton, McKay, Minto, O'Neill, Moon, Orme, Raynor, Robinson, Smith, Storzaker, Swales, S Turner, Matthew Vincent, Michael Vincent, D Walmsley, L Walmsley and Williams.

**Apologies:** Councillors C Leech, A Vincent and Webster.

### Officers present:

Garry Payne, Chief Executive  
Marianne Hesketh, Service Director Performance and Innovation  
Mark Billington, Service Director People and Places  
Emily Wareing, Engagement and Communications Officer  
Liesl Hadgraft, Head Business Support and Monitoring Officer  
Roy Saunders, Democratic Services and Scrutiny Manager  
Joanne Porter, Electoral Services and Information Governance Manager  
Andrea Mullin, Electoral and Civic Services Officer.

**Also present:** Honorary Aldermen David Bannister, Roger Brooks, May Gandhi, Norman Irish, Jean Mutch, Don Lawrenson and Keith Riley; County Councillors Alf Clempson, Matthew Salter and John Shedwick, the Mayor's Chaplain for 2018/19, Rev Canon John Hall and guests of the Mayor and the retiring Mayor.

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### 1        **Declarations of Interest**

None.

### 2        **Mayor's Charities 2018/19**

The Mayor for 2018/19 (Mrs M Anderton) referred briefly to the highlights of

her year of office as Mayor and thanked family members, Councillors and officers who had supported her.

She presented payments of £3,750 each to representatives of the Mayor's Charities for 2018/19, Trinity Hospice, Fleetwood RNLI and Fleetwood Museum Trust.

Representatives of each of the charities thanked the Mayor for 2018/19 for choosing their organisations as her charities and also thanked all those who had contributed donations throughout the year. They explained how the money presented to them would be spent by their respective organisations to benefit people in Wyre.

### **3 Presentation of the HMS Sheraton Trophy**

The Mayor for 2018/19 (Mrs M Anderton) presented the HMS Sheraton Trophy to Katie Ramsbottom, for her support for family members, Trinity Hospice and the wider local community during and after her Father's terminal illness and for her own outstanding sporting achievements.

### **4 Election of Mayor for 2019/2020 Municipal Year**

The Mayor for 2018/19 (Mrs M Anderton) invited nominations for the office of Mayor for the 2019/20 Municipal Year.

It was proposed by Councillor Ingham, seconded by Councillor Berry and **agreed** (unanimously), that Councillor Ann Turner be elected to the office of Mayor of the Borough of Wyre for the Municipal Year 2019/20.

The outgoing Mayor for 2018/19 (Mrs M Anderton) retired from the Chair which was then taken by Councillor Turner, who signed the declaration of acceptance of office.

Councillor A Turner thanked the Council for electing her as Mayor. She said it would be an honour and a privilege to serve the Borough in that role. She said that the Mayor's Charities for 2019/20 would be the Air Ambulance service and the local branch of the RSPCA.

### **5 Retiring Mayor**

Miss E Anderton made a brief speech thanking the retiring Mayor. Councillor Smith then formally proposed and Councillor Henderson seconded a vote of thanks to the retiring Mayor.

**Agreed** (unanimously) that the thanks of the Council be tendered to Mrs Marge Anderton for the valuable services which she had rendered to the Borough during her term of office as Mayor.

### **6 Mayor's Communications**

The Chief Executive said that a large number of cards had been received

from well-wishers congratulating Councillor Turner on her appointment as Mayor and he read out a few of the messages.

## **7 Election of the Leader of the Council**

Cllr Bowen proposed, Cllr Berry seconded and it was **agreed** (by 34 votes to 0 with 13 abstentions) that Cllr David Henderson be elected as Leader of the Council, in accordance with Article 9 of the Constitution, for the period until the Annual Meeting after the Council elections to be held in May 2023.

## **8 Cabinet Membership and Responsibilities**

The Leader of the Council (Councillor Henderson) and the Chief Executive submitted a report informing the Council of the membership of the Cabinet, the allocation of responsibilities and the appointment of a Deputy Leader.

**Agreed** (by 34 votes to 1 with, 12 abstentions):

1. That the appointment by the Leader of the Council of the following Members to the Cabinet, with the responsibilities listed below, be noted:
  - Cllr A Vincent - Resources Portfolio Holder;
  - Cllr Berry - Neighbourhood Services and Community Safety Portfolio Holder;
  - Cllr Bridge – Street Scene, Parks and Open Spaces Portfolio Holder;
  - Cllr Bowen - Leisure, Health and Community Engagement Portfolio Holder;
  - Cllr Michael Vincent - Planning and Economic Development Portfolio Holder;
2. That the designation of Councillor A Vincent as Deputy Leader of the Council be noted.
3. That the appointment of Councillor Kay as Lead Member for Children and Young People and Councillor Collinson as Lead Member for Older People be noted.

## **9 Appointments to Committees, Panels and Groups 2019/2020**

The Leader of the Council (Cllr Henderson) and the Chief Executive submitted a report on appointments to committees, panels and groups for the 2019/20 Council Year.

Councillor Henderson, when introducing the report, referred to an updated version of Appendices 1 and 2 of the report setting out the full list of

nominations for committee places received from each of the party groups, copies of which had been circulated to Members.

Councillor Henderson responded to comments made by Councillors Fail, Beavers and Michael Vincent about the way in which it was proposed that places on the four committees with fourteen members be allocated.

**Agreed** (by 37 votes to 0, with 10 abstentions):

1. That Committees be established and that Members be appointed to them, in accordance with the statutory political balance rules described in the report, as set out in Appendix 1 of these minutes.
2. That other Panels and Groups also be established and that Members be appointed to them, as set out in Appendix 2 of these minutes.
3. That the Lancashire Police and Crime Panel be reappointed as a Joint Committee of all 15 Councils in the Lancashire Police Force area and that Councillor Berry be nominated as Wyre's representative on it.

## **10 Appointments to Outside Bodies**

The Leader of the Council (Cllr Henderson) and the Chief Executive submitted a report on appointments to outside bodies for the period until the next elections in May 2023.

Councillor Henderson, when introducing the report, referred to an updated version of the Appendix 1 of the report setting out a full list of nominations received from each of the party groups.

**AGREED** that the nominees listed in column D of Appendix 3 to these minutes be appointed as the Council's representative on the organisations listed in column A of Appendix 3, for the period until the next elections in May 2023.

## **11 Election of Deputy Mayor for 2019/2020 Municipal Year**

The Mayor invited nominations for the appointment of Deputy Mayor for the 2019/20 Municipal Year.

It was proposed by Councillor Catterall, seconded by Councillor Berry and **agreed** (unanimously), that Councillor Barry Birch be appointed to the office of Deputy Mayor of the Borough of Wyre for the Municipal Year 2019/20.

Councillor B Birch thanked the Council and signed the declaration of acceptance of office.

The meeting started at 7.00 pm and finished at 8.10 pm.

Note: An audio recording of this meeting will be available on the Council's web site soon.



## Appendix 1 to Minutes of Annual Council Meeting 16 May 2019

### MEMBERSHIP OF COMMITTEES 2019/20

*(Membership of these Committees has to be politically balanced in accordance with the requirements of Section 15 of the Local Government and Housing Act 1989).*

#### OVERVIEW AND SCRUTINY COMMITTEE (14)

Conservative Councillors (11)	I Amos, R Amos, Ballard, C Birch, Collinson, Cropper, E Ellison, Ibison (Ch)*, Leech, Minto, Matthew Vincent (VCh)*
Labour Councillors (2)	Fail, Longton
UKIP Councillors (1)	O'Neill

#### AUDIT COMMITTEE (14)

Conservative Councillors (10)	R Amos, Cartridge, E Ellison, Holden, Ingham (VCh)*, McKay (Ch)*, Minto, Moon, L Walmsley, Webster
Labour Councillors (3)	George, Longton, Stirzaker
UKIP Councillors (1)	O'Neill

#### EMPLOYMENT AND APPEALS COMMITTEE (10)

Conservative Councillors (7)	R Amos (Ch)*, Lady D Atkins, Baxter, Collinson (VCh)*, P Ellison, Holden, Le Marinel
Labour Councillors (2)	Armstrong, George
UKIP Councillors (1)	Fairbanks

#### PLANNING COMMITTEE (14)

Conservative Councillors (11)	I Amos, R Amos, Lady D Atkins, Ballard (VCh)*, Catterall, Holden, Ingham, Le Marinel, Moon (Ch)*, Orme, D Walmsley
Labour Councillors (2)	Raynor, Stirzaker
UKIP Councillors (1)	Williams

#### LICENSING COMMITTEE (14)

Conservative Councillors (10)	Sir R Atkins, Baxter, C Birch, Cartridge (VCh)*, Kay, Leech, Robinson (Ch)*, S Turner, Matthew Vincent, Webster
Labour Councillors (3)	Armstrong, Smith, Swales

UKIP Councillors (1) Williams

**STANDARDS COMMITTEE (6)**

Conservative Councillors (4) Sir R Atkins, B Birch (VCh)\*, Catterall (Ch)\*, Orme

Labour Councillors (1) Beavers

UKIP Councillors (1) Gerrard

**SENIOR OFFICERS APPOINTMENTS COMMITTEE (4)**

Conservative Councillors (3) Bowen, Henderson, A Vincent

Labour Councillors (1) Fail

UKIP Councillors (0) None

**SENIOR OFFICERS DISCIPLINARY COMMITTEE (4)**

Conservative Councillors (3) Bowen, Henderson, A Vincent

Labour Councillor (1) Fail

UKIP Councillors (0) None

\* Nominations, subject to appointment at the first meeting of the Committee.

## **Appendix 2 to Minutes of Annual Council Meeting 16 May 2019**

### **MEMBERSHIP OF PANELS AND GROUPS 2019/20**

*(Section 15 of the Local Government and Housing Act 1989, relating to political balance arrangements, does not have to be applied to these Panels and Groups).*

#### **COUNCILLOR DEVELOPMENT GROUP** (12) + 1 Cabinet Member

A Cabinet Member	Henderson
Conservative Councillors (9)	I Amos, C Birch, Collinson, Cropper, P Ellison, Holden, Kay, S Turner, L Walmsley
Labour Councillors (2)	Raynor, Swales
UKIP Councillors (1)	Gerrard

#### **PLANNING POLICY GROUP** (12) + Vice-Chairman of Planning Committee

The Chairman of the Planning Committee	Moon *
Vice-Chairman of the Planning Committee	Ballard (Ch)*

Plus 12 Councillors (2 Councillors from each of the areas identified in the Local Plan, i.e. Fleetwood, Thornton, Cleveleys, Poulton, Rural East and Rural West) and including at least 2 opposition Councillors.

Conservative Councillors (9)	I Amos, Lady D Atkins, B Birch, Collinson, E Ellison, Ingham (VCh)*, S Turner, Le Marinel, D Walmsley
Labour Councillors (2)	Beavers, Fail
UKIP Councillors (1)	Fairbanks

The Planning and Economic Development Portfolio Holder to attend when invited for a particular issue.

\* Nominations, subject to appointment at the first meeting of the Group/Panel.

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## Appendix 3 to Minutes of Annual Council Meeting 16 May 2019

### Appointments to Other Bodies May 2019 – May 2023

<b>A</b> <b>Body/Organisation</b>	<b>B</b> <b>Previous Representatives</b>	<b>C</b> <b>No. of reps required</b>	<b>D</b> <b>Appointments made</b>
1. Baines Charity (Carleton Branch)	Councillor Ingham	1	Councillor Ingham
2. Baines Charity (Hardhorn Branch)	Councillor B Birch	1	Councillor B Birch
3. Baines Charity (Poulton Branch)	Councillors C Birch, Bowen and Ms Walthew	3	Councillor C Birch Councillor L Bowen Ms Walthew
4. Baines Charity (Thornton Branch)	Councillor Ingham	1	Councillor Minto
5. Blackpool, Wyre and Fylde Council for Voluntary Service (Board of Trustees)	Councillor A Turner	1	Councillor Ballard
6. Fielden Fleetwood Charity	Councillor M Anderton (Trustee) (Other Trustees: Mr. Lund, Mr. O'Neill, Miss E Anderton and R Newson)	1	Councillor George
7. Fleetwood Neighbourhood Watch Association	Councillor Shewan	1	Councillor Armstrong
8. Fylde Coast YMCA Leisure Management Partnership Group	Councillors Bowen, Kay, Smith and S Turner.	4	Councillor Bowen Councillor Cartridge Councillor S Turner Councillor Smith
9. Fylde, Lancaster and Wyre District Children's Partnership Board	Councillor Kay	1	Councillor Kay

<b>A</b> <b>Body/Organisation</b>	<b>B</b> <b>Previous Representatives</b>	<b>C</b> <b>No. of reps required</b>	<b>D</b> <b>Appointments made</b>
10. Forest of Bowland (AONB) Advisory Committee	Councillor Wilson	1	Councillor Ibison
11. Garstang Millennium Green Trust	Councillor Lady Atkins	1	Councillor Lady D Atkins
12. Garstang Sports and Social Club	Councillor Balmain	1	Councillor S Turner
13. Garstang Town Trust	Councillors Lady Atkins and Balmain	2	Councillor Lady D Atkins Councillor Leech
14. Joint Lancashire Health Scrutiny Committee	Cllr Robinson (representing both Wyre and Fylde BC's)	1 (shared with Fylde BC)	Councillor Robinson
15. Lancashire County Council –Health Scrutiny Committee	Councillor Robinson	1	Councillor Robinson
16. Lancashire Network of Armed Services Champions	Terry Rogers	1	Councillor Kay
17. Lancashire West Citizens Advice Bureaux		1	Councillor P Ellison
18. Local Government Association	Councillor Henderson Councillor A Vincent Councillors Berry and a Labour representative	3*	Councillor Henderson Councillor Sir R Atkins Councillor Fail
19. N-Vision	Councillor Hodgkinson	1	Councillor Henderson

(\* Reduced from 4 LGA Urban and Rural Commissions previously referred to have been abolished).

<b>A Body/Organisation</b>	<b>B Previous Representatives</b>	<b>C No. of reps required</b>	<b>D Appointments made</b>
20. North West Design and Heritage Member Champions Network	Councillor Greenhough	1	Councillor E Ellison
21. North West of England and Isle of Man Reserve Forces and Cadet Association	Terry Rogers	1	Councillor Kay
22. North West Local Authorities, Employers' Organisation	Councillor Lynn Walmsley	1	Councillor L Walmsley
23. Poulton Partnership	Councillor B Birch, (Councillor Henderson also attends)	1	Councillor McKay
24. Poulton, Thornton-Cleveleys Neighbourhood Watch Association	Councillor McKay	1	Councillor McKay
25. Preesall and Knott End Youth and Community Association	Councillors Moon and V. Taylor	2	Councillor Moon Councillor Cropper
26. Thornton Baines' Endowed School, Board of Trustees	Councillors Jones and Matthew Vincent and County Councillor J Shedwick.	2	Councillor Minto Councillor Matthew Vincent
27. Volunteer Centre Blackpool, Wyre and Fylde.	Councillor Ormrod	1	Councillor Orme
28. Wyre Borough Council/ Regenda Partnership Group	Councillors Balmain, Bowen, and Beavers	3	Councillor Bowen To be advised Councillor Beavers

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Report of:	To:	Date
Councillor David Henderson, Leader of the Council	Council	11 July, 2019

**Executive Report: Leader of the Council**

**1. Purpose of report**

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

**2. Lancashire District and Lancashire Leaders and Chief Executives Meetings 5 June 2019**

**2.1** Since my last Executive report local elections have been held across Lancashire resulting in changes in the political control of some Lancashire District Councils and as a consequence new Leaders have been elected and in June we came together to meet as District Leaders followed by Lancashire Leaders (Districts, Unitaries and County) .

**2.2** At the Lancashire District Leaders meeting Cllr Stephen Atkins (Leader Ribble Valley) and Cllr Alyson Barnes (Leader Rossendale) were appointed as the Lancashire District Council representatives on the Lancashire Local Enterprise Partnership (LEP).

**2.3** In my Executive report presented in April I made reference to a proposal by East Lancashire Authorities (namely Blackburn (Unitary Council) and Burnley, Pendle and Rossendale (District Councils)) to form one Unitary Authority. At that time neither Ribble Valley nor Hyndburn had made a commitment to be part of an East Lancashire Unitary Authority. Interestingly, following the local election results, Pendle have announced that they no longer wish to take part in discussions on a proposal to form a Unitary Authority for East Lancashire. In my opinion the formation of an East Lancashire Unitary Authority would have implications for the County Council and I will keep Members up to date on this matter.

**2.4** At Lancashire Leaders we received a series of briefings including:

Air Quality: Air Pollution and Health

**2.5** Each year in the UK approximately 28,000 to 36,000 deaths are attributable to poor air quality. Short term effects include coughing, wheezing and exacerbations of asthma and chronic bronchitis. Long term effects include an increased risk of cardiovascular disease, respiratory conditions and lung cancer and emerging links to dementia.

Children, the elderly and those suffering with a pre-existing chronic condition are more likely to be effected.

- 2.6** In Lancashire at 4.2% Hyndburn has the highest percentage of adult mortality attributable to poor air quality. Fylde along with ourselves at 3.3% have the lowest percentage mortality rate in Lancashire. The County Council, is however, taking action including embedding air quality objectives in plans and policies such as the Local Transport Plan and Local Cycling and Walking infrastructure plans. In addition 150 electric vehicle charging points are being installed on the highway across the county and installation has started in Wyre with points installed on Blackpool Old Road, Poulton, Cleveleys and Fleetwood.
- 2.7** In our Business Plan, under the heading Place we have committed to collaborate with our Partners to respond to climate change issues, including reducing flood risk across Wyre and we are currently developing a Climate Change Action Plan that will cover a wide range of issues and the Plan will be brought before a future meeting of full Council.
- 2.8** We received a very detailed presentation on the Lancashire Urgent Mental Health Pathway Review from Caroline Donovan Chief Executive Lancashire Care NHS Foundation Trust and Andrew Bennett Director of Commissioning Healthier Lancashire and South Cumbria. A copy of the report can be downloaded at [www.healthierlsc.co.uk/MentalHealth](http://www.healthierlsc.co.uk/MentalHealth) but the summary of findings in the report are as follows:
- Investment levels on mental health services vary across the different localities of Lancashire.
  - Commissioners express concerns about the value for money returned from previous investments in mental health services.
  - Demand has risen in recent years – a lack of comprehensive community-based services is leading to many people accessing care via A&E departments.
  - People are experiencing long waits for care in inappropriate circumstances in Lancashire.
  - Models of care and care pathways need to be reviewed urgently.
  - Poor relationships between statutory organisations have inhibited improvement across the system and need to be reset.
- 2.9** The Foundation Trust has developed an Action Plan with a series of urgent changes with a significant number of actions to be implemented by the Autumn 2019.
- 2.10** We also received a presentation on a proposal to develop a Greater Lancashire Plan the purpose being to re-position Lancashire by creating a single coherent narrative and foundation for continuous engagement with Government and communities providing a strategic and integrated approach, driven by independent analysis and challenge. A collaborative Officer working group has been established and Marianne Hesketh, Service Director Performance and Innovation is our representative on the Group. The Group has a clear remit:

- To sense-check the proposition and overall programme.
- To agree scope of work, help shape the brief (s) for commissions, help shape the Independent Panel and help advise CEOs and Leaders.
- To advise on any early steers on the deep dive independent policy commissions.

**2.11** There will be a cost to develop a Greater Lancashire Plan and Leaders will consider a detailed business case when Lancashire Leaders next meet and I will in due course bring the matter back to full Council.

### **3. Blackpool, Fylde and Wyre Economic Prosperity Board 4th June 2019**

**3.1** At the meeting of the Blackpool, Fylde and Wyre Economic Prosperity Board I was appointed Chairman with Cllr Sue Fazackerley (Fylde) appointed Vice Chairman.

**3.2** At the meeting updates were presented on the progress of both the Blackpool and Hillhouse Enterprise Zones both of which are generating jobs and growth.

**3.3** The main topic of discussion was the Government requirement for Local Enterprise Partnership (LEP) to develop a Local Industrial Strategy (LIS). The first LIS's were agreed with Government by March 2019. These are the so called 3 "Trailblazer" areas which include the Greater Manchester and West Midlands Combined Authorities and Oxford-Milton Keynes-Cambridge Growth Corridor area.

**3.4** The Lancashire LEP has been formally approached by Government and are now required to have a LIS in place by early 2020.

**3.5** Lancashire LEP have commissioned Steer economic development who have produced a working draft evidence base for the LIS and our officers will be providing feedback. As development on the LIS progresses either I or Cllr Michael Vincent, Cabinet Member for Planning and Economic Development, will provide detailed updates.

### **4. Activities**

**4.1** On the 10 June I accompanied a number of Members on a tour of the Borough and on the 13 June my views and support for the Love Lancashire Campaign Launch were aired on BBC Radio Lancashire. On the 24 June I accompanied Madam Mayor at the armed Forces Day Flag Raising Ceremony here at the Civic Centre.

### **5. Comments and Questions**

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

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Report of:	To:	Date
Councillor Alan Vincent, Resources Portfolio Holder and Deputy Leader	Council	11 July 2019

<b>Executive Report: Resources Portfolio Holder</b>
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## 1. Purpose of report

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

## 2. Finance

- 2.1 The final accounts for 2018/19 are due to be agreed by the Audit Committee at their meeting on 30 July. Revenue slippage continues to grow year on year and in relation to 2018/19 the value (net of reserve funding) is £1,369,060. As this expenditure still needs to be incurred, the saving is returned to balances to be spent in 2019/20 resulting in a contribution to balances of £1,369,060.
- 2.2 In summary, **additional income** from planning fees and new burdens grant, summons fees, minor adaptations, public conveniences, cemeteries and interest totals £476,920. **Savings** in employee costs, audit, risk and insurance, tools and equipment, pension prepayment, advertising and promotions budgets total £255,200. These positive variances have been used to compensate for **reduced income** on car parking fees and rent allowances – in total unbudgeted costs of £141,300.
- 2.3 The net savings of £590,820 together with other miscellaneous under spends of £205,600 have been used to top up the Capital Investment Reserve by £211,420 and the Vehicle Replacement Reserve by £585,000. This approach reflects a recognition of the need to invest in our own assets and the council's ongoing commitment to spend to save schemes.
- 2.4 When you consider that our gross expenditure on services for last year was £56m, a net saving of £796,420 equates to 1.4%.

### **3. Human Resources**

- 3.1** Employee sickness absence figures for the year ending March 2019 were 6.54 days per full time equivalent. This is an improvement compared to last year's performance which was 7.76 days and is the lowest it has been for a couple of years owing to a decrease in both short and long term absences.
- 3.2** In comparison to the other councils within Lancashire we have the second lowest absence rate.

### **4. ICT / Digital Transformation**

- 4.1** The roll-out of tablet devices to councillors is well under way. The initial trial period has been useful to help identify any teething problems with the configuration and set up of the devices. Some improvements have already been made and arrangements are being put in place to deal with any other issues which arise. Initial feedback has been very positive. A few meetings have now been held using the tablets and the Modern.gov app, although, for this cycle of meetings, paper copies are still being distributed. Again this has been useful to identify any technical and practical issues so that they can be addressed. Officers remain confident that, by the next cycle of meetings, paperless meetings will be operating smoothly. In the meantime, if you have any issues with your tablet device, please speak to Democratic Services or the ICT Service Desk who are happy to help.
- 4.2** On 2 July, we were pleased to welcome a new Head of ICT. This post is a shared role with Lancaster City Council and they will be responsible for shaping and delivering the ICT strategy across both councils.

### **5. Asset management**

- 5.1** On 24 June 2019, lift repair works commenced at Thornton Leisure Centre which involves replacement of the lift control panel, lift positioning system, shaft switches, re-wire and car and landing pushes.
- 5.2** Works at Garstang Pool are due to be completed by mid July. The works include new entrance doors, new reception counter, new flooring, new ceiling and decoration.
- 5.3** A structural condition survey at Fleetwood Leisure Centre has been carried out by SOCOTEC. We are currently awaiting a detailed report but the initial feedback did not indicate any major issues.

### **6. Comments and questions**

- 6.1** In accordance with procedure rule 10.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 10.5.



Report of:	To:	Date
Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	Council	11 July 2019

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

### 1. Purpose of report

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

### 2. Parks and Open Spaces

- 2.1 Memorial Park has hosted a range of activities including a circus skills workshop and craft sessions for children. As part of a health and wellbeing project, artist Lisa Wighman delivered sessions with adults to make clay 'time capsule' tiles and information signs for the demonstration garden. The park was also host to outdoor cinema screenings on the 29 June which was part funded by a grant awarded to the friends group from Fleetwood Town Council.
- 2.2 Ornamental and wildflower meadows have been sown at Tithebarn Park, Memorial Park, Jubilee Gardens, Vicarage Park and the junction of Broadway this spring to improve biodiversity and make the spaces more appealing for visitors.
- 2.3 The final phase of the refurbishment of the playground on Jean Stansfield Memorial Park in Poulton is complete and I was pleased to attend the opening event with the Mayor and Leader on the 5 May. The £64,000 project was funded by the council, fundraising by the friends group and grants awarded by the Lancashire Environment Fund and Tesco Bags for Life scheme.
- 2.4 Great outdoor activities in the parks and open spaces have included health walks at Stanah, Fleetwood and Cleveleys, numerous beach cleans along the coastline, Spring Bird Watch at Rossall Point Tower, Great Egg Case Hunt at Fleetwood and Cleveleys beaches and Creepy Crawlies at the Wyre Estuary Country Park. These activities provide an excellent engagement opportunity where the rangers and volunteer leaders can share knowledge of the great open spaces in Wyre and encourage people to take part in volunteering.

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

- 3.1** Lancashire County Council (LCC) have indicated that they are seeking to extend the mix of recyclable plastics that they can handle through their recycling facility for kerbside collected material. I understand that this will be dependent on changes to the sorting facility to be able to accommodate and separate the additional plastics such as pots, tubs and trays and only if they can secure markets for these materials that are viable in the long term and do not cost more than landfill. This has been reported in the media and positively received by the public but Wyre Council will only be able communicate this change and accept these materials when formal notification is received from LCC.
- 3.2** The Bin Amnesty Project is coming towards the end of the cycle, with only two collection rounds to be completed; this ensures every property in the borough adheres to the waste policy. The Policy is for one single grey bin per property to encourage waste diversion and recycling. Criteria is applied to assist those householders with specific needs.

### **4. Street Scene**

- 4.1** The replacement mid-size road sweeper has arrived and once again a positive response has been received from residents to give it a name; Janet Sweep Porter – even making national television.
- 4.2** Officers have been working with Groundwork Cheshire, Lancashire and Merseyside to undertake engagement activities in Fleetwood. The purpose being to connect with residents and encourage people to come forward and champion a change in their alley as part of the Love where you Live, beautiful back alley project. This follows on from the funding the council secured via Hubbub as reported previously.
- 4.3** Officers developed a new initiative with established groups, such as the Wyre in Bloom network to set-up community groups for litter picking events during the National Spring Clean event and to encourage on going activity and adoption of local areas all year round. During the national event an additional 13 litter picks took place, with 315 volunteers collecting 85 bags of rubbish.
- 4.4** All services are committed to support the ‘In Bloom’ groups with the judging schedule for early July and then in August for National judging and I wish all the entrants the best of luck in the competition.
- 4.5** The pilot environmental enforcement project continues, in the second quarter of operations (Feb - April):
- Total Fixed Penalty Notices (FPN) issued: 1,321
    - 1,263 for depositing litter.
    - 34 for Public Space Protection Order dog offences.
    - 24 Cancelled.
  - 107 Formal Representations seeking a review of FPNs issued were received, with 87 rejected and 20 accepted.
  - To date 150 cases have progressed to Court through the single Justice System:
    - 1 x not guilty



- 1 x Case Adjourned
- 88 x Guilty in Absence
- 10 x Guilty by Post
- Awaiting results of 50 cases.

- Resulting income to the council from FPN this period: £10,104

FPN issued by area:

Area	FPN issued by area	%
Bilsborrow	1	<1
Fleetwood	559	43
Garstang	84	6
Hambleton	6	<1
Poulton-le-Fylde & Carleton	83	6
Preesall & Knott End	12	1
Thornton-Cleveleys	552	43
	1,297*	

\*(excludes cancelled FPNs)

Officer Hours Patrolled by Area

Area	Patrolling Hours	%
Bilsborrow	17	1
Calder Vale, Bleasdale, Bonds, Bowgreave, Catterall	36	2
Churchtown	6	<1
Cloughton	1	<1
Dolphinholme	11	1
Fleetwood	477	23
Forton	5	<1
Garstang	252	12
Great Eccleston	11	1
Hambleton	13	1
Inskip	2	<1
Nateby	1	<1
Out Rawcliffe	1	<1
Pilling	4	<1
Poulton-le-Fylde & Carleton	374	18
Preesall & Knott End	95	5
Scorton	9	<1
St Michaels on Wyre	19	1
Thornton – Cleveleys	735	35
Winmarleigh	6	<1

## **6. Comments and questions**

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

dems/cou/cr/19/1107 Street Scene



Report of:	To:	Date
Councillor Michael Vincent, Planning and Economic Development Portfolio Holder	Council	11 July 2019

## Executive Report: Planning and Economic Development

### 1. Purpose of report

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

### 2. Hillhouse Enterprise Zone (EZ)

- 2.1 The Hillhouse Technology Enterprise Zone Masterplan has been submitted to the Lancashire Local Enterprise Partnership Enterprise Zone Governance Committee following which the masterplan will be submitted to the Ministry of Housing, Communities and Local Government (MHCLG). In addition work is continuing on the Implementation Plan.
- 2.2 A draft Marketing Strategy for Hillhouse Enterprise Zone has been prepared in-house and will be circulated shortly. As part of the marketing strategy a local drone videographer has been commissioned and the video will be used to promote development and growth opportunities at the site.
- 2.3 The second newsletter was sent out to all EZ businesses on the 24 May and new signage erected along the entrance road and at the Gatehouse with a third (subject to advertisement consent being granted) to be erected at the junction with Bourne Way/Fleetwood Road North.
- 2.4 RT Hon Lord Henley (Parliamentary Under-Secretary of State at the Department for Business, Energy and Industrial Strategy) visited Hillhouse on 17 May. The visit included a tour of the facilities at Victrex PLC and a round table discussion with council officers and other representatives from across Lancashire led by the interim CEO of the Lancashire Enterprise Partnership, Andrew Patterner. It was promising to hear that they support the development of the Local Industrial Strategy and that they recognise Hillhouse EZ and Wyre as a fundamental part of developing that. We lobbied for an extension to the current fiscal benefits available to businesses on the EZ, and he was really interested to hear about our successes so far. We felt it was a worthwhile visit and certainly put the EZ and Wyre on their radar.

- 2.5** The Hillhouse and Blackpool EZ teams visited Kingmoor EZ in Carlisle to share best practice and discuss similar challenges. The visit was very informative and a positive relationship has been made with Kingmoor EZ. The session was also attended by representatives from the Department for Business, Energy and Industrial Strategy and also the CEO of Cumbria LEP. The team at Kingmoor are visiting the Lancashire EZ's in the summer.

### **3. Business support**

- 3.1** The Steering Group for Wyred Up is now well established and for the first 12 months will be chaired by our Chief Executive Garry Payne. The steering group reflects 4 key themes Housing, Economy, Education and Skills, and Community Health and Wellbeing.
- 3.2** Wyred Up will continue as a business networking group, and four focused events will take place throughout the year reflecting the four key themes. In addition other business events will take place with the next event being Accelerating Wyre on 26 September 2019.

### **4. Coastal Community Funds (CCF)**

- 4.1** A launch event for the Access Fylde Coast project took place on 24 April at the Spanish Hall, Winter Gardens and was hailed as a great success. Lucy Meacock of Granada reports was the host and the event included a performance from Lee Ridley 'The Lost Voice' winner of Britain's Got Talent 2018. Blackpool Transport demonstrated the enhanced disability app, and our Harmony and Health singing group performed a finale song. Events in Wyre include 'Illabilities', an International breakdance crew of differently-abled dancers, who will perform at Cleveleys Plaza 13 July and Dame Evelyn Glennie a Scottish virtuoso percussionist will perform at the Marine Hall on 12 October.
- 4.2** The Fleetwood Coastal Community Fund Projects are going well. Marketplace at NABMA (National Association of British Market Authorities) have been procured to undertake a Detailed Health Check; Customer and Trader Surveys; Management Audit and Footfall Counting.

### **6. Planning policy**

#### **Local Plan**

- 6.1** The Great Eccleston Masterplan relates to the village extension as proposed in the Local Plan and will be considered by Cabinet in September.
- 6.2** Officers are working pro-actively with developers and landowners on other masterplans for allocations at Forton, Poulton-le-Fylde (Blackpool Road), Garstang (Cockerham Road) and Thornton (Lambs Road).
- 6.3** Officers are working on producing an Annual Position Statement (APS) in relation to the five year housing land supply and the APS will be submitted to the Planning Inspectorate for confirmation that the Council can demonstrate a five year land supply for the year 1 November 2019 to 31 October 2020.

**7. Comments and questions**

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

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Report of:	To:	Date
Councillor Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder	Council	11 July 2019

**Executive Report: Neighbourhood Services and Community Safety Portfolio Holder**

**1. Purpose of report**

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

**2. Community Safety**

**Cyber-crime**

- 2.1** Cyber-crime is on the increase and can be undertaken from anywhere in the world. For small and medium-sized enterprises there is a 50% chance that they will experience a cyber security breach. These breaches can often cost in the region of £1,400. The National Cyber Security Centre, part of GCHQ, has produced a useful guide – The Cyber Security-Small Business Guide. The aim of the guide is to make it easy for people to understand how to protect their information and IT systems against cyber-attack. The Guide is available on our Business Support web page at [http://www.wyre.gov.uk/info/200358/business\\_support\\_and\\_advice/929/business\\_support\\_in\\_wyre](http://www.wyre.gov.uk/info/200358/business_support_and_advice/929/business_support_in_wyre) and will be publicised through the Wyred Up Business Forum. I strongly recommend that every business obtains a copy of this guide and implements the recommendations made, it could save them a lot of money.

**Victim Services Update**

- 2.2** Victim Services received a total of 1,146 referrals for Wyre during 2018-19 with 840 valid cases accepted into the service. Of these 152 received a brief intervention and 244 a longer term intervention.

### **3. Housing**

#### **Disabled Facilities Grant Delivery 2018/19**

- 3.1** Delivery on Disabled Facilities Grants in 2018/19 reached its highest level for over ten years. With increased funding from the Better Care Fund, additional funding from The Ministry of Housing, Communities and Local Government in January, improving referral rates from Lancashire County Council Occupational Therapists and supported by a new joint project with community nursing teams that now sees high priority cases referred directly to us, we completed 324 adaptations to a value of almost £2.4m. The highest delivery statistics for adaptations in Lancashire.
- 3.2** The adaptations delivered substantial benefits for the residents involved and their carers and included: 227 bathroom adaptations, 53 stairlifts, 48 ramps/step adaptations, 22 ceiling track hoists, 14 wash/dry toilets, 3 ground floor toilets, 2 through floor lifts, 3 ground floor extensions and 7 alterations to layout.

#### **Rapid Rehousing Pathway Funding Award**

- 3.3** Our Housing Options Team have been successful in a joint bid along with Fylde and Lancaster Council's for Ministry of Housing, Communities and Local Government (MHCLG) Rapid Rehousing Pathway funding. The MHCLG Rough Sleeping Strategy, published in August 2018 set out a plan to meet a commitment to halve rough sleeping by 2022, and end it by 2027.
- 3.4** The Rapid Rehousing Pathway was launched as part of the Rough Sleeping Strategy. The pathway brings together four policy elements (Somewhere Safe to Stay, Supported Lettings, Navigators and Local Lettings Agencies) that will help rough sleepers, and those at risk of rough sleeping, to access the support and settled housing they need to leave the streets for good. This round is for all four elements of the pathway and will increase the provision available for rough sleepers, and those at risk of sleeping rough, in 108 areas across the country. We have been awarded £30,000 to employ a full time navigator who will develop relationships with and help people who sleep rough and are at risk of rough sleeping to access appropriate local services, get off the streets and into settled accommodation. We plan that our navigator will work with a range of multidisciplinary teams and provide both navigation and co-ordination support, using strong local relationships, expertise and collective working.

### **4. Wyre Beach Management Scheme**

- 4.1** The development of the studies required to produce an outline business case to the Environment Agency are ahead of programme. An environmental interest's consultation meeting on 16 May 2019 was well received with general agreement with the proposed options and the objectives proposed. Pre development discussions have taken place with Natural England. The requirement for Habitat Impact Assessments and further studies were discussed. Contractor Volker Stevin has been



appointed and has produced an initial estimate for the works. They will also provide buildability and assistance with the future approvals process. Detailed topographic surveys have been undertaken of the area by the in-house team. The Marine Management Organisation are reviewing the proposed options and will provide feedback shortly. The Coastwatchers' consultation and citizen's science initiative has been launched and a scheme website is being developed. Plans for a further radar at Cleveleys are being developed.

- 4.2** The scheme remains on track for a commencement date in spring/summer 2020.

## **5. Flood Forum**

- 5.1** A well-attended flood forum meeting took place on 13 June. A presentation was provided by United Utilities on Sustainable Urban Drainage systems (SUDs). A presentation on the Local Plan and general planning enforcement was well received by members.
- 5.2** A response has been made to the Environment Agency's consultation on the National Flood and Coastal Erosion Risk Management Strategy. The strategy looks at new and innovative methods of creating resilient places and climate change champions. Members of the group have been involved throughout the strategy's development which is the result of over two years of collaboration between a wide range of flood risk management organisations and infrastructure providers. It is hoped the strategy will form the masterplan for the wider management of water as well as providing essential information on flood risk management and methodologies to adapt to a changing environment.
- 5.3** Wyre's leaflet on building community resilience and achieving effective action during a flood event was discussed and distributed.
- 5.4** The forum continues to support communities and brings partner agencies together to effect positive change.

## **6. Comments and questions**

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

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Report of:	To:	Date
Councillor Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder	Council	11 July 2019

<b>Executive Report: Leisure, Health and Community Engagement Portfolio Holder</b>
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## 1. Purpose of report

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

## 2. Environmental Health

### Food Safety

- 2.1 The Food Safety Team have submitted their annual data return to the Food Standards Agency and I am pleased to report excellent results. At the time of the return there were 1,120 food businesses operating within Wyre and I am pleased to advise that 96% of those businesses were considered to be broadly compliant with food hygiene legislation. The 4% of non-compliant premises will remain a focus for graduated enforcement action with the aim of improving compliance.

### Health and Safety

- 2.2 Health and safety enforcement agencies are now directed to a risk based approach based on targeted enforcement. As an enforcement agency we are provided with a list of national priorities and a list of specific activities in defined sectors that are suitable for targeting for proactive inspection.
- 2.3 The HSE priorities we will be concentrating on this year are: animal visitor centres (due to the risk of infection from E.coli 0157); responding to complaints, incidents and RIDDOR notifications; beverage gases in the hospitality industry (awareness raising on securing bottles, trained operators and means of escape); gas safety in catering premises; inflatable amusement device safety and manual handling in the care sector.
- 2.4 During 2018/19 I can report that we: issued two prohibition notices, which prevented defective equipment being used until they were either repaired or replaced; successfully prosecuted a company for health and safety breaches following a RIDDOR reportable incident; investigated

45 accidents, 33 health and safety related complaints and undertook a further 26 pro-active inspections.

### **Environmental Protection**

- 2.5** The 2019 draft air quality annual status report has been produced and will soon be submitted to the Department for Environment, Food and Rural Affairs for approval. I am pleased to report that initial findings indicate that EU targets for Nitrogen Dioxide have not been exceeded anywhere within the Borough. In the next few years we expect the electric car infrastructure to increase within the Borough and this should have a further positive impact on air quality as more and more people make the switch to electric cars.

## **3. Arts and events**

### **Garstang Scarecrow Festival – Towpath Project**

- 3.1** Local artists were recently commissioned to work with patients and community at Over Wyre Medical Centre and Garstang Library on a Towpath Project to design and build scarecrows along an arts trail on the canal during the increasingly popular Garstang Scarecrow Festival. Engagement with the community was fantastic in the lead up to the event held from 5 July to 7 July.

## **4. Community Engagement**

### **Alley Transformation Projects**

- 4.1** We are working with partners to progress a number of community development projects around the transformation of alleyways and residents are being invited to refer their alleys. A resident led pilot transformation is underway in the Pharos Ward of Fleetwood, with the support of Fleetwood Town Council, and is due to be part of the In Bloom entry this year for the town. The alley project has generated a lot of interest with one of our Facebook posts reaching close to 14,000 people and over 4,000 interactive engagements.
- 4.2** The success of this pilot scheme has generated lots of positive feedback and a number of referrals for further potential schemes via the Love Where You Live, Beautiful Back Alley Project.

## **5. Leisure and Sports Development**

### **Football Facilities Initiative**

- 5.1** As part of a national programme with Sport England we are working with the Football Association and consultants KKP to audit the Borough's grass, 3G and 4G football pitches and changing rooms. We will be working with partners to identify where it is considered the priority sites are and where it is considered investment is needed.

## **6. Tourism and visitor services**

- 6.1** Marsh Mill opened its doors for the 2019 season from Easter and is currently open at the weekends. There are seven special thematic events this year when the sails turn. The next is on 13 and 14 July when there will be an artisan bread tasting event in conjunction with award winning Twelve Restaurant. Twenty Cubs visited us on 8 July and the U3A are bringing a group on 15 July. Promotion continues on both [www.discoverwyre.co.uk](http://www.discoverwyre.co.uk) and a poster bus stop campaign to raise awareness of visits to the Mill. Work is ongoing to plan Marsh Mill Heritage Open Days in September and the 225th Birthday Party Event in October 2019
- 6.2** Radio promotion for Wyre has been particularly strong this period with regular slots on Radio Wave promoting things to see and do in Cleveleys and Fleetwood (focussing on events and attractions) as well as coastal and rural coverage on BBC Radio Lancashire.
- 6.3** The Visit Garstang Centre is hosting its annual 'Summer Shop' on 25 July, promoting and selling local artists' arts and crafts as well as promoting the things to see and do in Wyre.

## **7. Comments and questions**

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

dems/cou/cr/19/1107 Leisure

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Report of:	Meeting	Date
The Leader of the Council (Councillor Henderson) and the Chief Executive (Garry Payne)	Council	11 July 2019

<b>Wyre Councillors Code of Conduct: Review</b>
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**1. Purpose of report**

- 1.1 To enable proposed changes to the Councillors Code of Conduct to be considered.

**2. Outcomes**

- 2.1 More robust ethical standards.

**3. Recommendations**

- 3.1 That the amendments to the Code of Conduct proposed by the Standards Committee, set out in Appendix 1, be approved.
- 3.2 That the revised Code of Conduct be adopted with effect from 11 July 2019 and included in 5.01 of the Constitution, in place of the current version.

**4. Background**

- 4.1 On 15 November 2018 the Standards Committee decided to set up a Working Group to review Wyre's Code of Conduct for Councillors. The issues considered by the Working Group, the conclusions reached and the Standards Committee's endorsement of its recommendations are explained below.

**5. Key issues and proposals**

- 5.1 The Working Group, which comprised Councillors Ingham (Chairman), Ellison (Vice-Chairman), Lady Atkins, Moon, Raynor, Shewan and Matthew Vincent met on two occasions. It was advised by Liesl Hadgraft (Head of Business Support and Monitoring Officer) Mary Grimshaw

(Senior Solicitor and Deputy Monitoring Officer) and Roy Saunders (Democratic Services and Scrutiny Manager). The Group was provided with a comprehensive set of background information, including:

- all the Council's current codes, protocols and procedures;
- relevant legislation and government guidance;
- information about codes of conduct from other councils.

**5.2** At the first meeting Liesl Hadgraft explained the rationale for setting up the Group. She advised that the Localism Act 2011 had made significant changes to the standards regime for local authorities. The Standards Board for England and the previous national code of conduct had been abolished, with control given back to local authorities but, the sanctions which could be imposed for breaches of the code had been significantly diluted. When the provisions in the Localism Act were implemented in 2012, Wyre Council had chosen to adopt a shortened version of the code, requiring councillors to meet the minimum requirements specified in the Act, i.e. to have regard to the general principles set out - selflessness, integrity, objectivity, accountability, openness, honesty and leadership - and to comply with the statutory requirements for registering and declaring interests. As it had been six years since Wyre's current code had been introduced and, given some of the recent cases that had come to her attention as Monitoring Officer, it was timely for a review to be undertaken.

**5.3** Mrs Hadgraft pointed out that a number of additional behaviours which had been included in the old pre-Localism Act national code and which had subsequently been replicated by many other councils in their own codes, but which had not, up to now, been included in Wyre's Code, had been listed in a report submitted to the Standards Committee on 15 November 2018. The Group therefore started by considering which of those behaviours it might want to recommend be incorporated in a revised Wyre Code and to also identify any other aspects of the code it wanted to review.

**5.4** Following a discussion, the Working Party agreed:

1. That, despite the Group's concern that the main problem with the current Code was the lack of effective sanctions to deter or punish breaches, to note that it was not possible for the Group to recommend or the Council to introduce additional sanctions, until further legislation was passed.
2. That the Group's review should focus on possible revisions to Wyre's Code of Conduct, including:
  - (a) The re-introduction of the following commitments included in the pre-Localism Act Code:
    - *to uphold the law;*
    - *to have respect for the law;*
    - *to have regard, when reaching decisions to the advice of the*



*Monitoring Officer or Chief Financial Officer;*

- *to not bully any person;*
- *to not intimidate or attempt to intimidate any person who is likely to be a complainant, or witness etc.;*
- *to not disclose confidential information except in certain specified situations (e.g. with consent or if required by law to do so);*
- *to not bring their office into disrepute.*

(b) Notwithstanding the obvious need for the specific circumstances of each case to be considered on its merits, the provision of additional guidance to Councillors, either by including a glossary defining key terms used in the Code (such as “bullying” or “intimidation”) and/or by giving examples of the type of behaviours, which were likely to be judged to be a breach of the Code.

(c) References in the Code of Conduct about the registration and declaration of pecuniary (financial) and non-pecuniary (non-financial) interests being clarified.

(d) The provision of clearer guidance to councillors on the declaration of interests at meetings and also on the requirement to register their interests within 28 days of their election and following any changes.

3. That the officers be requested to submit draft amendments to Wyre’s Code of Conduct, covering all the points listed in paragraphs (1) and (2) above, for consideration at the next meeting of the Group.

4. Not, at this stage, to consider any major changes to the process for dealing with alleged breaches of the Code, which it was noted had been updated more recently than the Code.

**5.5** At its second meeting on 7 February 2019 the Working Group considered possible amendments to Wyre’s Code of Conduct, submitted by the Monitoring Officer, which reflected the issues which had been identified and the points which had been raised by the Working Group at its previous meeting.

**5.6** Mrs Hadgraft explained that, as directed by the Working Group, the amendments included a number of additional behavioural criteria which were not used in Wyre’s current Code, as well as clarifying and simplifying a number of points. In carrying out this task, a number of codes of conduct from other Councils and best practice guidance published by Bevan Brittan Solicitors had been looked at.

**5.7** The rationale for each of the proposed changes was as follows:

## Part 1: General Provisions and Obligations

### Para 1.2

When a complaint about a councillor was received, one of the first tests that had to be applied was whether the member concerned was acting in his/her capacity as a member. This was often a grey area, with a difference in what the member believed and what the member of the public perceived. This paragraph had therefore been expanded to provide more clarity.

### Para's 1.2 (a) to (e)

These were new behavioural elements that had not been included when the current Code had been agreed.

Paragraphs (a) and (b) dealt with "respect" in general and also, more specifically, with regards to the law.

Paragraph (c) dealt with advice given to members by officers of the Council. This was important as it would act as a reminder that the advice given by officers, particularly when they were acting in accordance with their statutory duties, should be seriously considered and that, if their advice was not followed, the reasons for not doing so needed to be clear. At the last meeting of the Group there had been some concern as to how "due regard" could be demonstrated. If due regard had been given by a member they would be able to provide a clear rationale as to why the officer advice had not been taken, and they would be able to provide an understanding of the consequences of coming to their decision.

Paragraph (d) dealt with bullying. Rather than doing so in a separate section, it was proposed that intimidation also be included here, as it was felt that these two issues were closely linked. There had been some detailed discussion at the last meeting about what amounted to bullying and it had been suggested that a definition should be included in the Code. An explanation of bullying/intimidation had therefore been included at the end of Part 1 of the amended Code. This has been compiled having considered a dictionary definition and examples used in other council's codes. For clarity, also included in the last three lines, was a statement of what bullying was not - relating specifically to the political arena. She said it was important that this was highlighted to avoid numerous spurious complaints.

Paragraph (e) had been amended to provide further clarity on public speaking and the need to make sure that it was made clear that views shared were those of the individual member and not the council (unless of course that was the case) and also covered a situation where conduct could bring the council into disrepute.

## Part 2 – Registering and Declaring Interests

Mrs Hadgraft explained that there wasn't anything that needed to be added to Part 2 of the Code and no changes to the actual content were proposed. However, on reflection, it was felt that the wording in this section could be presented in a much clearer and simpler way to assist members to understand what must be included on the register and the requirements for declaring interests. The first section dealt with the need to register interests and what type of things should be included. These were listed in Appendix A (pecuniary, which are statutory) and Appendix B (non-pecuniary) and had not changed. The next section addressed how a registered Disclosable Pecuniary Interest should be declared at a meeting (where appropriate) and what should happen at the meeting in relation to discussion of the topic and voting. The final section explained the process for declaring Non Pecuniary Interests (either those listed in Appendix B or any other significant nonpecuniary interests).

- 5.8** The Working Group discussed each of the amendments proposed and agreed that the proposed amendments be approved in their entirety, subject only to two minor amendments, which are included in the recommended changes to the Code of Conduct set out in Appendix 1 of this report.
- 5.9** The Working Group was also informed by the Monitoring Officer at its second meeting, that the long awaited Parliamentary Committee on Standards in Public Life Report on Ethical Standards in Local Government had been published on 30 January 2019. Mrs Hadgraft reminded the Working Group that the Standards Committee had responded on behalf of the Council in March 2018 to a consultation exercise conducted by the Parliamentary Committee as part of its review. She said that an initial look at the report indicated that a lot of the concerns raised by Wyre and many other councils, particularly the problem of the current standards process having no teeth, had been heard and the recommendations made would hopefully go some way to rectifying the issues raised. However, the reality was that in order for the recommendations to be brought into fruition, they would have to be approved by parliament and some would require new regulations or new primary legislation to be passed. It was, therefore, likely to be some time before the Council would be given the opportunity to implement any of the recommendations. The good news was that the work carried out by this Working Group would make Wyre's Code of Conduct more robust and align it more closely to the best practice identified in the report. It would also make it easier to introduce further changes in line with the findings and recommendations in the Report when the necessary legislation had been passed. The Working Party noted the position and agreed to recommend that the Standards Committee proceed with the amendments to the current Wyre Code now being proposed.

**5.10** On 14 March 2019 the Standards Committee endorsed the amendments to the Code of Conduct proposed by the Working Group, subject to the inclusion of an additional explanatory note relating to the requirement to *always treat others with respect*, stating that: *“if you make personal attacks or indulge in rude or offensive comments, this may be interpreted as disrespectful”*. That amendment is included in the proposals shown as track changes in Appendix 1 of this report, now recommended for approval by the Council.

<b>Financial and legal implications</b>	
Finance	None arising directly from this report.
Legal	<p>The Council is required by Section 27 of the Localism Act 2011 to promote and maintain high standards of conduct by members of the authority and to publish a code of conduct. There is no longer an ‘official’ model code, so the Council is responsible for agreeing its own code. The Council must also have procedures in place to deal with any breaches of the Code.</p> <p>Parish and Town Councils in the Borough are required either to agree their own code or to adopt Wyre’s. However, Wyre is responsible for dealing with any alleged breaches of the code by Parish and Town Councillors.</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>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
ICT	x
data protection	x

### **Processing Personal Data**

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

report authors	telephone no.	email	date
Liesl Hadgraft	01253 887316	Liesl.hadgraft@wyre.gov.uk	05/03/2019
Roy Saunders	01253 887481	Roy.saunders@wyre.gov.uk	

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

### **List of appendices**

Appendix 1: Proposed amendments to Wyre Council's Code of Conduct

dems/cou/cr/19/1107lh1

Appendix 1

Proposed Amendments

For consideration at the Council meeting on 11 July 2019

**COUNCILLORS CODE  
OF CONDUCT**

## COUNCILLORS CODE OF CONDUCT FOR WYRE FROM 1 JULY 2012

### Part 1:

#### General Provisions and Obligations

- 1.1** As a member or co-opted member of Wyre Borough Council you must have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 1.2** Accordingly, when acting in your capacity as a member (or when you claim to act, or give the impression you are acting in your capacity as a member or when you are acting as a representative of the Council on another body):
- You must uphold and have respect for the law.
  - (a) –
  - You must treat others with respect (\* see advisory note).
  - (b) –
  - You must have due regard, to advice provided by the Council’s officers, particularly any advice given by the Chief Finance Officer, the Monitoring Officer or their Deputies and the Head of the Paid Service.
  - (c) –
  - You must respect others and not bully or intimidate any person or attempt to bully or intimidate them (\*\* see advisory note). This includes not intimidating or attempting to intimidate any person who is, or is likely to be, a complainant, a witness or to be involved in the administration of proceedings, meetings or hearings, relating to an allegation that a councillor (including yourself) has failed to comply with the code of conduct.
  - (d) –
  - You must not disclose confidential information unless: you have the consent of a person authorised to give it; you are required by law to do so; the disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or, there is a clear and overriding public interest in doing so and the disclosure is made in good faith and in compliance with the reasonable requirements of the council and that you have consulted the Monitoring Officer or the Deputy Monitoring Officer prior to its release.
  - (e) –
  - You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
  - (f) –
  - You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
  - (g) –
  - When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
  - (h) –
  - You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
  - (i) –
  - You must be as open as possible about your decisions and actions and the decisions and actions of your authority and be prepared to give reasons for those decisions and actions, in accordance with statutory requirements or any additional requirements made by the council
  - (j)

- (k) – You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in Part 2 below.
- (l) – You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes).
  - You must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- (m) – You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- (n) –
- (o) – You must be clear when communicating with the media or speaking in public that you do not give the impression you are acting in an official capacity when you are not. Nor should you express your own views in a way which misleads anyone reading or listening that it is the official or agreed policy or position of the Council when it is your own personal view or those of a political party or group of people of which you are a member.
  - 
  - You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

\* Advisory note on treating others with respect

*If you make personal attacks or indulge in rude or offensive comments this may be interpreted as disrespectful behaviour.*

\*\*Advisory note on bullying

*Bullying can include behaviour, which is inappropriate, unwelcome or offensive and which makes an individual or group feel undermined, hurt, humiliated or insulted. It can have a damaging effect on a victim's confidence, capability and health. Inappropriate behaviour, even if not intentionally malicious, may amount to bullying if the impact is, or could be perceived to be, significant. Bullying conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of their colleagues, through the press or social media. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying, particularly if there is not an imbalance of power or status between the perpetrator and the victim. Bullying does not include criticisms, comments or other actions that are delivered in an appropriate manner and in an appropriate arena which can reasonably be considered to be part and parcel of the hurly burly of political life.*



## **PART 2:**

### **REGISTERING AND DECLARING INTERESTS**

#### **2. Registering Interests**

- 2.1** You must, within 28 days of taking office as an elected member or co-opted member, notify the Council's Monitoring Officer of any Disclosable Pecuniary Interest (DPI) as defined by Regulations made by the Secretary of State, where the interest is yours, your spouse's or civil partner's, or somebody with whom you are living with as a husband or wife, or as if you were civil partners. **(Listed in Appendix A)**
- 2.2** In addition, you must, within 28 days of taking office as a member or co-opted member, notify the Monitoring Officer of any disclosable interests which the Council has decided should be included in the register. **(Listed in Appendix B)**
- .
- 2.3** You must also notify the Monitoring Officer within 28 days of any new interests listed in Appendix A or B or any changes to those interests already notified/registered.
- 2.4** Any interests notified to the Monitoring Officer will be included in a register of interests, which will be available for public inspection and will be published on the Council's website, unless it is a 'sensitive interest', as defined in the Localism Act 2011 (i.e. the nature of the interest is such that the member or co-opted member, and the authority's Monitoring Officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation).

#### **Declaration of Disclosable Pecuniary Interests at Meetings (Appendix A),**

- 2.5** You must make a verbal declaration (at the beginning or as soon as you become aware of the interest) of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which you are present where an item of business which affects or relates to the subject matter of the interest is under consideration. Having declared the interest you must comply with the statutory requirement to withdraw from participating in any discussion or consideration of the matter in which you have a DPI. In addition, the Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.
- 2.6** The Council's Standards Committee may, in limited circumstances, grant you a dispensation to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

- 2.7** Following any disclosure of a disclosable pecuniary interest not on the Council's register or the subject of a pending notification, you must notify the Council's Monitoring Officer of that interest as soon as possible and, in any case, within 28 days beginning with the date of the disclosure at the meeting.

**Declaration of Non-Pecuniary Interests at Meetings (Appendix B) or Other Significant Non- Pecuniary Interests**

- 2.8** You must also make a verbal declaration at any meeting of the authority at which you are present or if you are an executive member discharging a function alone and you either have an interest described in Appendix B or any other significant non-pecuniary interest which you feel should be declared in the public interest. *A significant non-pecuniary interest might, for example, include one where you anticipate that a decision might reasonably be deemed to benefit or disadvantage yourself, a member of your family or a person with whom you have a close association to a greater extent than the other Council constituents and that interest is not a Disclosable Pecuniary Interest.*
- 2.9** In such circumstances you must then consider whether your participation in the matter relating to your interest would be reasonable in the circumstances particularly if the interest may give rise to a perception of a conflict of interest and/or is likely to prejudice your judgement.
- 2.10** In such circumstances you will be allowed to make representations on the matter being discussed at the meeting, where there is an entitlement for a member of the public to speak, but you must not vote. If there is no entitlement for a member of the public to speak then you must not participate or vote on the matter being discussed at the meeting. In either case the Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.
- 2.11** Any declarations of interest made at a meeting will be recorded in the minutes.

**APPENDIX A**

**DISCLOSABLE PECUNIARY INTERESTS AS DEFINED BY REGULATIONS**

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.
- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where –
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.**

**APPENDIX B****NON-PECUNIARY DISCLOSABLE INTERESTS WHICH THE COUNCIL HAS DECIDED SHOULD BE INCLUDED IN THE REGISTER**

- Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority.
- Details of anybody exercising functions of a public nature, any body directed to charitable purposes or any body for one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.
- Details of any gift or hospitality with an estimated value of at least £50 that you have received in connection with your role as a member of the Council, and details of the donor (which will be kept on a separate register and will also be published on the Council's website).

dems/cou/cr/19/1107lh1 Appendix 1



Report of:	Meeting	Date
Councillor Alan Vincent, Resources Portfolio Holder and Clare James, Head of Finance	Council	11 July 2019

<b>Treasury Management Activity 2018/19</b>
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**1. Purpose of Report**

1.1 To report on the overall position and activities in respect of Treasury Management for the financial year 2018/19.

**2. Outcomes**

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

**3. Recommendation**

3.1 That the Annual Report on Treasury Management Activity for the 2018/19 financial year be approved.

**4. Background**

4.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2018/19. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

4.2 During 2018/19 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 12/04/18)
- a mid-year (minimum) treasury update report (Council 06/12/18)
- an annual review following the end of the year describing the activity compared to the strategy (this report).

**4.3** The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report, is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members. Member training on treasury management issues was undertaken at Overview and Scrutiny (O&S) Committee on 26 November 2018 in order to support members' scrutiny role. Another member training update has been organised for the pre-council session on 12/12/2019 to support the post-election new intake of councillors and all O&S Committee members are specifically encouraged to attend.

## **5. Key Issues and Proposals**

### **5.1 The Council's Capital Expenditure and Financing**

**5.1.1** The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.) which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

<b>Description</b>	<b>2017/18 Actual £m</b>	<b>2018/19 Budget £m</b>	<b>2018/19 Actual £m</b>
Capital expenditure	12,640	9,101	8,048
Financed in year	12,640	9,101	8,048
Unfinanced capital expenditure	0	0	0

### **5.2 Overall Treasury Position as at 31 March 2019**

**5.2.1** At the beginning and the end of 2018/19 the Council's treasury (excluding borrowing by PFI and finance leases), position was as follows:

<b>Table 1</b>	<b>31/3/18 Principal £m</b>	<b>Rate/ Return</b>	<b>Avge Life Yrs</b>	<b>31/3/19 Principal £m</b>	<b>Rate/ Return</b>	<b>Avge Life Yrs</b>		
Total Debt	1,559	4.43%	29	1,559	4.43%	28		
Total investments	14,425	0.38%	0.02	19,517	0.66%	0.01		
Net debt	-12,866			-17,958				
CFR*	11,452			11,355				
Under borrowing	9,893			9,796				

\*Capital Financing Requirement

### 5.3 The Strategy for 2018/19

- 5.3.1** Investment returns remained low during 2018/19. The expectation for interest rates within the treasury management strategy for 2018/19 was that Bank Rate would rise from 0.50% to 0.75%. At the start of 2018/19, and after UK GDP growth had proved disappointingly weak in the first few months of 2018, the expectation for the timing of this increase was pushed back from May to August 2018. Investment interest rates were therefore on a gently rising trend in the first half of the year after April, in anticipation that the MPC would raise Bank Rate in August. This duly happened at the MPC meeting on 2 August 2018. During this period, investments were, therefore, kept shorter term in anticipation that rates would be higher in the year.
- 5.3.2** It was not expected that the MPC would raise Bank Rate again during 2018/19 after August in view of the fact that the UK was entering into a time of major uncertainty with Brexit due in March 2019. Value was therefore sought by placing longer term investments after 2 August where cash balances were sufficient to allow this.
- 5.3.3** Investment rates were little changed during August to October but rose sharply after the MPC meeting of 1 November was unexpectedly hawkish about their perception of building inflationary pressures, particularly from rising wages. However, weak GDP growth data after December, plus increasing concerns generated by Brexit, resulted in investment rates falling back again.
- 5.3.4** Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

## 5.4 The Borrowing Requirement and Debt

The council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR). The underlying need to borrow for capital purposes is measured by the CFR, while usable reserves and working capital are the underlying resources available for investment. The table below compares the estimated CFR to the debt which exists at 31 March. This gives an indication of the borrowing required. It also shows the estimated resources available for investment. An option is to use these balances to finance the expenditure rather than investing, often referred to as internal borrowing, so the table gives an indication of the minimum borrowing requirement through this method.

	31/03/18 Actual £m	31/03/19 Budget £m	31/03/19 Actual £m
CFR (£m)	11,452	11,356	11,356
Less external borrowing	1,552	1,552	1,552
Borrowing requirement	9,900	9,804	9,804
Reserves and Balances	23,812	21,302	24,336
Borrowing/(investment) need	(13,912)	(11,498)	(14,532)

## 5.5 Borrowing Rates and Borrowing Outturn in 2018/19

- 5.5.1** Since PWLB rates peaked during October 2018, most PWLB rates have been on a general downward trend. Longer-term rates did spike upwards again during December and (apart from the 1 year rate) reached lows for the year at the end of March.
- 5.5.2** No new borrowing was undertaken during the year 2018/19. Capital schemes budgeted for in 2018/19 were funded by grants and contributions, capital receipts and the Capital Investment Reserve. No rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made the cost of rescheduling prohibitive. There were no short-term borrowing transactions (i.e. less than 365 days) during 2018/19.
- 5.5.3** Interest payments in respect of long-term borrowing for the 2018/19 financial year total £68,830 compared to the full year budget of £68,830. The actual interest payments, including miscellaneous payments for the year to 31 March is £72,875 compared to the full year budget of £72,880. This includes £18.36 payable to the Fielden Trust, £143.84 payable on a Primerate late capital submission and £3,882.91 interest due of a DFG correction.
- 5.5.4** The council incurs charges at 4% over the current base rate for net overdrawn balances with no annual arrangement fee. The council's net bank account position was not overdrawn during the financial year 2018/19.



## 5.6 Investments

**5.6.1 Investment Policy** – the Council's investment policy is governed by MHCLG (Ministry of Housing, Communities and Local Government) guidance which has been implemented in the annual investment strategy approved by the Council on 12 April 2018. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such rating outlooks, credit default swaps, bank share prices etc.).

**5.6.2** The investment activity during the year conformed to the approved strategy, and the council had no liquidity issues.

**5.6.3 Investments held by the Council** – Internally managed funds earned an average rate of return of 0.66%. The comparable performance indicator is the average 7 day LIBID (London Interbank Bid Rate) which was 0.51%. The equated investments for 2018/19 are analysed in the table below:

	Equated Investment Principal £	Interest Due £	Rate of Return	Benchmark Return
Bank of Scotland (fixed)	361,644	2,893	0.80%	0.51%
Qatar Fixed	4,545,204	51,143	1.13%	0.51%
Handelsbanken I.A. Acc	2,127,178	7,445	0.35%	0.51%
Prime Rate	5,624,193	37,521	0.67%	0.51%
Qatar (Call)	1,323,288	6,617	0.50%	0.51%
Bank of Scotland (Call)	4,619,635	25,534	0.55%	0.51%
Santander 35 day Notice	800,000	6,800	0.85%	0.51%
Santander 95 day Notice	698,630	4,192	0.60%	0.51%
NatWest Liquid Select	2,369,224	5,300	0.22%	0.51%
<b>Total</b>	<b>22,468,996</b>	<b>147,445</b>	<b>0.66%</b>	<b>0.51%</b>

**5.6.4** Interest receivable from investments for the 2018/19 financial year totals £147,445 compared to the full year budget of £109,710. Interest overall including miscellaneous items, received in the year totalled £147,539 compared to a budgeted figure of £109,810. The increase in interest and investment income over that budgeted of £37,729 is owing to an increase in the Bank of England Base Rate from 0.5% to 0.75% in August 2018, the consequent improved return on investment and an improved cash flow situation in the latter half of the financial year owing to delayed expenditure of external grant monies.

**5.6.5** There have been no occasions of funds over £100,000 remaining in the council's overnight general account since February 2018 when the NatWest roll up facility and control account was activated.

## **5.7** Other Issues

### **5.7.1** **Revised CIPFA Codes**

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued a revised Treasury Management Code and Cross Sectoral Guidance Notes and a Revised Prudential Code.

A particular focus of these revised codes was how to deal with local authority investments which are not treasury type investments e.g. by investing in purchasing property in order to generate income for the authority at a much higher level than can be attained by treasury instruments. One recommendation was that local authorities should produce a new report to Members to give a high level summary of the overall capital strategy and to enable Members to see how the cash resources of the authority have been apportioned between treasury and non-treasury investments. This report went before Council on 4 April 2019 to ensure compliance with the codes.

### **5.7.2** **Brexit – impact on Money Market Funds (MMFs)**

The definition of an MMF has been amended as part of the legislative changes to be effective post Brexit. It has been indicated that the change is potentially significant and will affect investments in non-UK EU domiciled funds, which are currently a significant element of the MMF marketplace.

Temporary permissions to allow continued investment in MMFs have been developed by Her Majesty's Treasury. The government is understood to be currently reviewing and planning legislative measures to address the situation, to avoid uncertainty and to ensure no significant change arises on exit day.

<b>Financial and legal implications</b>	
Finance	Considered in detail in the report above.
Legal	The approval of the recommendation will ensure that the statutory requirements have been complied with.

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

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

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</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>
ICT	<b>x</b>
data protection	<b>x</b>

### **Processing Personal Data**

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

report author	telephone no.	email	date
Jo McCaffery	01253 887312	Joanne.McCaffery@wyre.gov.uk	23/05/2019

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

### **List of appendices**

Appendix 1 - Prudential and Treasury Indicators

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## Appendix 1: Prudential and Treasury Indicators

<b>1. Prudential Indicators</b>	<b>2017/18 Actual £'000</b>	<b>2018/19 Estimate £'000</b>	<b>2018/19 Actual £'000</b>
Capital Expenditure	12,640	9,084	8,048
Ratio of financing costs to net revenue stream	0.59%	0.40%	0.14%
Gross Borrowing requirement General Fund	1,559	1,560	1,560
Gross debt	1,559	1,560	1,560
CFR	11,452	11,355	11,355
Annual change in CFR	(96)	(96)	(96)
<b>2. Treasury Management Indicators</b>	<b>2017/18 Actual £'000</b>	<b>2018/19 Estimate £'000</b>	<b>2018/19 Actual £'000</b>
Authorised Limit for external debt borrowing		20,000	
Other long term liabilities		0	
Total		20,000	
Operational Boundary for external debt borrowing		13,452	
Other long term liabilities		8	
Total		13,460	
Actual external debt	1,559		1,560

<b>Maturity structure of fixed rate borrowing during 2018/19</b>	<b>upper limit</b>	<b>lower limit</b>
Under 12 months	100%	0%
12 months and within 24 months	45%	0%
24 months and within 5 years	75%	0%
5 years and within 10 years	75%	0%
10 years and above	100%	0%

These gross limits are set to avoid large concentrations of fixed rate debt that has the same maturity structure and would therefore need to be replaced at the same time.