



Agenda

Council

Date:	Tuesday, 7 July 2026 at 7pm
Venue:	Town Hall, St Annes, FY8 1LW
	Mayor: Councillor Richard Redcliffe Deputy Mayor: Councillor Viv Willder Leader: Councillor Karen Buckley Deputy Leader: Councillor Vince Settle Councillors Frank Andrews, Peter Anthony, Mark Bamforth, Liz Bickerstaffe, Adam Brierley, Edward Collins, Peter Collins, Chris Dixon, Martin Evans, Kelly Farrington, Susan Fazackerley MBE, Joanne Gardner, Ellie Gaunt, Gail Goodman JP, Noreen Griffiths, Gavin Harrison, Karen Harrison, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, John Kirkham, Jordan Ledger, Matthew Lee, Cheryl Little, Michelle Morris, Ed Nash, Jayne Nixon, Sandra Pitman, Andrew Redfearn, Bobby Rigby, William Taylor, Tommy Threlfall, Michael Withers.

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the Annual General Meeting held on 13 May 2026 as a correct record.	1
	ANNOUNCEMENTS:	
3	Mayor's Announcements	1
4	Chief Executive's Communications	1
	REPRESENTATIONS:	
5	Questions from Members of the Public For procedure to ask a question at a Council meeting see Public Speaking at Council Meetings .	3
6	Questions from Members of the Council	4 – 5
	DECISION ITEMS:	

7	Community Asset Transfer Policy	6 – 14
8	Adjustment to Committee Allocations	15 – 18
9	The Corporate Plan 2024-2028	19 – 50
10	Review of Outside Bodies – Proposed Rationalisation	51 – 54
11	Regulation of Investigatory Powers Act (RIPA) Policy	55 – 80

Contact: Sharon Wadsworth - Telephone: (01253) 229286 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COUNCIL	7 JULY 2026	5
QUESTIONS FROM MEMBERS OF THE PUBLIC			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

No questions have been received from members of the public before the requisite deadline for publication of the agenda.

If any questions are received before the constitutional deadline, which is, for the purpose of this meeting, 4.30pm on Wednesday, 1 July 2026, they will be circulated prior to the meeting for members' information, under separate cover.

Article 15 – Public Speaking at meetings of the Council and its Committees

15.01 Questions from Members of the Public at Full Council Meetings

- (a) Any resident of the Council's district may, subject to (b), submit a question to be asked at an ordinary meeting of the council.
- (b) Questions will only be asked under (a) if:
 - (i) the question has been given in writing to the proper officer before 4.30 p.m. on the fourth working day before the meeting (this means that if the meeting is to be held on a Monday, the question must be given before 4.30 p.m. on the Tuesday before);
 - (ii) the question will take no longer than two minutes to ask;
 - (iii) the maximum number of questions is not exceeded; and
 - (iv) The Head of Governance is satisfied that the question as submitted does not take the form of, or substantially comprise, recitations of fact or expressions of opinion, instead of a question.
- (c) The 'proper officer' means the Chief Executive, the Deputy Chief Executive or any officer in the governance team.
- (d) The maximum number of questions at each meeting is four.
- (e) The Leader of the Council will be given at least 24 hours' notice of any questions to be asked under this rule.
- (f) The question will be put at the meeting by the person who has submitted the question or, if the person is not present or does not wish to put the question themselves, by the Chief Executive or another senior officer, and will be answered by the Leader of the Council or any other member nominated by them, so long as that member has consented before the meeting.
- (g) If the question was put by the person who submitted it, that person may then ask one supplementary question, which must arise out of the answer given to the original question and take no longer than two minutes to ask, and the member who answered the original question must answer the supplementary question.
- (h) No debate will be allowed arising out of a question asked or answer given under this rule.
- (i) No person may ask more than one question under this rule at any meeting.

REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	COUNCIL	7 JULY 2026	6
QUESTIONS FROM MEMBERS OF THE COUNCIL			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

One question has been received from a member of the council before the requisite deadline for publication of the agenda.

If any further questions are received before the constitutional deadline, which is, for the purpose of this meeting, 4.30pm on Wednesday, 1 July 2026, they will be circulated prior to the meeting for members' information, under separate cover.

Part 4 – Rules of Procedure

9 Questions from Members of the Council

- 9.1 A councillor may, subject to 9.2, ask a question of the Leader of the Council or the chairman of a committee at an ordinary meeting of the council.
- 9.2 Questions may only be asked under 9.1 if:
 - (i) The councillor who wants to ask the question has given it in writing to the Deputy Chief Executive before 4.30 p.m. on the fourth working day before the meeting (this means that if the meeting is to be held on a Monday, the question must be given before 4.30pm on the Tuesday before) and has identified who they want to answer it;
 - (ii) The question is relevant to the terms of reference of the committee whose chairman is to answer it, or is to be answered by the leader of the council;
 - (iii) The question will take no longer than two minutes to ask; and
 - (iv) At the time the question is given to the Deputy Chief Executive, no more than four questions to be asked under this rule at the meeting concerned have previously been given to them.
- 9.3 The member who is to answer the question will be given at least 24 hours' notice of it.
- 9.4 The question must be answered at the meeting by the member to whom it is directed, unless:
 - (i) the member is not present, or
 - (ii) the question is directed to the leader of the council,
 in either of which cases, the Leader of the Council may nominate any other member to answer, so long as that member has consented before the meeting.
- 9.5 The councillor who has asked the question may then ask one supplementary question, which must arise out of the answer given to the original question and take no longer than two minutes to ask, and the member who answered the original question must answer the supplementary question.
- 9.6 No debate will be allowed arising out of a question asked or answer given under this rule.
- 9.7 No councillor may ask more than one question under this rule (excluding supplementary questions under 9.5) at any meeting.

Questions will be heard during the Council meeting on 7 July 2026 and a response will be given by the Leader of the Council or by any other member nominated by her.

Question 1 received from Councillor Joanne Garnder.

'In recent weeks and months I have been asked several questions by residents and visitors alike, about the state of St. Anne's long established water facilities. This includes; the swimming baths, the paddling pool and most recently the boating lake. I have to say I am struggling to reassure people that they have been adequately maintained. Could the leader reassure us that these have been adequately maintained, and give us FULL DETAILS of the maintenance carried out in recent years, and that they will be repaired and reopened before the end of the summer season.'

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SERVICE DIRECTOR FOR DEVELOPMENT AND THE CHIEF EXECUTIVE	COUNCIL	7 JULY 2026	7
COMMUNITY ASSET TRANSFER POLICY			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Corporate and Economic Development, Councillor Karen Buckley.

PURPOSE OF THE REPORT

To seek Council approval for the adoption of the Community Asset Transfer (CAT) Policy and approval of consequential amendments to the Council's Land Transaction Procedure Rules (LTPRs) to facilitate transfers undertaken in accordance with the Policy.

RECOVERABILITY

This decision is not recoverable because it relates to a recommendation to the council or to any other committee or sub-committee of the council.

RECOMMENDATIONS

1. Approve and adopt the Community Asset Transfer Policy attached at Appendix A.
2. Approve an amendment to paragraph 1 of the Land Transaction Procedure Rules such that the following additional wording shown in italics is inserted in paragraph 1 of the rules:
 These Rules shall not apply or may be varied where or to the extent that:
 - (vi) the Council or the relevant committee so resolves;
 - (vii) statute or subordinate legislation prescribes otherwise; or
 - *(viii) the land is an eligible asset to be transferred under the Community Asset Transfer Policy.*

CORPORATE COMMITMENTS	
This report aligns to the following corporate commitments.	
1) Quality services	
2) Clean and green environment	
3) Vibrant and healthy economy	✓
4) Safe and caring community	✓
5) A great place to visit	

REPORT

BACKGROUND

1. The Council has historically acquired and managed a wide range of land and property assets for operational, investment and community purposes.
2. In recent years there has been growing interest nationally in the transfer of appropriate public assets to community organisations capable of managing those assets for community benefit. Community Asset Transfer arrangements can support:
 - Community empowerment and local ownership;
 - Increased community participation;
 - Improved service delivery;
 - Greater flexibility and innovation in asset management;
 - Long-term sustainability of local facilities;
 - Social, economic and environmental outcomes.
3. Whilst the Council already possesses powers to dispose of assets where appropriate, it does not currently have a formal framework specifically governing Community Asset Transfers.
4. The proposed policy establishes a clear process through which eligible organisations can apply to take on suitable Council assets by way of a long lease at a nominal or peppercorn rent where this can be justified by the community benefits delivered.

COMMUNITY ASSET TRANSFER POLICY

5. The proposed policy provides:

Eligibility Criteria

The policy defines what eligible assets are, who are the community partners, and any standard transfer terms.

The policy primarily focuses on assets that provide community, social or environmental benefit and which are not required for the Council's operational or investment purposes.

Assessment Process

Applications will be assessed against a range of criteria, including, evidence of local community need, proposed community benefit, financial sustainability, governance arrangements, the applicant's ability to manage the asset and long-term business planning.

Protection of the Council's Interests

The policy contains safeguards to ensure that the Council retains appropriate controls over future use, that assets continue to be used for community benefit and transfers remain compliant with the Council's fiduciary

duties and statutory obligations. The Council is not obliged to proceed with a transfer solely because an application has been submitted.

The policy makes clear that any transfer remains subject to the Council being satisfied that all legal, financial and governance requirements have been met.

AMENDMENT TO THE LAND TRANSACTION PROCEDURE RULES

6. The Council's current Land Transaction Procedure Rules are principally designed to regulate conventional acquisitions and disposals of property interests.
7. Community Asset Transfers differ from standard market disposals because:
 - They are driven primarily by community benefit rather than maximisation of capital receipts;
 - Transfers may occur at nil consideration or less than market value;
 - They operate within a specific policy framework approved by Council;
 - They require alternative safeguards reflecting their unique nature.
8. To avoid confusion and ensure consistency between the constitutional framework and the proposed policy, it is proposed that paragraph 1 of the Land Transaction Procedure Rules is amended to include an explicit exemption for Community Asset Transfers.
9. The proposed additional wording is in paragraph 1 of the rules and is shown in italics below:

These Rules shall not apply or may be varied where or to the extent that:

 - (vi) the Council or the relevant committee so resolves;
 - (vii) statute or subordinate legislation prescribes otherwise; or
 - *(viii) the land is an eligible asset to be transferred under the Community Asset Transfer Policy.*
10. This amendment will ensure that qualifying Community Asset Transfers are governed by the dedicated requirements of the Community Asset Transfer Policy rather than by procedures designed for conventional commercial land transactions.
11. The Land Transaction Procedure Rules form part of the Council's constitution and as such any substantive change can only be approved by the council after consideration of a recommendation from the Audit and Governance Committee or a proposal from the Chief Executive or the Monitoring Officer, or by way of members proposing a notice of motion. The proposal to amend the rule is therefore put forward by the Chief Executive.

SUMMARY

12. The proposed Community Asset Transfer Policy provides the Council with a clear, transparent and consistent mechanism to support the transfer of suitable assets to local community organisations where there is a strong community benefit case.
13. The policy balances opportunities for community empowerment with appropriate safeguards for the Council and its assets.
14. The accompanying amendment to the Land Transaction Procedure Rules will ensure that Community Asset Transfers are governed by the specific provisions of the approved policy rather than by procedures designed for conventional market transactions.

IMPLICATIONS	
Finance	Community Asset Transfers may involve the disposal of interests in land at less than market value. Each proposed transfer will be assessed on its individual merits and will be subject to consideration of: - The Council's fiduciary duties; - Relevant statutory powers; - Any applicable General Disposal Consent; - The wider social, economic and environmental benefits generated. - The adoption of the policy does not itself commit the Council to any disposal. Each transfer will remain subject to separate consideration and approval in accordance with the Policy and the Council's governance arrangements.
Legal	The Council has powers to dispose of land under Section 123 of the Local Government Act 1972 and other relevant statutory provisions. The policy expressly requires the Council to satisfy itself that any proposed Community Asset Transfer complies with all relevant legal obligations before proceeding. The proposed amendment to the Land Transaction Procedure Rules will ensure consistency between the Constitution and the approved Community Asset Transfer framework.
Community safety	No direct Community Safety implications however, Community Asset Transfers are generally expected to have a positive impact on community safety by bringing assets into active community use and reducing the likelihood of vacancy-related issues such as vandalism, anti-social behaviour and neglect. Any community safety considerations relating to a specific asset or proposed use will be assessed as part of the transfer process and addressed through appropriate lease provisions where necessary.
Human rights and equalities	The policy seeks to promote wider community participation and encourage access to community facilities and services. Applicants will be expected to demonstrate that proposed activities are inclusive and accessible to the wider community.
Sustainability, biodiversity and environmental impact	Where appropriate, Community Asset Transfers may contribute to improved environmental outcomes through local stewardship, community-led environmental initiatives and the sustainable use of public assets.
Health and safety	Community Asset Transfers may involve the transfer of occupation and management responsibilities for Council-owned buildings and land to community organisations. Prior to any transfer being completed, appropriate due diligence will be undertaken to ensure that the condition of the asset and any known statutory compliance requirements are clearly communicated to the receiving organisation. Lease documentation and associated transfer arrangements will clearly define responsibility for ongoing compliance with all relevant health and safety legislation, including (where applicable) responsibilities relating to building safety, fire safety, asbestos management, legionella control, electrical and gas safety, accessibility and maintenance obligations. The adoption of the Policy itself does not give rise to any direct health and safety implications. Any health and safety risks associated with individual assets will be assessed and managed as part of the transfer process.
Risk management	The policy includes safeguards intended to mitigate risks associated with: - Loss of community facilities; - Unsustainable business plans;

	- Asset mismanagement; - Future change of use; - Governance failures. Lease conditions and other controls will be tailored to individual assets and proposed uses to ensure continued community benefit.
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SUMMARY OF PREVIOUS DECISIONS
N/A

BACKGROUND PAPERS RELEVANT TO THIS ITEM	
Document Title	Where available for inspection
None	

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	Email: charlie.richards@fylde.gov.uk Tel: 01253 229447	25 June 2026

Attached documents

Appendix A – Community Asset Transfer Policy

Fylde Borough Council

Community Asset Transfer Policy

Introduction

Various iterations of local councils have acquired land and assets over many years which has been used for various purposes. Several assets are used to support the social, leisure, health, and wellbeing of the local community, they are not income generating assets. The stewardship of community assets can be transferred to other appropriate and suitable organisations.

This policy sets out how the Council identifies assets suitable for transfer to community partners, which community partners are eligible to take transfers and how they can apply, and the terms on which the council will transfer the assets. It is intended to provide a streamlined procedure to manage Community Asset Transfers where they are appropriate.

Community Asset Transfers are not subject to the Council's normal rules governing disposals of property. This policy provides alternative safeguards that are appropriate and proportionate in the context of a Community Asset Transfer. If a community partner is interested in acquiring an Eligible Asset but does not wish to take a Community Asset Transfer under the terms of this policy, it can still apply to the council to acquire the asset under the normal procedures for disposals of assets.

1.0 Definitions

In this policy, the following terms have the following meanings

<i>Community Asset Transfer</i>	The disposal by the Council of an Eligible Asset to a Community Partner in accordance with the Standard Terms
<i>Community Partner</i>	A town or parish council or a body that would, by virtue of regulation 12 of the Assets of Community Value (England) Regulations 2012, be a community interest group in relation to an Eligible Asset for the purposes of those regulations
<i>Eligible Asset</i>	Land or property owned by the Council which the Council has identified as being suitable for disposal at a nil or nominal consideration to a Community Partner, and which is identified on the list of Eligible Assets published by the Council
<i>Standard Terms</i>	A lease for a term of 99 years with a nominal or peppercorn rent and with no premium and on such other terms as are considered by the Council's Service Director for Governance to reserve to the Council such control of the asset as is deemed necessary, specifically regarding use and assignment to ensure the asset remains in use for the benefit of the local community by a qualifying community organisation and to be appropriate for the particular asset, having regard to its character and

	intended use and to the non-commercial nature of the Community Partner.

2.0 Procedures

2.1 The Council will identify Eligible Assets as set out in paragraph 3. Community Partners who wish to be considered for a Community Asset Transfer of an Eligible Asset will need to apply as set out in paragraph 4. The Council will consider and decide on applications as set out in paragraph 5. Community Asset Transfers will be administered as set out in paragraph 6 and will be on the Standard Terms.

3.0 Eligible Assets

3.1 This policy does not relate to Operational Land and Buildings, which are held by the council for service delivery purposes, or to Investment Assets, which are non-operational estate assets held primarily for income generation purposes to support the council's revenue budget.

3.2 The Council will compile a list of Eligible Assets. In determining which properties to include in the list, the Council will have regard to the following:

- Whether the asset is used for a purpose that furthers the economic or social wellbeing or interests of the local community or provides an environmental benefit to the local community;
- Whether it is reasonable to expect that a Community Asset Transfer would result in the asset being used for a purpose that furthers the economic or social wellbeing or interests of the local community, or to provide an environmental benefit to the local community;
- Whether the asset is presently used for an indirect Council service delivered by a community organisation;
- Whether the asset is presently or may in the future be used for operational service delivery purposes by the Council, or as investment property; and
- Whether the asset is owned beneficially by the Council or is subject to a trust.

3.3 The Council may change the list of Eligible Assets at any time, including by adding assets to the list or removing them from the list.

3.4 The Council will make such arrangements as it considers appropriate to bring the list of Eligible Assets to the attention of organisations who it considers may wish to become Community Partners. Such arrangements may include publishing the list on its website and publicising it in any other way.

4.0 Applications

4.1 Applications must be submitted in whatever way the Council prescribes. This may be by a form or a dedicated web portal. An application must include or be

supported by such additional material as the Council may require. This is likely to include:

- Appropriate evidence of the need and demand within the local community for the service to be provided from the Eligible Asset.
- An appropriate space planning exercise demonstrating that the Eligible Asset provides the necessary accommodation, with reasonable adaptations, required to deliver the proposed service.
- Further detailed information on the proposed use and service to be provided, demonstrating that it will ensure extensive reach into the community and that it will be inclusive and open to all.
- How the Community Partner will maximise the use of the asset, which may be through approved sharing of occupation with other community organisations or hiring out of space within the asset.
- A long-term business plan for both the management of the Eligible Asset and the proposed service to be provided demonstrating sustainability.
- The contact details for the applicant's solicitor and any other agent i.e. surveyor, if appropriate.

4.2 The Council will provide support and advice to Community Partners on how to optimise an application, but any such support and advice is without prejudice to the council's assessment and determination of the application once made.

5.0 Assessment

5.1 The Council will determine applications based on the information provided by the Community Partner in their application and any supporting material provided with it. The Council may also consider any other information, from any source, that it considers to be relevant to its determination.

5.2 Where an Eligible Asset is the subject of multiple applications, the matters to be considered to by the Council will include a comparison of the competing applications.

5.3 The Council will only proceed with a Community Asset Transfer if satisfied that doing so would comply with its fiduciary duties, its obligations under section 123 of the Local Government Act 1972 and any other applicable legal obligation.

5.4 Any decision throughout the process will remain with the Council, and at no stage prior to the final decision is there an obligation to proceed with a Community Asset Transfer. The Council may determine not to proceed with a Community Asset Transfer even if satisfied the application has been properly made, meets all necessary criteria and complies with all duties and obligations that apply to it. Neither this policy nor any application for a Community Asset Transfer constitutes a contract for the disposal of any interest in land.

6.0 Administration

6.1 If, following assessment of an application, the Council decides to proceed with a Community Asset Transfer, the Community Partner will be provided with such information for the relevant Eligible Asset as the Council considers reasonable to allow the Community Partner to decide whether to proceed with the Community Asset Transfer

6.2 Having been provided with the information mentioned in 4.1, the Community Partner must notify the Council within 28 days if they wish to continue their interest in a Community Asset Transfer of the Eligible Asset.

6.3 If the Community Partner indicates that it wishes to continue its interest, the Council will instruct its Service Director for Governance to make such arrangements as they consider appropriate for the Eligible Asset to be transferred to the Community Partner on the Standard Terms.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SERVICE DIRECTOR FOR GOVERNANCE AND LEGAL	COUNCIL	7 JULY 2026	8
ADJUSTMENT TO COMMITTEE ALLOCATIONS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources, Councillor Vince Settle.

PURPOSE OF THE REPORT

Following the recent Kirkham by-election, held 21 May, there has been a change in political balance, and as a result the political balance calculations and resulting committee allocations should be adjusted.

RECOVERABILITY

This decision is not recoverable because it relates to a recommendation to the council.

RECOMMENDATIONS

1. Allocate committee seats in accordance with the principles of political balance as set out in the table in paragraph 3.
2. Appoint members to seats on committees required to be politically balanced in accordance with nominations made by the political groups, where relevant.

CORPORATE COMMITMENTS

This report aligns to the following corporate commitments.

1) Quality services	✓
2) Clean and green environment	
3) Vibrant and healthy economy	
4) Safe and caring community	
5) A great place to visit	

REPORT

APPOINTMENT OF COMMITTEES

1. Following recent by-election in Kirkham ward, the size of the Conservative group has increased by one and the size of the Independent group has decreased by one. This has affected the political balance calculation underlying the allocation of committee seats.
2. A table showing the committee seat allocations required to achieve political balance following this change is below.

Committee	Total seats	Con	Ind	Lab	Lib Dem	Non-aligned
Executive	12	7	2	1	1	1
Internal Affairs Scrutiny	12	7	3	1	1	0
Community Focus Scrutiny	12	7	3	0	1	1
Planning	12	7	2	1	1	1
Public Protection	12	7	3	1	0	1
Audit and Governance	9	6	2	0	0	1
Standards	5	3	2	0	0	0
Chief Officers Employment	6	4	1	0	0	1

3. The changes to political balance mean that one seat on the Audit and Governance Committee will transfer from the Independent group to the Conservative group. There is also a need to fill the seat allocated to the Independent group on the Standards Committee which was held by Councillor Damian Buckley until his resignation from the council. The council is invited to make the changes to membership of committees concerned in accordance with the wishes of the affected political groups to reflect the new group seat allocations.
4. The Council is invited, in accordance with the wishes of the relevant political groups, to appoint Councillor Adam Brierley to the Audit and Governance Committee in place of Councillor Hayhurst and Councillor Farrington to fill the presently vacant seat on the Standards Committee.

IMPLICATIONS	
Finance	None arising from the report
Legal	Political balance is a legal requirement for most committees of the council.
Community safety	None arising from this report
Human rights and equalities	None arising from this report
Sustainability, biodiversity and environmental impact	None arising from this report
Health & Safety	None arising from this report
Risk Management	None arising from this report

SUMMARY OF PREVIOUS DECISIONS

Council, 14 April 2026:

1. Appoint the committees and joint committees set out in appendix 1 for the municipal year 2026-2027, with the same terms of reference as presently agreed.
2. Allocate committee seats in accordance with the principles of political balance as set out in the table in paragraph 6.
3. Appoint members to seats on committees required to be politically balanced in accordance with the nominations made by the political groups.

[...]

BACKGROUND PAPERS REVELANT TO THIS ITEM

Name of document	Date	Where available for inspection
N/A		

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	ian.curtis@fylde.gov.uk	29 May 2026

Attached Documents

Appendix 1 – Committee Membership with Proposed Changes

Committee Membership 2026 - Proposed Changes Council 7 July 2026

Programme and Scrutiny			Regulatory					Other		
Executive	Internal Affairs Scrutiny	Community Focus Scrutiny	Planning	Public Protection	Licensing *	Audit & Governance	Standards	Chief Officer Employment	Blackpool, Fylde & Wyre Economic Prosperity Board *	JNC (Chief Executives) Independent Panel
Buckley, Karen	Gaunt, Ellie	Fazackerley, Susan	Harrison, Gavin	Pitman, Sandra	Pitman, Sandra	Withers, Michael	Fazackerley, Susan	Buckley, Karen	Buckley, Karen	Broughton, H*
Settle, Vince	Kirkham, John	Harrison, Karen	Evans, Martin	Willder, Viv	Willder, Viv	Redfearn, Andrew	Collins, Peter			Horrocks, B*
Dixon, Chris	Bamforth, Mark	Anthony, Peter	Dixon, Chris	Andrews, Frank	Andrews, Frank	Anthony, Peter	Gaunt, Ellie	Fazackerley, Susan		Clements, P*
Farrington, Kelly *	Collins, Ed	Bickerstaffe, Liz	Farrington, Kelly	Bamforth, Mark	Bamforth, Mark	Bickerstaffe, Liz	Willder, Viv	Hayhurst, Paul		
Harrison, Gavin	Collins, Peter	Collins, Ed	Gardner, Joanne	Evans, Martin	Evans, Martin	Collins, Peter	Farrington, Kelly	Lee, Matthew		
Hayhurst, Paul	Evans, Martin	Collins, Peter	Goodman, Gail	Fazackerley, Susan	Fazackerley, Susan	Gaunt, Ellie	Broughton, H*	Redcliffe, Richard		
Hodgson, Paul	Gardner, Joanne	Evans, Martin	Griffiths, Noreen	Goodman, Gail	Goodman, Gail	Hayhurst, Paul	Horrocks, B*	Withers, Michael		
Lee, Matthew	Ledger, Jordan	Henshaw, Karen	Ledger, Jordan	Griffiths, Noreen	Griffiths, Noreen	Kirkham, John	Clements, P*			
Morris, Michelle	Pitman, Sandra	Kirkham, John	Nixon, Jayne	Harrison, Gavin	Harrison, Gavin	Nash, Ed				
Nixon, Jayne	Redcliffe, Richard	Nash, Ed	Pitman, Sandra	Hodgson, Paul	Hodgson, Paul	Brierley, Adam				
Taylor, William	Redfearn, Andrew	Rigby, Bobby	Redcliffe, Richard	Little, Cheryl	Little, Cheryl					
Threlfall, Tommy	Willder, Viv	Withers, Michael	Settle, Vince	Taylor, William	Taylor, William					
			Substitutes x 10 max							
			Andrews, Frank							
			Anthony, Peter							
			Morris, Michelle							
			Willder, Viv							
			Withers, M							
			Bickerstaffe, Liz							
			Collins, Peter							
			Taylor, W							
Conservative: 7	Conservative: 7	Conservative: 7	Conservative: 7	Conservative: 7		Conservative: 6	Conservative: 3	Conservative: 4		* Statutory Independent Persons
Independent: 2	Independent: 3	Independent: 3	Independent: 2	Independent: 3		Independent: 2	Independent: 2	Independent: 1		
Labour: 1	Labour: 1	Labour: 0	Labour: 1	Labour: 1		Labour: 0	Labour: 0	Labour: 0		
LibDem: 1	LibDem: 1	LibDem: 1	LibDem: 1	LibDem: 0		LibDem: 0	LibDem: 0	LibDem: 0		
Non Aligned: 1	Non Aligned: 0	Non Aligned: 1	Non Aligned: 1	Non Aligned: 1		Non Aligned: 1	Non Aligned: 0	Non Aligned: 1		
*nominated by the Lib Dems					* not required to be politically balanced		* Statutory Independent Persons		* not required to be politically balanced	
										as per Council 2/10/23

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	COUNCIL	7 JULY 2026	9
THE CORPORATE PLAN 2024-2028			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Corporate & Economic Development Councillor Karen Buckley.

PURPOSE OF THIS REPORT

To provide the annual update of progress against the Corporate Plan and seek approval of revisions to the Corporate Plan 2024-2028, that have been necessary to accommodate Local Government Reorganisation.

RECOVERABILITY

The decision is not recoverable because it relates to a recommendation to the council.

RECOMMENDATIONS

1. That Council notes the significant progress that has been made against the 2024-2028 Corporate Plan.
2. That Council approves the revisions to the 2024-2028 Corporate Plan outlined in the report and supporting appendices.

CORPORATE COMMITMENTS

This report aligns to the following corporate commitments.

1) Quality services	✓
2) Clean and green environment	✓
3) Vibrant and healthy economy	✓
4) Safe and caring community	✓
5) A great place to visit	✓

REPORT

Corporate Plan Progress to Date

1. The Council receives an annual update of progress made against the Corporate Plan, the 2024-2028 Plan was approved at [Full Council on 15th of July 2024](#), [Item 8 - Corporate Plan 2024-2028 Report](#), [Item 8 - Appendix - Corporate Plan Consultation Feedback and Actions](#), [Item 8 - Appendix - The Corporate Plan 2024-2028](#).
2. Appendix 1 includes details of progress to date against the actions in the 2024-2028 Corporate Plan which demonstrate that significant progress has been made, with most actions or activities achieved or in the process of being implemented. Of the 52 actions in the Corporate Plan, two are no longer applicable or deliverable, three require additional work and have been included in the revised actions, and 47 have been progressed or completed as of June 2026, representing 91% of the actions.
3. This progress has been achieved despite unforeseen factors that have significantly impacted on resource and capacity across the council, including Local Government Reorganisation (LGR), NSIP windfarm applications including an examination in public, the loss of several senior officers and other professionally qualified employees that have been increasingly difficult to replace, additional leisure service requirements and continued culture change since the pandemic in response to societal changes, work-based behaviours and leadership at the council.

Revisions to the Corporate Plan

4. The annual review of the corporate plan considers changes that have occurred during the previous year, along with any emerging issues and new legislation, to decide whether actions should be revised, changed, or deleted to keep the plan relevant and aligned with current issues. The legislative requirement to implement LGR in Lancashire, with an intended Vesting Date of April 1st, 2028, has necessitated revisions to the Corporate Plan to ensure business as usual, as well as appropriate engagement in the LGR transition process.
5. The impact of LGR is significant and has compounded existing pressure on resources and capacity with the need for necessary engagement from members and officers in the process. LGR was not a requirement at the time of drafting the Corporate Plan in 2024 therefore, there are no actions or resources allocated to addressing what is the biggest change in Lancashire local government since Fylde was established in 1974.
6. Revisions have been made to the Corporate Plan to reflect the actions and resources required to deliver the high standards of service to our customers up to March 31st 2028, as Fylde Council, and ensure that throughout the LGR transition process the people and community of Fylde are fully represented establishing a new unitary that will deliver the standard of service expected from our stakeholders.
7. Appendix 2 includes the revised version of the Corporate Plan, with the commitments and projects updated to reflect the impact of LGR on resources and the organisation.
8. Appendix 3 includes the revised actions and outcomes that will be prioritised over the remaining 21 months of the Corporate Plan, and the council itself. Service Plans have been developed by each Service Director that include more detailed actions linked to the delivery of the Corporate Plan outcomes.
9. The revised actions and outcomes cover the requirement to ensure that 'business as usual' is delivered during a period of regional multi-organisational change and uncertainty that the council has limited control over. LGR is a legislative requirement set by the national government that the 15 local authorities in Lancashire are jointly responsible for implementing.
10. The revised actions in the Corporate Plan also cover the requirement to ensure that the expectations, ambitions, culture, and influence of the Fylde community are fully represented in the new unitary that will be established to deliver services from April 1st, 2028.
11. It will be increasingly difficult to maintain business as usual during the transition period because of the impact that change will have on the workforce. Natural movement of employees will continue, but recruitment to some positions will become more challenging or not possible, with employees impacted in different ways dependent on their circumstances therefore, managers will need to increasingly dedicate more time and energy to ensuring that business as usual is maintained in the lead up to Vesting Day. It is expected, based on previous

LGR implementation, that the months leading up to Vesting Day will be focused on the safe and legal transfer of all services to the new unitary.

12. The demand for member and officer engagement in the LGR transition period will increase, our commitment to ensuring that the people of Fylde get the best possible representation and outcomes from a new unitary will need to be planned, co-ordinated and extensive.
13. The Corporate Plan requires resource and capacity, particularly from senior officers and middle managers; representing what the council intends to do 'on top of' the day job. Senior management will be focused on allocating the necessary resources to deliver the revised actions in the Corporate Plan as a priority. The additional demand from LGR and the challenges with recruitment, retention, and culture change in the workforce have created difficult circumstances in which to identify and allocate the resources required.
14. To create the necessary capacity required to deliver the revised Corporate Plan and ensure that Fylde has a significant role in the establishment of a new unitary, the Chief Executive will review roles and responsibilities amongst the current management personnel to place the 'right people' in position to deliver the best outcome for the Fylde community and Fylde employees.
15. The revised Corporate Plan will continue to be monitored and reviewed by members and officers in collaboration to ensure a smooth transition from two-tier arrangements to the creation of a new unitary council. The progress update and the revisions to the Corporate Plan have been presented to the Internal Affairs scrutiny committee on June 30th, 2028, with the feedback and comments from the committee incorporated.
16. The Corporate Plan forms part of the Council's budget and policy framework and must be approved by the Full Council, members are asked to consider progress against the Corporate Plan 2024-2028 and approve the revisions proposed in response to the requirement to implement LGR.

IMPLICATIONS	
Finance	There are no direct financial implications because of the revised Corporate Plan, but the council will have general LGR transition costs that must be funded which will be outlined in the financial updates and budget setting reports.
Legal	The report has been drafted with consideration of the requirements of the English Devolution and Community Empowerment Act 2026.
Community safety	The content of this report does not have any direct implication.
Human rights and equalities	The content of this report does not have any direct implication.
Sustainability, biodiversity and environmental impact	The content of this report does not have any direct implication.
Health and safety	The content of this report does not have any direct implication.
Risk management	The content of this report does not have any direct implication.

SUMMARY OF PREVIOUS DECISIONS
Council 15 July 2025 It was RESOLVED to approve and adopt the final version of the 2024-2028 Corporate Plan. Internal Affairs Scrutiny Committee 2 Sept 2025 Committee RESOLVED: to note the progress against the Corporate Plan 2024-2028 and recommend to Full Council that a review of the plan is implemented to support the smooth transition to new unitary councils based on the intended LGR timeframe and the available resource and capacity to deliver the plan.

BACKGROUND PAPERS RELEVANT TO THIS ITEM	
Document Title	Where available for inspection
The 2024-2028 Corporate Plan	 Corporate Plan 2026-28 (Revised).pdf
English Devolution and Community Empowerment Act 2026	https://www.legislation.gov.uk/ukpga/2026/23/enacted

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	Allan.oldfield@fylde.gov.uk	

Appendix 1: Corporate Plan 2024-2028: Progress to Date

Appendix 2: The Revised Corporate Plan 2024-2028

Appendix 3: The Revised Corporate Plan Actions 2024-2028

APPENDIX 1: CORPORATE PLAN 2024-28 PROGRESS TO DATE

Customer Service & Digital Transformation

Action	Progress	Target Completion
Retain a face-to-face service in a digital age	Both face-to-face and virtual services remain an integral part of the Council's priorities, recognising customer needs and continually reviewing accessibility. A Customer Access policy is to be produced.	January 2026
Seek and act upon customer service reviews on all services	'How Did We Do Surveys' implemented from March 2023. Most council services have signed up, with further services being added. Analysis and subsequent actions are due to start in April.	August 2025
Seek new ways of providing services that deliver best outcomes for residents	Customer feedback continues to be reviewed, and changes are made where required – this is occurring as part of service reviews and efficiency measures.	Ongoing

Financial Management & Value for Money

Action	Latest Update	Target Completion
Seek income generating opportunities to lessen the tax burden on residents	In collaboration with other services this is considered throughout the budget setting process led by the Leadership Board, managers and employee feedback. Capacity and skill set have not been available to make the progress expected / intended on this. Resource and opportunity will be less for this work with LGR requirements and demand.	Ongoing

Action	Latest Update	Target Completion
Work with all tiers of government to provide the best value for money	The shared service arrangements have been extended with estates and facilities management as well as project support with neighbouring councils, LGR advises that shared service should be considered in the lead to Vesting Day. This approach will be consistent with LGR transition.	Ongoing
Continue to operate council finances responsibly within a balanced budget	This is considered throughout the budget setting process led by the Leadership Board and reported through MTFS updates.	March 2025
Provide financial support resources to Programme and Project Boards	Resource will be allocated to support the work of Programme and Project Boards during 2024/25. The commitment has been demonstrated with the St Annes and Kirkham projects.	March 2025

Community Safety & Environmental Protection

Action	Latest Update	Target Completion
Reduce dog fouling, fly tipping by working with partner organisations	Dog Fouling: Patrols directed to problem areas. Comms and Environmental Health linking up for deterrent messaging. Fly tipping: Operation planned with Rural Task Force Police for enforcement. The actions are in place however, resources have been impacted by staff changes, absences, and demand from other areas of the service for example, ASB, hot weather crowds etc. more time will allow for the resource to make the required impact.	Ongoing
Work with partners to reduce anti-social behaviour	New Principal Community Safety Officer in post. ASB meeting reformatted into a risk management session. Operation Centurion in St Annes Town Centre. GENGA multi-agency meeting established. All the actions have been completed	June 2024

Action	Latest Update	Target Completion
Reduce litter, dog fouling, fly tipping and plastic pollution and increase recycling	Waste minimisation team continue to work with a range of partners to increase recycling awareness. Commercial recycling has increased, domestic food waste is planned, and litter management is extensive although dry hot weather leads to more people and more litter, every effort to prevent is in place, the work remains ongoing and will continue to improve the local environment.	March 2025

Housing & Homelessness

Action	Latest Update	Target Completion
Deliver support to our most vulnerable residents and increase the availability of temporary accommodation	Two projects will increase temporary homeless accommodation to 32 units. 9 additional units under LAHF by June 24, 4 units under the Afghan Resettlement Scheme, and 13 units from YMCA. These have been completed / delivered.	July 2024
Provide an appropriate mix of affordable and market housing	Scrutiny spotlight session heard 8/4/24 with recommendations to the Executive committee. Policy H4 of the local plan addresses affordable housing delivery. The policy has been developed and approved; it will also be reviewed as part of the current work on the Local Plan.	March 2025
Protect the health of residents by maintaining housing standards and reducing homelessness	Housing standards team responds to complaints and proactively inspects HMOs. Homelessness team responds to Prevention, Relief and Main duties. Enforcement process and resources have been reviewed with improved monitoring and response.	Ongoing

Climate Change & Environmental Strategy

Action	Latest Update	Target Completion
Develop and implement a climate change strategy to reduce our carbon footprint	£43,000 UKSPF money ringfenced for strategy. Steer requested for consultant delivery. Officers are working corporately and collaboratively on development. The action has been completed and existing activity regarding recycling, bathing waters, drainage, trees, energy, pollution, dune management etc are ongoing and making progress however, recommendations from the strategy that require significant additional resource, and capacity cannot be delivered at present with the demand from LGR, windfarm and other matters, this will be incorporated into climate work	June 2024
Improve the beach and estuary environment	The Beach Management Plan has been completed, several drafts have been circulated and improved, partners have been engaged and services across the council have been engaged. The plan will be led and overseen by the Service Director for Operational Services with the Service Director for Tourism and Leisure providing support and assistance. The dune projects continue to improve the local environment and sea defence – progress continues to be made. The plan has several long-term initiatives that will become part of a wider programme within a new unitary council.	March 2025

Community Support & Volunteering

Action	Latest Update	Target Completion
Support our volunteers and community organisations	Community Hub established in January 2024. Proposals for volunteer sector development submitted, including paid DBS Checks, a pilot study and a government-funded resource. The actions have been completed, volunteer numbers and groups are increasing, and the council has recognition programmes.	December 2024

Elections & Democratic Services

Action	Latest Update	Target Completion
Publish the revised electoral register within statutory deadlines	This is a task that has been completed, it will be achieved for future deadlines.	Ongoing
Successfully deliver the Police and Crime Commissioner election and the General Election	PCC election delivered successfully, general election, and LCC election.	July 2024

Parks, Recreation & Tourism

Action	Latest Update	Target Completion
Improve play areas and access to the beach for all users	Improvements to play areas at Lowther Gardens, Waddington Park, Raleigh Close & Hove Road will include improved access. Some areas have been completed, others, including new areas, require investment, new plans, additional support etc. Resource (funds and people) and capacity have been limited and will be required to make further progress.	March 2025
Provide high-quality parks, open spaces and leisure facilities	All parks & open spaces are maintained to high standards. Green Flag status will be maintained – this has been achieved and sustained.	October 2024

Action	Latest Update	Target Completion
Improve events offering to boost tourism and support hospitality	Tourism team will deliver 1940s weekend and Kite Festival, work with event organisers to improve events offer. These continue to be a success, are reviewed every year and additional VE/ VJ and other events also delivered.	October 2024
Support towns and parishes with local events/markets/club days	Tourism Team assists Town and Parish councils with local events, including bunting provision. Parks team assists with club days, providing staging and chairs. This has been achieved but the resource has been limited, other demands have impacted, and policy at LCC on bunting, road closures etc has been challenging.	October 2024
Support local heritage	Tourism Team continues partnership with Lowther Trust and Lytham Hall. Managing the opening of the new Art Gallery at Lytham Hall. The Trusts are supported, the gallery is open, and new trusts are being supported (Lytham Institute) with potential for more trusts to be established.	September 2024

Planning & Development

Action	Latest Update	Target Completion
Deliver the Planning Peer Review Action Plan	Commitment to deliver recommendations continues, monitored regularly by the Internal Affairs Scrutiny Committee. Progress has been made and reported to scrutiny, new Service Director has refocused the service and will be restructuring to deliver more of the outcomes from the Peer Review.	Beyond March 2025

Action	Latest Update	Target Completion
Assist the Regeneration Team in the delivery of key projects	Regular liaison between planning, regeneration and projects teams. The relationship between the Service Directors and the service areas has been enhanced, new ideas from new people and changes in approach, roles, and responsibilities have resulted in progress.	Beyond March 2025
Provide Quality Services	Building Control team holds ISO 9001 accreditation for public sector building control & public protection services. The accreditation is in place however, the team has significant resource issues because of the market demands, the inspection regime, assessment, and skill shortage. This is being monitored and reported against.	Ongoing

Major Projects & Regeneration

Action	Latest Update	Target Completion
Deliver Fylde's UK Shared Prosperity Fund Investment Plan objectives	The three-year funding programme for 2022/23, 2023/24 and 2024/2025 has been successfully delivered under Fylde management. A reduced one-year only funding programme has been delivered through 2025/2026, with funding administered by the Lancashire Combined County Authority and distributed to the districts Significant successor economic development funding programmes are now being delivered in areas which are covered by mayoral/strategic authorities, of which Lancashire is not one.	March 2025
St Annes Phase 1 (Event Space) project	Appoint main contractor, start on site, and complete most Activity Schedule works. Project delivered and completed.	March 2025

Action	Latest Update	Target Completion
Successfully deliver the Future High Street Fund programme in Kirkham	The programme has now been delivered in its entirety.	March 2025
Lytham Clifton Street Public Realm Project	A revised scheme of minor tree pollarding and lighting improvements has been delivered.	March 2025
Assist Singleton Parish Council Village Green scheme	This scheme has been shelved due to the failure to secure land agreements.	March 2025
Island Building acquisition	This activity was paused whilst further viability studies in commissioned with a provisional development partner have been completed to assist with negotiations. Discussions with the stakeholders/leaseholders will continue through 2026/2027, however there is uncertainty in the appetite of stakeholders to participate.	March 2027
Economic Development Strategy	A revised strategy for Economic Development and Visitor Economy is being progressed with the aim to have a draft ready for September 2026. This work has been brought forward in priority given the steer by lead members to ensure that Fylde's ask and offer is captured and taken forward into a successor unitary authority.	October 2026
St Annes Events Programme	Since 2025, the Council has significantly increased activity within St Annes Square through a combination of Council-led events, commissioned activity and partnership working. This has included regular artisan and speciality markets, yoga and wellbeing sessions, live music and performance activity, seasonal events, family-focused activations, Christmas programming, cultural events and support for wider town centre initiatives. The approach has been to utilise the Square as a flexible community and visitor space, increasing footfall, supporting local	December 2024

Action	Latest Update	Target Completion
	businesses, encouraging repeat visits and contributing to the vibrancy of St Annes town centre throughout the year.	

Infrastructure & Technical Services

Action	Latest Update	Target Completion
Surface Water and Flood Management Strategy	Continue implementation and produce a revised report for committee consideration. Scrutiny received a report detailing the strategy action updates in early 2025. Consideration will need to be made based on available resources as to whether the current flood and surface water management strategy is revised. Discussions with Lead Member for Environment are ongoing	December 2024
Lytham promenade footway improvements	Works were carried out in November 2025 to several sections of promenade that required repairs. The engineering team will carry out further surveys upon conclusion of the summer events period to determine whether further works are required in 2025/2026	October 2024
St Annes Seawall project	Achieve planning determination for EA EA-funded project. Funding envelope exceeded viability, scheme will be delivered as scheduled in 2033. Officers are working to try and secure a planning determination but is difficult after key staff movements and lack of available specialist engineers.	December 2024
Lytham Hall drainage project	Monitor the project and provide technical advice. Completed initial works, ongoing advice and support is available.	Ongoing

Action	Latest Update	Target Completion
Fylde Technical Water Bathing Group	Lead group and devise an action plan to improve the worst offending watercourses in the Ribble catchment. Group has been established; regional alignment has led to changes in partnership working. The initiative is priority and has been progressed.	January 2025
Maintain coastal defences	In line with the Shoreline Management Plan. The dunes management project has progressed and received further funding; other sea defence options are covered through sub-regional work.	Ongoing
St Annes Swimming Pool refurbishment	Progress project using Blackpool Council professional staff. Needs SMT and member confirmation. The grant funded work for solar panels and boiler refit has been delivered, the £1.9m condition work has been subject to tender – there has been progress.	March 2025

Parking & Transportation

Action	Latest Update	Target Completion
Improve parking provision for visitors	Constant/ongoing with twice-yearly inspections. St Annes Swimming Pool Car Park roadway resurfaced in April 2024. Council to adopt Ballam Road car park 2024/25. Additional payment machines planned for 2025. Several works completed, Ballam Road car park being developed.	Ongoing
Secure ownership of Ballam Road Car Park	Ownership transferred to Fylde Council in June 2025. Work started on the legal order, including consultation. Payment machines, signs and improvement works to follow. Ownership achieved after a delay / appeal and infrastructure being procured for delivery.	Completed

Workforce Development

Action	Latest Update	Target Completion
Implement succession planning and address skills shortage	Several apprenticeships positions have been created and career paths in some areas where it has been difficult to recruit to, an approach of 'developing our own'. However, this has not been possible to the extent that it is needed, LGR has acted as a catalyst to ensure employees are in the best position possible for a new workforce. Employee development requires resource and capacity, investment today for benefit tomorrow. Included in revised actions / outcomes. The uptake of apprenticeships levy has increased, on average we have 5 submissions per year, we currently have 16 listed, across the majority across all service areas.	Ongoing

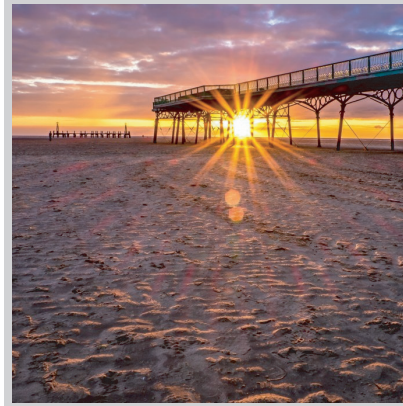
Partnership Working & Representation

Action	Latest Update	Target Completion
Continue to represent Fylde Council at Turning Tides Partnership	The partnership has been reviewed, and Fylde have been engaged, representation has been constant and will be regardless of the partnership structure.	Ongoing
Continue to represent Fylde Council at Fylde Coast Water Peninsula meetings	Representation is in place and will continue – achieved.	Ongoing
Continue to represent Fylde Council at LGA Coastal Group	Engagement in this group is as required, the remit, scope, and arrangements for the group did not warrant formal representation.	March 2025

Action	Latest Update	Target Completion
Continue to represent Fylde Council at the Economic Prosperity Board	The council is formally a member of the EBP and for 25/26 Chairs the Board.	Ongoing
Continue to represent Fylde Council at the Lancashire Economic Development Directors group	Representation is in place through Service Director for Development and will continue – achieved.	Ongoing
Strategic support to Parish Councils	Support has been provided and remains available to parish and town councils for democratic advice and project support, recent examples include Singleton, Weeton, Staining, Ansdell & Fairhaven.	Ongoing
Continue formal engagement with EA regarding FCERM strategy	Formal engagement is in place and will continue as long as the scheme is active.	Ongoing
LGA Corporate Peer Challenge	A formal written report of the Progress Review has been produced by the LGA, and this is available on the Council's webpages alongside the original CPC report and Action Plan. Findings will continue to be used to help shape the Council's approach and planning for the journey to Vesting Day.	March 2028

Key

	Completed or included in the revised actions
	Action or activity initiated but needs additional work
	Action or activity is no longer applicable or deliverable



CORPORATE PLAN

2024 - 2028

FOREWORD

Our Corporate Plan sets out our vision for the next four years, detailing our commitments to all who live and work in Fylde. It will enable us to monitor Council performance, identify opportunities that will best serve the public, and put our community first.

Throughout the plan, we emphasise sustainability and the protection of our natural resources and describe a path forward that builds upon our robust financial position to continue delivering excellent services whilst improving Fylde's economic prosperity.

Cllr. Karen Buckley

COUNCIL LEADER



OUR VISION

Our vision is for Fylde to be a place where people choose to live, work and raise a family, retire and feel safe, visit and want to return.



OUR COMMITMENTS



Quality Services



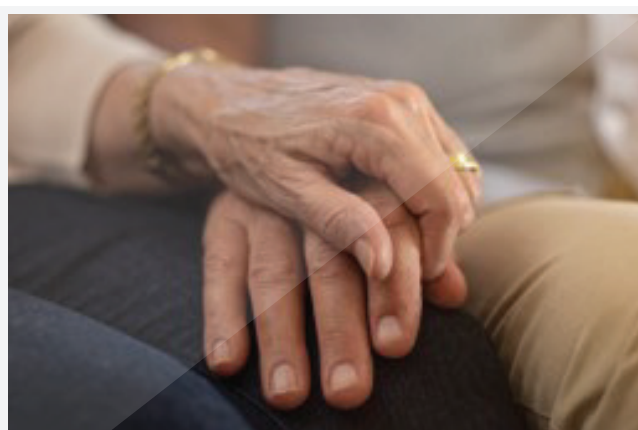
Clean & Green Environment



A Great Place To Visit



Vibrant & Healthy Economy



Safe & Caring Community

QUALITY SERVICES

As a council, Fylde offers a multitude of services for local residents, such as Environmental and Housing support, MOT Services and Waste and Recycling collections, as well as a variety of recreational activities across the coast.

The latest survey results showed that 93% of customers are satisfied with the services provided by Fylde Council. Many services are now accessible online, however, Fylde continues to deliver front facing services with 9 out of 10 enquiries being dealt with at the first point of face-to-face contact.

Our commitments:

- Offer face-to-face in person service in a digital age
- Seek and act on customer feedback on all our services
- Seek income opportunities that will reduce the tax burden on residents
- Continue to manage public finances responsibly within a balanced budget
- Seek new ways of providing services to deliver the best outcome for residents
- Work with all tiers of government to deliver best best value for money
- Improve parking provision for visitors

*Further information can be found at
www.fylde.gov.uk/council/performance



CLEAN AND GREEN ENVIRONMENT

We provide 870 litter bins across the streets and parks and if we were to line the bins in a row, they would stretch from Fairhaven Lake to St Annes Pier. That's the equivalent of 2413 tonnes of litter collected during 2022-23, which is enough to fill Blackpool's Tower Ballroom. Each of our 6 general waste trucks visit (on average) 1,321 houses every day carrying domestic general waste collections.

The Borough of Fylde has a beautiful 12-mile stretch of coastline comprised of broad open beaches, salt marsh and sand dunes. Our beach is the most popular destination for day trippers to St Annes and is enjoyed every day by dog walkers.

Whilst water management is the responsibility of other agencies, it is a priority for Fylde Council to see action taken to reduce incidents of flooding and improved bathing water quality.

Our commitments:

- Reduce litter, dog fouling, fly tipping & plastic pollution
- Improve and protect the beach & estuary environment
- Increase recycling with the introduction of food waste collections
- Work with partners to improve bathing water quality and reduce flooding
- Maintain coastal defences in line with the Shoreline Management Plan



VIBRANT AND HEALTHY ECONOMY

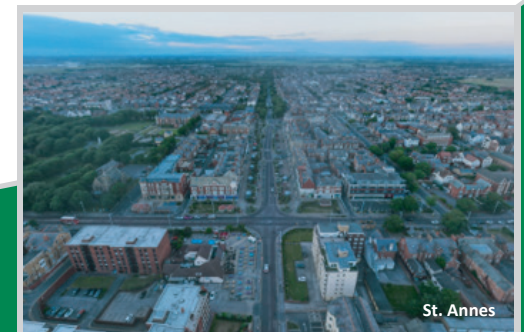
As of October 2023, Lytham Town Centre's footfall had increased by 7.3% year on year* and Kirkham's had increased by 6%, with both monitoring that Saturday is the busiest day for visitor attendance. Conversely, St Annes has seen a year-on-year decrease in footfall figures. The Council has ambitious plans to regenerate St Annes with the help of partners via the delivery & promotion of the St Annes Masterplan, which will revitalise the Town Centre.

Upper Tier councils are seeking devolution from central government to increase funds and opportunities for all of Lancashire. Should this go ahead, Fylde will use every lever available to secure benefits to our residents and businesses and will work collaboratively with our partners to deliver the Lancashire 2050 strategic vision.

Our commitments:

- Improve our town centres, with a primary focus on delivering the St Annes Masterplan
- Target investment to support jobs, businesses and critical infrastructure
- Advise and sign-post Parish and Town Councils on regeneration or urban design schemes
- Support neighbours and partners to develop Enterprise Zones with a focus on job creation and economic growth

*October 2023 vs October 2022



SAFE AND CARING COMMUNITY

Fylde maintains over 20 parks and many more open spaces, including Fairhaven Lake, Ashton and Lowther Gardens.

The borough of Fylde has the second lowest crime rate in Lancashire, making it one of the safest places to live in the county. Anti-social behaviour is the top neighbourhood priority for residents in Fylde as surveyed by the police and the council shares a duty to prevent crime.

Since 2019/20, the number of households approaching the Council threatened with homelessness has increased by 25% to, on average, 800 enquiries per annum. The local authority has seen an increase in 50% over the same period for clients who required temporary homeless accommodation. In the last 5 years, 2,454 new homes have been delivered in Fylde and the borough is set to see a further 3,316 by 2032.

Our commitments:

- Improve play areas and access to the coast and countryside for all
- Work with partners to reduce anti-social behaviour
- Protect the health of our residents by maintaining housing standards and reducing homelessness
- Support our volunteers and community organisations
- Plan an appropriate mix of affordable and market housing to meet the needs of all generations
- Deliver support to our most vulnerable residents and increase availability of temporary accommodation



A GREAT PLACE TO VISIT

Fylde attracts 3 million visitors a year, with 2.5 million tourism visits being made by day visitors. In turn, this generated £315 million for the local economy of Fylde and supported 3,277 jobs.*

Fylde Borough prides itself on the 'In Bloom' work continually provided by volunteers and supported by parks staff across the borough's green spaces. Feedback from our residents demonstrates a 95% satisfaction rate with parks and open spaces.

Fylde is home to fantastic events that take place on the coast, including Lytham Festival, 1940s Weekend and the spectacular Kite Festival.

*2022 figures

Our commitments:

- Provide high quality parks, open spaces and leisure facilities
- Improve and increase events that will boost tourism and support hospitality across Fylde
- Support our towns and parishes with local events / markets / club days
- Support and protect our local heritage



Lytham 1940s Weekend

MEASURING SUCCESS

We will measure success by delivering projects that meet our commitments and by delivering services at a consistently high standard. Projects already set to be delivered are noted here and these will be added to during the life of the Corporate Plan.

Projects:

- De-silt Fairhaven Lake
- Redevelop St Annes Pool and Leisure Facility
- Refurbish and re-open Kirkham Pool
- Deliver the Pier Link, Garden Street and Orchard Road schemes in St Annes
- Complete the Lytham Clifton Street improvement scheme
- Refurbish the Boathouse and Pagoda at Fairhaven Lake
- Deliver PlayZones in Kirkham, Freckleton & St Annes
- Complete the required Local Plan evidence and updates
- Implement Simpler Recycling scheme including food waste collection service
- Establish community hubs network for volunteer co-ordination network
- Ensure a smooth transition to unitary arrangements that achieve the best for the Fylde community

KEEP IN TOUCH

Find out what's happening in Fylde each week by signing up for our free Saturday eNewsletter at www.fylde.gov.uk/sign-up

Stay up to date with

- ✓ The latest news and projects from the Council
- ✓ Household support and advice
- ✓ Service delivery updates

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News and Press Releases can be found at www.fylde.gov.uk/news

Fylde Council is always looking for ways to improve the service we provide to our customers. One way we achieve this is by collating your views through our online survey at www.fylde.gov.uk/haveyoursay.

The survey should take no more than 2 minutes to complete and your feedback is extremely valuable in helping us improve the service we provide.

All responses will be treated in the strictest confidence.



AWAY DAY OUTCOMES: THE REVISED CORPORATE PLAN 2026-2028

The strategic actions/outcomes listed by the Corporate Plan themes have been compiled from the away day feedback. These will form the strategic monitoring of the plan. The published, public-facing Corporate Plan 2024-2028 will be revised/edited to include the commitments and projects.

These actions will be captured using the Council's performance management system, iPerform.

Quality Services

Corporate Plan Commitment	Lead Directorate	Strategic Action / Outcomes
Seek income opportunities that will reduce the tax burden on residents Seek and act on customer feedback on all our services Offer Face to Face in a digital age	All Service Directors	Explore opportunities that will enhance or maintain quality services
Seek new ways of providing services to deliver the best outcome for residents Offer face-to-face in person service in a digital age Seek and act on customer feedback on all our services	Senior Management Team	Priority to deliver business as usual, high-quality services, throughout the LGR transition process
Seek new ways of providing services to deliver the best outcome for residents	Place & Culture	Improve parking provision for visitors
Seek new ways of providing services to deliver the best outcome for residents	Planning, Building Control and Land Charges.	Complete the Fylde Local Plan review
Seek new ways of providing services to deliver the best outcome for residents	Finance	Continue to manage public finances responsibly within a balanced budget
Work with all tiers of government to deliver the best unitary arrangements for Fylde	Senior Management Team	Advise and sign-post Parish and Town Councils on assets, projects and LGR transition
	Senior Management Team	Identify and allocate resource to deliver a smooth transition to unitary council (workstreams, project team, partnerships)
	Senior Management Team	Investigate opportunities to share, merge, or commission services with new unitary group / partners

Clean & Green Environment

Corporate Plan Commitment	Lead Service Directorate	Strategic Action / Outcomes
Improve and protect the beach and estuary environment Work with partners to improve bathing water quality and reduce flooding	Operations	Complete, launch, and implement the Coastal Management Plan
Reduce litter, dog fouling, fly tipping and plastic pollution, and increase recycling Increase recycling with the introduction of food waste collections	Operations	Implement the Simpler Recycling National Programme
Improve and protect the beach and estuary environment	Place & Culture	Explore funding opportunity and partners to de-silt Fairhaven Lake
Maintain coastal defences in line with the Shoreline Management Plan	Development	Review and update the Shoreline Management Strategy shaping future coastal defence requirements
Work with partners to improve bathing water quality and reduce flooding	Development	Continued commitment alongside partners to improve bathing water quality and reduce flooding on the Fylde coast

A Great Place to Visit

Corporate Plan Commitment	Lead Service Directorate	Strategic Action / Outcomes
Provide high quality parks, open spaces, and leisure facilities	Place & Culture	Create an Active Fylde Programme
Provide high quality parks, open spaces, and leisure facilities Improve and increase events that will boost tourism and support hospitality across Fylde Support our towns and parishes with local events / markets / club days	Place & Culture	Develop and implement a new Cultural Strategy
Provide high quality parks, open spaces, and leisure facilities Improve and increase events that will boost tourism and support hospitality across Fylde	Place & Culture	Launch and implement the Fylde Leisure Strategy
Provide high quality parks, open spaces, and leisure facilities	Development	Deliver the two swimming pools capital programme
Provide high quality parks, open spaces, and leisure facilities Improve play areas and access to the coast and countryside for all	Place & Culture	Support and deliver PlayZone facilities

Improve and increase events that will boost tourism and support hospitality across Fylde	Place & Culture	Enhance and develop Fairhaven Lake to be self-sufficient
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Vibrant & Healthy Economy

Corporate Plan Commitment	Lead Service Directorate	Strategic Action / Outcomes
Improve our town centres, with a primary focus on delivering the St Annes Masterplan Target investment to support jobs, businesses and critical infrastructure	Development	Revise and launch the Economic Development Strategy, including the Regeneration Framework
Improve our town centres, with a primary focus on delivering the St Annes Masterplan	Development	Continued delivery and promotion of St Annes Masterplan including completion of Pier Link, Garden Street Orchard Road and The Island lease consolidation projects
Improve our town centres, with a primary focus on delivering the St Annes Masterplan	Development	Completion of Lytham Clifton Street Public Realm project
Improve our town centres, with a primary focus on delivering the St Annes Masterplan	Development	Secure and support tenants occupying Kirkham heritage assets (TSB & Hillside)
Support neighbours and partners to develop Enterprise Zones with a focus on job creation and economic growth Target investment to support jobs, businesses and critical infrastructure	Development	Develop and support the Enterprise Zones in Fylde alongside partners and owners
Support and protect local heritage assets	Planning Service, Building Control & Land Charges	Protect and enhance heritage and conservations areas, through partnership working and safe building practices
Advise and sign-post Parish and Town Councils on regeneration or urban design schemes	Development	Advise and sign-post Parish and Town Councils on regeneration or urban design schemes.

Safe & Caring Community

Corporate Plan Commitment	Lead Service Directorate	Strategic Action / Outcomes
Protect the health of our residents by maintaining housing standards and reducing homelessness	Env & Housing	Implement licence and regulation of tobacco and vape outlets if necessary
Protect the health of our residents by maintaining housing standards and reducing homelessness	Env & Housing	Deliver support to our most vulnerable residents and increase availability of temporary accommodation
Protect the health of our residents by maintaining housing standards and reducing homelessness	Env & Housing/Planning	Plan an appropriate mix of affordable and market housing to meet the needs of all generations
Support our volunteers and community organisations	Place & Culture	Implement new structure and allocate resource for community support
Support our volunteers and community organisations	Place & Culture	Lead, develop, and support volunteer co-ordination
Work with partners to reduce anti-social behaviour	Env & Housing	Work with partners to reduce anti-social behaviour
Support and protect local heritage assets	Planning & BC / Development	Protect heritage and community assets in Fylde for the benefit of the community

END

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SERVICE DIRECTOR FOR GOVERNANCE AND LEGAL	COUNCIL	7 JULY 2026	10
REVIEW OF OUTSIDE BODIES – PROPOSED RATIONALISATION			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources, Councillor Vince Settle.

PURPOSE OF THE REPORT

Following the recommendations of the Community Focus Scrutiny Committee a full review of the outside bodies has been undertaken and it is proposed to rationalise the number of the Council's current Outside Body appointments to ensure they remain relevant, proportionate, and aligned with current capacity and strategic priorities.

RECOVERABILITY

This decision is not recoverable because it relates to a recommendation to the council

RECOMMENDATIONS

1. To remove the proposed outside bodies from the approved list; and
2. To note the new reporting framework, and the arrangements for non-reporting.

CORPORATE COMMITMENTS

This report aligns to the following corporate commitments.

1) Quality services	✓
2) Clean and green environment	
3) Vibrant and healthy economy	
4) Safe and caring community	
5) A great place to visit	

REPORT

BACKGROUND

1. The Community Focus Scrutiny Committee established a Task and Finish Group to undertake a Spotlight Review of the Council's arrangements for Outside Bodies. The Review identified a number of issues, including inconsistent reporting, variable levels of engagement, and limited oversight of outcomes arising from these appointments.
2. The recommendations arising from the review were reported to the Community Focus Committee in March 2026.
3. Since March, officers have been working on a number of the recommendations including a revision of the questions asked of representative members, a new reporting dashboard and a review of the outside bodies.

REPORTING

4. In addition to the new reporting form for members, the review recommended that the six-monthly reporting requirement be reaffirmed as mandatory, in line with the Outside Bodies Protocol, with consistent application of the escalation process whereby non-submission after two reminders is referred to the relevant Scrutiny Chair. In cases of persistent non-reporting, Group Leaders should be asked to support compliance and reinforce expectations.

FURTHER CONSIDERATIONS – NEED FOR RATIONALISATION

5. The Spotlight Review highlighted a wider issue regarding the overall number and relevance of Outside Bodies to which the Council appoints representatives. Evidence indicated that in some instances appointed Members have received little or no communication or engagement.
6. In some cases, the review found limited evidence of activity or outcomes from certain organisations. In other instances some bodies have ceased operation or the Council's involvement with them has ceased.
7. This indicates that some appointments may no longer represent an effective or proportionate use of Council resources.

CAPACITY AND CONTEXT

8. The need to review and rationalise Outside Bodies is further reinforced by the current operating environment. The number of councillors reduced from 51 to 37 in 2023, yet the number of Outside Bodies has increased.
9. With fewer elected Members, the workload for members has increased, with some taking on multiple roles and responsibilities.
10. With this increased workload, members are juggling responsibilities of council and committee work, as well as their community roles, this places pressure on their capacity to meaningfully engage with the Outside Bodies.

LOCAL GOVERNMENT REORGANISATION (LGR)

11. The evolving landscape of LGR is reshaping priorities, governance structures, and partnership arrangements. This creates a need to focus on strategically significant and high-value partnerships. In this context, it is both timely and necessary to ensure that Outside Body appointments remain targeted, relevant, and sustainable. This will focus member capacity on strategically important partnerships and avoid maintaining legacy appointments that may not transfer into future arrangements.

RATIONALE FOR CHANGE

12. A reduction in the number of Outside Bodies will:
 - a. enable Members to focus on fewer, more impactful appointments;
 - b. improve the quality of engagement and reporting;
 - c. reduce administrative burden; and
 - d. ensure alignment with the Council's current priorities and future direction.

13. This approach represents a proportionate and pragmatic response to the challenges identified and should be viewed as strengthening, rather than diminishing, partnership arrangements.

REVIEW METHODOLOGY

14. In reviewing the Outside Bodies, officers assessed:

- a. whether the organisation is active and regularly meets;
- b. whether Council representatives are invited and able to participate meaningfully;
- c. the strategic relevance of the body to Council priorities;
- d. the benefits and outcomes arising from the appointment; and
- e. whether formal Council representation remains necessary or appropriate.

Bodies that do not meet these criteria are therefore proposed for removal from the approved list.

BODIES PROPOSED FOR REMOVAL

15. The following bodies are proposed for removal from the list of Outside Bodies, the reasons why and if an alternative form of engagement can be undertaken;

- a. BAE Systems Co-ordination – community engagement can be undertaken via ward member/lead member engagement rather than via formal appointment/reporting framework
- b. Blackpool Airport EZ Project Board – has not met for a number of years but participation would fall under the remit of the Lead Member/Planning Chairman, as appropriate, rather than via formal appointment/reporting framework
- c. Duty to Cooperate – Planning – this is no longer a requirement under the Planning framework, however any member engagement required would be under the remit of the Planning Chairman/Lead Member.
- d. Fylde Coast YMCA Partnership Board – no longer required.
- e. Fylde & Wyre Health & Wellbeing Board – this body has been disbanded.
- f. Fylde Peninsular Water Management Group – the format of these meetings has changed and updates from officers are provided by way of Lead Member briefings.

CONCLUSION

16. It is therefore recommended to remove the above Outside Bodies from the list of approved Outside Bodies.

IMPLICATIONS	
Finance	None arising from this report
Legal	None arising from this report
Community safety	None arising from this report
Human rights and equalities	None arising from this report
Sustainability, biodiversity and environmental impact	None arising from this report
Health and safety	None arising from this report
Risk management	None arising from this report

SUMMARY OF PREVIOUS DECISIONS

Community Focus Scrutiny Committee – 10 March 2026

1. That, prior to the start of each municipal year, contact be made with each Outside Body to confirm its status, remit, and whether continued Council representation is required. This exercise would ensure that appointments remain relevant, purposeful, and aligned with the Council's strategic priorities.
2. To discontinue the current reporting form and explore opportunities to develop a digital, online dashboard capable of capturing and displaying live reporting data from Members appointed to Outside Bodies. Such a system would streamline the reporting process, reduce the need for repeated reminders, and provide scrutiny members with a clear, real-time overview of activity, performance, and emerging issues.
3. That a short, standardised virtual briefing be offered annually to all members appointed to Outside Bodies. covering the purpose of the appointment, expectations of the role in line with the Protocol, lines of communication, and guidance on completing the new online dashboard reporting form with the aim of ensuring members feel confident, supported, and clear about their responsibilities from the outset.
4. That a traffic light system be incorporated into the scrutiny reporting arrangements to highlight key issues quickly and consistently. Such an approach would support members in identifying areas requiring attention such as non-engagement by an Outside Body, emerging risks, or lack of progress while also enabling the recognition of positive performance and effective partnerships.
5. In line with Protocol, the six-monthly reporting requirement be reaffirmed as mandatory, with consistent application of the escalation process whereby non-submission after two reminders is referred to the relevant Scrutiny Chair. In cases of persistent non-reporting, Group Leaders should be asked to support compliance and reinforce expectations.
6. That Part 5f - Protocol for Members on Outside Bodies be updated to reflect the new arrangements.

BACKGROUND PAPERS RELEVANT TO THIS ITEM

Document Title	Where available for inspection
None	

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	Email: ian.curtis@fylde.gov.uk	June 2026

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
SERVICE DIRECTOR FOR GOVERNANCE AND LEGAL	COUNCIL	7 JULY 2026	11
REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Finance and Resources, Councillor Vince Settle.

PURPOSE OF THE REPORT

Under the Regulation of Investigatory Powers Act 2000, the council must have in place a system of authorising, recording and reviewing any surveillance that it carries out that is covered by the act. Its system must comply with the act, regulations and codes of practice. It must have its own RIPA policy.

It is good practice for the council to evaluate and review its RIPA policy annually. There are no proposed substantive changes to the policy this year.

RECOVERABILITY

This decision is not recoverable because it relates to a recommendation to the council.

RECOMMENDATION

1. Council is recommended to endorse the RIPA policy.

CORPORATE COMMITMENTS

This report aligns to the following corporate commitments.

1) Quality services	
2) Clean and green environment	
3) Vibrant and healthy economy	✓
4) Safe and caring community	✓
5) A great place to visit	

REPORT

THE RIPA FRAMEWORK

1. The Regulation of Investigatory Powers Act 2000 (RIPA) regulates covert investigations by a number of bodies, including local authorities. It was introduced to ensure that individuals' rights are protected while also ensuring that law enforcement and security agencies have the powers they need to do their job effectively.
2. Fylde Council is therefore included within RIPA framework with regard to the authorisation of both directed surveillance and of the use of covert human intelligence sources.
3. Directed surveillance includes the covert surveillance of an individual in circumstances where private information about that individual may be obtained. A covert human intelligence source ("CHIS") is a person who, pretending to be someone that they are not, builds up a relationship of trust with another person for the purpose of obtaining information as part of an investigation.
4. RIPA introduced a mandatory system of authorisation and review for surveillance activities. Only certain people can be designated to authorise surveillance. Authorisations must be approved by the Magistrates' Court. There must be a centrally retrievable record of authorisations.
5. As well as the act, the RIPA framework includes statutory instruments and codes of practice issued by the Home Office. Each public authority that can use RIPA must have its own RIPA policy. Inspectors from the Investigatory Powers Commissioners Office ("IPCO") can inspect any public authority's RIPA compliance. The inspections can be rigorous and thoroughgoing.

CONSIDERATION OF RIPA POLICY

6. There have been no changes to legislation, guidance or caselaw since the last review that would support a change to the present policy. However, changes to the policy are suggested to reflect changes in officer designations and correct some typos and formatting issues. The policy as revised is attached and is recommended for readoption.

IMPLICATIONS	
Finance	There are no financial implications arising from this report
Legal	Authorisation of surveillance activity gives that surveillance "lawful authority" for the purposes of the European Convention on Human Rights.
Community safety	CCTV cameras have the capability of being used for purposes falling within the ambit of RIPA. If they were so used, a RIPA authorisation would need to be obtained.
Human rights and equalities	See the comments under "Legal"
Sustainability, biodiversity and environmental impact	No implications
Health and safety	Failure to comply with the statutory requirements would lead to an adverse report by the regulator.
Risk management	Failure to comply with the statutory requirements would lead to an adverse report by the regulator.

SUMMARY OF PREVIOUS DECISIONS
The council is invited annually to note the use made by the council of surveillance powers and adopt or endorse the council's RIPA policy. The council last did so at its meeting on 8 July 2025.

BACKGROUND PAPERS REVELANT TO THIS ITEM		
Name of document	Date	Where available for inspection
Employees' Guide: RIPA.	June 2021	Town Hall, Lytham St Annes

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	01253 658506 and ian.curtis@fylde.gov.uk	17 June 2026

Attached documents

Appendix 1 – 2026 RIPA Employees' Guide Policy



Employees' Guide

Regulation of Investigatory Powers Act 2000

Directed Surveillance and Use of Covert Human Intelligence Sources

				Ref. Number	FP 78
Authorised By	Allan Oldfield	Job title	Chief Executive	Issue Date	Dec 2014
Author	Ian Curtis			Revision No	July 2026
End users of hard copies of this document are responsible for ensuring their copy is up to date.					

Revised July 2026

1 Introduction

- 1.1 The Regulation of Investigatory Powers Act 2000 (RIPA) regulates covert investigations by a number of bodies, including local authorities. It was introduced to ensure that individuals' rights are protected while also ensuring that law enforcement and security agencies have the powers they need to do their job effectively.
- 1.2 Fylde Council is therefore included within the RIPA framework with regard to the authorisation of both [Directed Surveillance](#) and of the use of [Covert Human Intelligence Sources](#).
- 1.3 The purpose of this guidance is to:
 - explain the scope of RIPA and the circumstances where it applies
 - provide guidance on the authorisation procedures to be followed.
- 1.4 The Council has had regard to the Code of Practice produced by the Home Office in preparing this guidance. It is available on the Internet at www.gov.uk/government/publications/covert-surveillance-and-covert-human-intelligence-sources-codes-of-practice.
- 1.5 This policy is reviewed annually by the full council. Additionally, reports on the use of authorisations under RIPA are made to the council's Audit and Governance Committee on a quarterly basis.
- 1.6 In summary RIPA requires that when the Council undertakes [directed surveillance](#) or uses a [covert human intelligence source](#), these activities must satisfy certain conditions and be authorised by an officer with delegated powers and approved by a Justice of the Peace.
- 1.7 The authorising officers for the council are the chief executive and the deputy chief executive.
- 1.8 There are special rules that apply where the Council intends to undertake [directed surveillance](#) or use a [covert human intelligence source](#) and the surveillance or use of the source is likely to result in [confidential material](#) or privileged material being acquired. In those circumstances, the chief executive must authorise the use of the source. Nobody else can authorise the surveillance or use of the source unless the chief executive is absent.
- 1.9 The same special rules apply where the council intends to use a [covert human intelligence source](#) who is under 18 years old, or who is vulnerable. A person is vulnerable if he or she is or may be in need of community care services by reason of mental or other disability, age or illness and who is or

may be unable to take care of himself, or unable to protect himself against significant harm or exploitation. Again, the chief executive must authorise the use of such a source. Nobody else can authorise the surveillance or use of the source unless the chief executive is absent.

- 1.10 The council will only use a person who is vulnerable as a covert human intelligence source in the most exceptional circumstances, and will not use any person who is under 16 years old.
- 1.11 Authorisation and approval under RIPA gives lawful authority to carry out [surveillance](#) and the use of a source. Obtaining authorisation and approval helps to protect the Council and its officers from complaints of interference with the rights protected by Article 8(1) of the European Convention on Human Rights which is now enshrined in English law through the Human Rights Act 1998. This is because any interference with the private life of citizens will be “in accordance with the law”. Provided activities undertaken are also “reasonable and proportionate”, they will not be in contravention of Human Rights legislation.
- 1.12 It should be noted that the Council cannot authorise [Intrusive Surveillance](#). Investigators should familiarise themselves with the provisions of chapters 5 and 6 of the [Code of Practice](#) on Covert Surveillance to ensure a good understanding of the limitation of powers within RIPA.
- 1.13 Deciding when authorisation is required involves making a judgment. [Paragraph 2](#) sets out some factors you will need to consider. If you are in any doubt, seek the advice of an Authorising Officer, if they are in doubt they will seek advice from the Service Director for Governance and Legal. While it is always safer to get authorisation, many kinds of investigation may not involve the use of the kinds of surveillance covered by RIPA.
- 1.14 The Service Director for Governance and Legal has responsibility for maintaining a centrally retrievable record of authorisations under RIPA and for overseeing:
 - 1.14.1 the integrity of the process in place within the authority to authorise and seek approval of directed surveillance;
 - 1.14.2 compliance with Part II of the 2000 Act, Part III of the 1997 Act and with the codes of practice;
 - 1.14.3 engagement with the Investigatory Powers Commissioner’s Office (“IPCO”) and inspectors when they conduct their inspections, and

1.14.4 where necessary, overseeing the implementation of any post-inspection action plans.

1.15 Before any officer of the Council undertakes or commissions any [surveillance](#) of any individual or individuals they need to assess whether the activity comes within RIPA. In order to do this the following key questions need to be asked.

2 **Directed Surveillance**

2.1 **What is meant by Surveillance?**

"Surveillance" includes:

- a) monitoring, observing or listening to persons, their movements, their conversations or their other activities or communication;
- b) recording anything monitored, observed or listened to in the course of surveillance; and
- c) surveillance by or with the assistance of a surveillance device.

2.2 **When is surveillance directed?**

Surveillance is 'Directed' for the purposes of RIPA if it is [covert](#) and is undertaken:

- a) for the purposes of a [specific investigation](#) or a [specific operation](#);
- b) in such a manner as is likely to result in the obtaining [of private information](#) about a person (whether or not one is specifically identified for the purposes of the investigation or operation); and
- c) otherwise than by way of an [immediate response](#) to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation to be sought for the carrying out of the [surveillance](#).

2.3 **Is the surveillance covert?**

Covert surveillance is that carried out in a manner **calculated** to ensure that subjects of it are unaware it is or may be taking place.

If activities are open and not hidden from the subjects of an investigation, the RIPA framework will normally not apply.

2.4 Is it for the purposes of a specific investigation or a specific operation?

For example, are Town Hall CCTV cameras which are readily visible to anyone walking around the building covered?

The answer is not if their usage is to monitor the general activities of what is happening in the car park. If that usage, however, changes, RIPA may apply.

For example, **if** the CCTV cameras are targeting a particular known individual, and are being used in monitoring his activities, that has turned into a specific operation. However, the operation will only require authorisation if the surveillance is covert.

2.5 Is it in such a manner that is **likely** to result in the obtaining of private information about a person?

"Private information" is any information relating to a person's private or family life.

An investigation that merely gathers intelligence about a person's use of public spaces and premises open to the public would not by itself usually be likely to result in the obtaining of private information.

For example, the fact that a person has visited a particular pub and spoke to another particular person on a particular occasion will not be private information about either of them. But recording information about what they talk about may be. Private information may also be obtained if several records about what the person did in a public place are analysed together to produce a pattern of behaviour.

If it is likely that observations will not result in the obtaining of private information about a person, then it is outside RIPA framework. However, the use of 'test purchasers' may involve the use of [covert human intelligence sources](#) (see later). If in doubt, speak to your Authorising Officer.

2.6 Otherwise than by way of an immediate response to event or circumstances where it is not reasonably practicable to get authorisation

The Home Office gives the example of an immediate response to something happening during the course of an observer's work, which is unforeseeable.

However, if, as a result of an immediate response, a [specific investigation](#) subsequently takes place, that brings it within RIPA framework.

2.7 Is using the internet or social media to get information about in individual directed surveillance?

The internet and social media can be valuable resources for investigations. If you use the internet or social media just to identify individuals who might be of interest, you will probably not be doing directed surveillance and would not have to obtain RIPA authorisation. But if you are using them to build up a more complete picture of someone's behaviour and habits, you might need to consider obtaining an authorisation.

The key consideration is whether you are getting private information. If you are only using information you could get by casual browsing, that is not likely to be private information. But if you are visiting a site or feed multiple times, or combining information from a number of online sources, to help you with your investigation of an individual, the position may be different. You may be carrying out directed surveillance and need an authorisation. The former Office of Surveillance Commissioners issued guidance on when the use of social media and the internet might need authorisation under RIPA. You can read the guidance at [appendix 4](#). You can also look at paragraphs 3.10 to 3.17 of the [Code of Practice](#).

3 Is the Surveillance Intrusive?

3.1 [Surveillance](#) becomes intrusive if it:

- a) is carried out in relation to anything taking place on any **residential premises** or in any **private vehicle**; and
- b) involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device; or
- c) Is carried out by means of a surveillance device in relation to anything taking place on any residential premises or in any private vehicle but is carried out without that device being present on the premises or in the vehicle, where the device is such that it consistently provides information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the vehicle.

3.2 Surveillance is also automatically deemed to be intrusive if it relates to certain kinds of premises which are, at the time of the surveillance, being

used for legal consultations. The premises are prisons, courts, police stations, legal practitioners' offices and high security hospitals.

The council cannot carry out intrusive surveillance.

4 Covert use of Human Intelligence Source (CHIS)

4.1 A person is a Covert Human Intelligence Source if:

- a) he establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraph b) or c),
- b) he covertly uses such a relationship to obtain information or provide access to any information to another person; or
- c) he covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

4.2 A purpose is covert, in relation to the establishment or maintenance of a personal or other relationship, if and only if the relationship is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of that purpose.

4.3 An example of a CHIS would be an officer or other person who pretends to form a friendship with a suspect, but who is really using that relationship to secretly obtain information from the suspect.

4.4 It would be unusual for the council to use a CHIS, but if you do so, you need to obtain authorisation

5 Authorisations, approvals, renewals and cancellations

5.1 The Process for Authorisation and Approval

5.1.1 Obtaining authorisation and approval is a two-stage process. The first stage is to obtain authorisation from an Authorising Officer. Details of Authorising Officers and their remits are in [paragraphs 1.7 to 1.10](#).

5.1.2 The second stage is to obtain approval from a Justice of the Peace. This involves applying to the magistrates' court. The council will follow the Home Office [guidance on applying for approval](#). Only qualified lawyers or officers

authorised by the council under [section 223 of the Local Government Act 1972](#) can make the application for approval and appear in court.

5.1.3 A Justice of the Peace, in considering giving approval to an authorisation, must consider whether the statutory tests have been met and whether the use of the surveillance technique is necessary and proportionate.

5.1.4 An authorisation or renewal is not effective until it has been approved by a Justice of the Peace. The investigating officer should not begin the authorised surveillance until it has been approved.

5.2 The Conditions for Authorisation

5.2.1 Directed Surveillance

5.2.1.1 For [directed surveillance](#) no officer shall grant an authorisation for the carrying out of directed surveillance unless he believes:

- a) that an authorisation is **necessary** for the purpose of preventing or detecting crime or of preventing disorder and
- b) the authorised [surveillance](#) is **proportionate** to what is sought to be achieved by carrying it out.

5.2.1.2 In order to ensure that authorising officers have sufficient information to make an informed decision it is important that detailed records are maintained. As such the [forms](#) listed in the Appendix are to be completed where relevant.

5.2.1.3 Authorisations should provide enough flexibility to avoid the need for amendments to accommodate minor changes in the times or methods of surveillance, while still facilitating effective monitoring of compliance with the authorisation.

5.2.2 Covert Use of Human Intelligence Sources

5.2.2.1 The same principles apply as for [Directed Surveillance](#). (see paragraph [5.1.1](#) above), but there are some additional requirements. The person authorising use of a CHIS must believe that management arrangements for the source satisfy requirements laid down in RIPA and relevant regulations. The requirements are set out in [Appendix 3](#).

5.2.2.2 The conduct so authorised is any conduct that:

- a) is comprised in any such activities involving the use of a [covert human](#)

[intelligence source](#), as are specified or described in the authorisation;

- b) relates to the person who is specified or described as the person to whose actions as a covert human intelligence source the authorisation relates; and
- c) is carried out for the purposes of, or in connection with, the investigation or operation so specified or described.

5.2.2.3 In order to ensure that authorising officers have sufficient information to make an informed decision it is important that detailed records are maintained. As such the [forms](#) listed in appendix 2 are to be completed where relevant.

5.2.2.4 It is also sensible to make any authorisation sufficiently wide enough to cover all the means required, while still facilitating effective monitoring of compliance with the authorisation.

5.3 Requirements of RIPA

5.3.1 All authorisations **must** be in **writing**. The Appendix to this guidance refers to standard [forms](#), which must be used. **Officers must direct their mind to the circumstances of the individual case with which they are dealing when completing the form.**

5.3.2 Although it is possible to combine two authorisations in one form the Council's practice is for separate forms to be completed to maintain the distinction between [Directed Surveillance](#) and the use of a [source](#).

5.3.3 Authorisations lapse, if not renewed, three months from the date of approval by the Magistrates Court for directed surveillance and twelve months from date of approval by the Magistrates Court for the conduct or use of a [covert human intelligence source](#). **Nevertheless, the authorising officer must ensure that each authorisation specifies an expiry date.**

5.3.4 The person who originally granted the authorisation can renew it in the same terms at any time before it ceases to have effect. If the person who originally granted the authorisation is unavailable, another [person entitled to grant a new authorisation](#) can renew it. Authorisations may be renewed more than once, provided they continue to meet the criteria for authorisation. Any renewal will not be effective unless approved by the Magistrates Court.

But, for the conduct of a [covert human intelligence source](#), an Authorised Officer should not renew unless a review has been carried out and that person has considered the results of the review when deciding whether to

renew or not. A review must cover what use has been made of the source, the tasks given to them and information obtained.

- 5.3.5 The benefits of obtaining an authorisation are described in [paragraph 7](#) below.

5.4 Factors to Consider

- 5.4.1 Any [person giving an authorisation](#) should first satisfy him/herself that the authorisation is **necessary** on particular grounds and that the surveillance is **proportionate** to what it seeks to achieve. This will include consideration of the guidance in paragraphs 3.3 to 3.6 of the [Covert Surveillance and Property Interference Code of Practice](#).

- 5.4.2 Particular consideration should be given to **collateral intrusion** on or interference with the privacy of persons other than the subject(s) of [surveillance](#). Such collateral intrusion or interference would be a matter of especial concern in cases where there are special sensitivities, for example in cases of premises used for any form of medical or professional counselling, advice or therapy.

- 5.2.8 An application for an authorisation should include **an assessment of the risk** of any collateral intrusion or interference. The authorising officer must take this into account when considering the proportionality of the surveillance.

- 5.4.3 Those carrying out the [covert surveillance](#) should inform the Authorising Officer if the operation/investigation unexpectedly interferes with the privacy of individuals who are not the original subjects of the investigation or covered by the authorisation in some other way. In some cases the original authorisation may not be sufficient and consideration should be given to whether a separate authorisation is required.

- 5.4.4 Any person giving an authorisation will also need to be aware of particular **sensitivities in the local community** where the surveillance is taking place or of similar activities being undertaken by other public authorities which could impact on the deployment of surveillance. Where the Authorising Officer considers that conflicts might arise they should consult a senior police officer before granting the authorisation.

5.5 Home Surveillance

- 5.5.1 The fullest consideration should be given in cases where the subject of the surveillance might reasonably expect a high degree of privacy, for instance at his/her home, or where there are special sensitivities.

5.6 Spiritual Counselling

No operations should be undertaken in circumstances where investigators believe that surveillance would lead to them intrude on spiritual counselling between a Minister and a member of his/her faith. In this respect, spiritual counselling is defined as conversations with a Minister of Religion acting in his/her official capacity where the person being counselled is seeking or the Minister is imparting forgiveness, absolution of conscience or counselling concerning appropriate repentance. "Minister of Religion" does not necessarily imply a paid office.

5.7 Confidential Material

5.7.1 RIPA does not provide any special protection for [confidential material](#). Nevertheless, such material is particularly sensitive, and is subject to additional safeguards under this guidance.

5.7.2 In general, any application for an authorisation that is likely to result in the acquisition of confidential material should include an assessment of how likely it is that confidential material will be acquired. Special care should be taken where the target of the investigation is likely to be involved in handling confidential material. Such applications should only be considered in exceptional and compelling circumstances with full regard to the proportionality issues this raises.

5.7.3 The following general principles apply to confidential material acquired under authorisations:

- Those handling material from such operations should be alert to anything that may fall within the definition of confidential material. Where there is doubt as to whether the material is confidential, advice should be sought from the Service Director for Governance and Legal before further dissemination takes place;
- Confidential material should not be retained or copied unless it is necessary for a specified purpose;
- [Confidential material](#) should be disseminated only where an appropriate officer (having sought advice from the Service Director for Governance and Legal) is satisfied that it is necessary for a specific purpose;
- The retention or dissemination of such information should be accompanied by a clear warning of its confidential nature. It should be safeguarded by taking reasonable steps to ensure that there is no possibility of it becoming available, or its content being known, to any

person whose possession of it might prejudice any criminal or civil proceedings related to the information.

- [Confidential material](#) should be destroyed as soon as it is no longer necessary to retain it for a specified purpose.

5.8 Combined authorisations

A single authorisation may combine two or more different authorisations under RIPA. Combined authorisations must not include [intrusive](#) surveillance activity.

5.9 Partnership working

The council's human resources service and fraud investigation services are outsourced to other councils. As the tasking authority, it is Fylde's responsibility to provide the authorisation. This means that where the outsourced human resources or fraud investigation service wishes to carry out [directed surveillance](#) or use a [CHIS](#), authorisation must be obtained from an appropriate [Authorising Officer](#) of Fylde Council. An authorisation sought or granted by an officer of the council providing the outsourced service would not be valid under RIPA and would not give lawful authority for the activity.

6 Handling and disclosure of product

6.1 Control of material

6.1.1 Material acquired through covert surveillance or the use of a CHIS will always be personal information. This means that it must be handled in accordance with [data protection laws](#). Fylde Council will be the data controller for all material produced in an operation authorised on the application of Fylde Council, regardless of whether it is physically in the possession of Fylde or of a partner organisation. The paragraphs below set out the procedures for handling material.

6.1.2 If the procedures allow the material to be shared or given to another person or body, that person or body must agree to comply with the procedures equivalent to those set out below. They must also agree not to share or give any of the material to any other person or body. If the other person or body does not agree, the material should not be shared or given to them unless Fylde Council's data protection officer has agreed in writing.

6.2 Copying

6.2.1 Except as mentioned below, you should not make copies of any material unless needed for the purposes of the investigation it forms part of, any other

investigation that it is relevant to, or legal proceedings connected with them. Apart from this, you can only make copies for certain statutory purposes. "Making copies" includes not only copying the whole of the material, but also making extracts summaries or records which identify themselves as the product of the surveillance or CHIS.

- 6.2.2 You should not send any material via any method of transmission which is not secure, even within Fylde Council.

6.3 Storage

- 6.3.1 If the material is digital, you must store it in a location that is protected from access by unauthorised person, and must not disclose the credentials for access to any other person. Under no circumstances should any material be put on a memory stick or other storage device, unless it is required to be disclosed as part of any legal procedure, in which case it must be password protected.

- 6.3.2 If material is held as hard copy, it must be secured and locked in such a way that no person not concerned with the investigation has access to it.

6.4 Destruction

- 6.4.1 Material must be destroyed once it is no longer needed. Material is deemed to be no longer needed five years after the earliest of the following has happened: (a) any legal proceedings in which the material is part of the evidence, or is unused information, have concluded (including the conclusion of any appeal) and the material is not needed in connection with any other ongoing or contemplated legal proceedings; (b) a decision has been made to not proceed with legal proceedings in connection with the operation for which the material was obtained and the material is not needed in connection with any other ongoing or contemplated legal proceedings; or (c) a review as contemplated by 6.4.2 below has concluded that there is no material possibility of the material being used in any legal proceedings.

- 6.4.2 Any stored material should be reviewed by the officer in charge of the investigation for which it was obtained no later than one year after it was obtained, and subsequently at intervals of no more than one year to decide whether there is a realistic possibility of it being used in any legal proceedings.

- 6.4.3 There is nothing in RIPA that prevents material obtained through the proper use of the authorisation procedures from being used in other investigations. However, you should always bear in mind that the purpose of your surveillance is governed by its authorisation. If the purpose changes, you will

need to seek a new authorisation.

7 The Use of Covert Human Intelligence Sources

- 7.1 The [Authorising Officer](#) must consider the continuing safety and welfare of any employee to be used as a [CHIS](#), and the foreseeable consequences to others of the tasks they are asked to carry out. He should assess any risk to the employee **before** authorisation is given.
- 7.2 The Council's practice is **not** to use an employee acting as a source to infiltrate existing criminal activity, or to be a party to the commission of criminal offences, even where this is within the limits recognised by law.
- 7.3 The Authorising Officer must believe that the use of an employee as a source is proportionate to what it seeks to achieve. He should satisfy himself that the likely degree of intrusion into the privacy of those potentially affected is proportionate to what the use of the source seeks to achieve. Accurate and proper records should be kept about the source and tasks undertaken.
- 7.4 Particular care should be taken in circumstances where people would expect a high degree of privacy or where, as a consequence of the authorisation, [confidential material](#) is likely to be obtained.

8 Confidential material

RIPA does not provide any special protection for confidential material. Nevertheless, such material is particularly sensitive, and is subject to additional safeguards under the relevant Home Office [Code](#). In general, any application for an authorisation that is likely to result in the acquisition of confidential material should include an assessment of how likely it is that confidential material will be acquired.

9. Central Register of Authorisations

- 9.1 RIPA requires a central register of all authorisations to be maintained. The Service Director for Governance and Legal or his nominated representative maintains this register.
- 9.2 Whenever an authorisation is granted the [Authorising Officer](#) must arrange for the following details to be forwarded by e-mail to the Service Director for Governance and Legal or nominated representative. Receipt of the e-mail will be acknowledged.
- Whether it is for [Directed Surveillance](#) or [CHIS](#) ;
 - Applicants name, job title and directorate;
 - Applicant's address and Contact Number;

- Identity of 'Target';
- Authorising Officer and Job Title; (in line with delegation scheme)
- Date of Authorisation;
- Whether the special provisions for urgent authorisation were used and, if so, why;
- Whether the investigation or operation is likely to result in obtaining [confidential material](#); and
- The first date for review.

A copy of the authorisation should be sent either with the notification or to follow as soon as practicable afterwards.

9.3. The Service Director for Governance and Legal or person nominated to maintain the register of authorisations will:

- a) Review the authorisation and draw the authorising officer's attention to any issues or problems with it;
- b) Check that arrangements have been made to seek approval of the authorisation from the Magistrates Court and to forward details of the approval for inclusion on the central record when granted;
- c) Remind [authorising officers](#) of the expiry of authorisations;
- d) Check that surveillance does not continue beyond the authorised period;
- e) At the anniversary of each authorisation, remind authorising officers to consider the destruction of the results of [surveillance](#) operations;
- f) At the fifth anniversary of each authorisation, remind authorising officers to consider destruction of the forms of authorisation, renewal or cancellation.

9.4 It is each service director's responsibility to securely retain all authorisations, renewals and cancellations within their directorate. These records are confidential and should be retained for a period of five years from the ending of the authorisation. Once the investigation is closed (bearing in mind court proceedings may be lodged some time after the initial work) the records held by the directorate should be disposed of in an appropriate manner (e.g. shredded).

10 Cancellation of authorisations

10.1 [Authorising Officers](#) are reminded of the guidance relating to the retention

and destruction of confidential material as described in paragraph [5.2.9.3](#) above.

- 10.2 Authorising Officers are responsible for ensuring that authorisations undergo timely reviews and are cancelled promptly after directed surveillance activity is no longer necessary. It is good practice for a cancellation application to describe the activity undertaken, any material acquired and how that material is to be managed.
- 10.3 Authorising Officers must ensure that the relevant details of each authorisation are sent to the [designated officer](#) for registration as described in [paragraph 8](#) above.
- 10.4 The authorised officer should retain applications for [directed surveillance](#) for 5 years. Where it is believed that the records could be relevant to pending or future criminal proceedings, they should be retained for a suitable further period, commensurate to any subsequent review.

11 Benefits of Obtaining Authorisation under RIPA.

11.1 Authorisation of surveillance and human intelligence sources

RIPA states that

- and**
- if authorisation confers entitlement to engage in a certain conduct
 - the conduct is in accordance with the authorisation, **then**
 - it shall be “lawful for all purposes”.

However, the corollary is not true – i.e. if you do **not** obtain RIPA authorisation it does not make any conduct unlawful (e.g. use [of intrusive surveillance](#) by local authorities). It just means you cannot take advantage of any of the special RIPA benefits.

- 11.2 RIPA states that a person shall not be subject to any civil liability in relation to any conduct of his which -
- a) is incidental to any conduct that is lawful by virtue of authorisation; and
 - b) is not itself conduct for which an authorisation is capable of being granted under a relevant enactment and might reasonably be expected to have been sought in the case in question

12 Scrutiny and Tribunal

[IPCO](#) regulates conduct carried out under RIPA. The Commissioner provides independent oversight of the use of investigatory powers by intelligence agencies, police forces and other public authorities. This includes authorising [directed surveillance](#) and the use of [covert human intelligence sources](#).

APPENDIX 1.

Definitions from RIPA

- **“Confidential Material”** consists of:
 - a) matters subject to legal privilege;
 - b) confidential personal information; or
 - c) confidential journalistic material.
- **“Matters subject to legal privilege”** includes both oral and written communications between a professional legal adviser and his/her client or any person representing hi/her client, made in connection with the giving of legal advice to the client or in contemplation of legal proceedings and for the purposes of such proceedings, as well as items enclosed with or referred to in such communications. Communications and items held with the intention of furthering a criminal purpose are not matters subject to legal privilege (see Note A below)
- **“Confidential Personal Information”** is information held in confidence concerning an individual (whether living or dead) who can be identified from it, and relating:
 - a) to his/her physical or mental health; or
 - b) to spiritual counselling or other assistance given or to be given, and

which a person has acquired or created in the course of any trade, business, profession or other occupation, or for the purposes of any paid or unpaid office (see Note B below). It includes both oral and written information and also communications as a result of which personal information is acquired or created. Information is held in confidence if:

- c) it is held subject to an express or implied undertaking to hold it in confidence; or
 - d) it is subject to a restriction on disclosure or an obligation of secrecy contained in existing or future legislation.
- **“Confidential Journalistic Material”** includes material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence, as well as communications

resulting in information being acquired for the purposes of journalism and held subject to such an undertaking.

Note A. *Legally privileged communications will lose their protection if there is evidence, for example, that the professional legal adviser is intending to hold or use them for a criminal purpose; privilege is not lost if a professional legal adviser is properly advising a person who is suspected of having committed a criminal offence. The concept of legal privilege shall apply to the provision of professional legal advice by any agency or organisation.*

Note B. *Confidential personal information might, for example, include consultations between a health professional or a professional counsellor and a patient or client, or information from a patient's medical records.*

APPENDIX 2.

1. RIPA 2000 PART II **APPLICATION** FOR AUTHORITY FOR DIRECTED SURVEILLANCE
2. RIPA 2000 PART II APPLICATION FOR **RENEWAL** OF DIRECTED SURVEILLANCE
3. RIPA 2000 PART II APPLICATION FOR **CANCELLATION** OF DIRECTED SURVEILLANCE
4. RIPA 2000 PART II **REVIEW** OF DIRECTED SURVEILLANCE
5. RIPA 2000 PART II APPLICATION FOR **CHANGE OF CIRCUMSTANCES** OF DIRECTED SURVEILLANCE

APPENDIX 3

Management arrangements for CHIS

[From RIPA, section 29(5)]

- a) that there will at all times be a person holding an office, rank or position with the relevant investigating authority who will have day-to-day responsibility for dealing with the source on behalf of that authority, and for the source's security and welfare;
- (b) that there will at all times be another person holding an office, rank or position with the relevant investigating authority who will have general oversight of the use made of the source;
- (c) that there will at all times be a person holding an office, rank or position with the relevant investigating authority who will have responsibility for maintaining a record of the use made of the source;
- (d) that the records relating to the source that are maintained by the relevant investigating authority will always contain particulars of all such matters (if any) as may be specified for the purposes of this paragraph in regulations made by the Secretary of State; and
- (e) that records maintained by the relevant investigating authority that disclose the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available to those persons.

The matters specified in paragraph (d) are the following (see The Regulation of Investigatory Powers (Source Records) Regulations 2000)

:

- (a) the identity of the source;
- (b) the identity, where known, used by the source;
- (c) any relevant investigating authority other than the authority maintaining the records;
- (d) the means by which the source is referred to within each relevant investigating authority;
- (e) any other significant information connected with the security and welfare of the source;
- (f) any confirmation made by a person granting or renewing an authorisation for the conduct or use of a source that the information in paragraph (d) has been considered and that any identified risks to the security and welfare of the source have where appropriate been properly explained to and understood by the source;
- (g) the date when, and the circumstances in which, the source was recruited;
- (h) the identities of the persons who, in relation to the source, are discharging or have discharged the functions mentioned in section 29(5)(a) to (c) of the 2000 Act or in any order made by the Secretary of State under section 29(2)(c);
- (i) the periods during which those persons have discharged those responsibilities;

- (j) the tasks given to the source and the demands made of him in relation to his activities as a source;
- (k) all contacts or communications between the source and a person acting on behalf of any relevant investigating authority;
- (l) the information obtained by each relevant investigating authority by the conduct or use of the source;
- (m) any dissemination by that authority of information obtained in that way; and
- (n) in the case of a source who is not an undercover operative, every payment, benefit or reward and every offer of a payment, benefit or reward that is made or provided by or on behalf of any relevant investigating authority in respect of the source's activities for the benefit of that or any other relevant investigating authority.

Covert surveillance of Social Networking Sites (SNS)

[From paragraph 289, OSC Procedures and Guidance 2016]

289 The fact that digital investigation is routine or easy to conduct does not reduce the need for authorisation. Care must be taken to understand how the SNS being used works. Authorising officers must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.

289.1 Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as 'open source' or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases data may be deemed private communication still in transmission (instant messages for example). Where privacy settings are available but not applied the data may be considered open source and an authorisation is not usually required. Repeat viewing of "open source" sites may constitute directed surveillance on a case by case basis and this should be borne in mind.

289.2 Providing there is no warrant authorising interception in accordance with section 48(4) of the 2000 Act, if it is necessary and proportionate for a public authority to breach covertly access controls, the minimum requirement is an authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a member of a public authority or by a person acting on its behalf (i.e. the activity is more than mere reading of the site's content).

289.3 It is not unlawful for a member of a public authority to set up a false identity but it is inadvisable for a member of a public authority to do so for a covert purpose without authorisation for directed surveillance where private information is likely to be obtained. The SRO should be satisfied that there is a process in place to ensure compliance with the legislation. Using photographs of other persons without their permission to support the false identity infringes other laws.

289.4 A member of a public authority should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without authorisation, and without the consent of the person whose identity is used, and without considering the protection of that person. The consent must be explicit (i.e. the person from whom consent is sought must agree (preferably in writing) what is and is not to be done).