



Executive Cabinet

Agenda and Reports

For consideration on

Thursday, 18th August 2011

In the Council Chamber, Town Hall, Chorley

At 5.00 pm

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Executive Cabinet meeting to allow time to prepare appropriate responses and investigate the issue if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting.
- The question to be answered by the Executive Member with responsibility for the service area or whoever is most appropriate.
- On receiving a reply the member of the public will be allowed to ask one supplementary question.
- Members of the public will be able to stay for the rest of the meeting should they so wish but will not be able to speak on any other agenda item upon using their allocated 3 minutes.

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

- Each of the executive decisions taken at the Executive Cabinet meeting are subject to the adopted 'call-in' procedure within 10 working days of the Executive Cabinet meeting at which the decision is made, unless the decision has been implemented as a matter of urgency.
- Guidance on the 'call-in' procedure can be accessed through the following internet link:
<http://www.chorley.gov.uk/index.aspx?articleid=1426>
- If you require clarification of the 'call-in' procedure or further information, please contact either:
Ruth Rimmington (Tel: 01257 515118; E-Mail: ruth.rimmington@chorley.gov.uk) or
Carol Russell (Tel: 01257 515196, E-Mail: carol.russell@chorley.gov.uk)
in the Democratic Services Section.

10 August 2011

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 18TH AUGUST 2011

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 18th August 2011 at 5.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 1 - 10)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 23 June 2011 (enclosed).

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will be asked to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR ERIC BELL)

5. **Executive's response to recommendations of Overview and Scrutiny Task Group's inquiry into Highways issues (Pages 11 - 18)**

To receive and consider the report of the Director of People and Places (enclosed).

ITEM OF EXECUTIVE MEMBER (POLICY AND PERFORMANCE) (INTRODUCED BY COUNCILLOR GREG MORGAN)

6. **First Quarter Chorley Partnership Performance Report 2011/12 (Pages 19 - 24)**

To receive and consider the report of the Chief Executive (enclosed).

7. **First Quarter Performance Report 2011/12 (Pages 25 - 32)**

To receive and consider the report of the Chief Executive (enclosed).

ITEM OF EXECUTIVE MEMBER (TRANSFORMATION) (INTRODUCED BY COUNCILLOR KEVIN JOYCE)

8. **Capital Programme Monitoring 2011/12 - 2013/14 (Pages 33 - 44)**

To receive and consider the report of the Chief Executive (enclosed).

9. **Revenue Budget Monitoring 2011/12 Report 1 (end of June 2011) (Pages 45 - 52)**

Report of the Chief Executive (enclosed).

10. **Exclusion of the Public and Press**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 5 of Part 1 of Schedule 12A to the Local Government Act 1972.

ITEM OF EXECUTIVE MEMBER (PARTNERSHIPS AND PLANNING) (INTRODUCED COUNCILLOR ALAN CULLENS)

11. **Planning Breach at Heath Paddock, Heath Charnock (Pages 53 - 58)**

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

12. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Gary Hall
Chief Executive

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Distribution

1. Agenda and reports to all Members of the Executive Cabinet, Lead Members and Directors for attendance.

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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Executive Cabinet

Minutes of meeting held on Thursday, 23 June 2011

Present: Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor Ken Ball (Deputy Leader of the Council) and Councillors Eric Bell, Alan Cullens, Kevin Joyce, Greg Morgan and John Walker

Also in attendance:

Lead Members: Councillors Harold Heaton, Rosie Russell and Stella Walsh

Other Members: Councillors Julia Berry, Alison Hansford, Paul Leadbetter, Adrian Lowe, June Molyneaux, Mark Perks, Alan Platt, Geoffrey Russell, Ralph Snape and Peter Wilson

11.EC.01 APOLOGIES FOR ABSENCE

No apologies for absence were received.

11.EC.02 MINUTES

The minutes of the last meeting of the Executive Cabinet meeting held on 31 March 2011 were confirmed as a correct record for signature by the Executive Leader.

11.EC.03 DECLARATIONS OF ANY INTERESTS

Councillors Eric Bell, (Executive Member (Places)), Kevin Joyce (Executive Member (Transformation)) and Greg Morgan (Executive Member (Policy and Performance)) declared a personal interest in Item 7 – Chorley Pals Memorial Trust – Heritage Lottery Fund Bid.

11.EC.04 PUBLIC QUESTIONS

The Executive Leader reported that there had been no requests from any members of the public to speak on any of the meeting's agenda items.

11.EC.05 CHORLEY PALS - HERITAGE LOTTERY FUND BID

The Director of People and Places presented a report providing details of the Chorley Pals Memorial Trusts funding bid to the Heritage Lottery Fund and specifically, further details of projects that involved Chorley Council assets.

Chorley Council and the Trust had worked closely to prepare the bid and there had been, and continued to be, extensive consultation with the parks, Astley Hall, town centre and conservation officers.

The Remembrance Project had a number of strands:

- Enhancement to the Chorley Cenotaph
- Remedial works to the Memorial Arch at the Queens Road entrance to Astley Park.
- Expansion and enhancement of the Memorial Room at Astley Hall.
- Enhancements to the Chorley Pals Memorial statue.
- Chorley Remembers website.
- Education and community initiatives, for example, Chorley Remembers Months

The report focused on the first four strands, given that the assets involved were Chorley's responsibility. The trustees would be the accountable body for the Heritage Lottery Funding, be responsible for the whole project and all financial matters.

The proposed enhancement work to the Chorley Cenotaph would mean the repositioning of the Falkland Stone. Any decision to relocate the Stone would be the subject of further consultation with various stakeholders for example, the British Legion and the South Atlantic Medals Association.

Decision made

- 1. To support the application and approve Chorley Council's involvement in the Trust's bid.**
- 2. Approval of the inclusion of the Chorley Cenotaph in the Chorley Pals Memorial Trust application, subject to:**
 - **A consultation exercise being undertaken to consider options for the location of the existing Falklands Stone within the Cenotaph area.**
 - **A detailed final design, costings, work methods, conservation details and insurances being presented for approval by the Executive Member for People prior to consent being given to work on site.**
 - **The cost of the works, estimated to be £63,000 in total, to be met by Chorley Pals Memorial Trust.**
- 3. Approval of the Chorley Cenotaph management and maintenance actions in Appendix C to the report.**
- 4. Approval of the inclusion of the Memorial Arch in the Chorley Pals Memorial Trust application, subject to:**
 - **A detailed final design, costings, work methods, conservation details and insurances being presented for approval by the Executive Member for People prior to consent going given to work on site.**
 - **The cost of the works, estimated to be £15,000 in total, to be met by Chorley Pals Memorial Trust.**
- 5. Approval of the Memorial Arch management and maintenance actions set out in Appendix C to the report.**
- 6. Approval of the inclusion of the Memorial Room at Astley Hall in the Chorley Pals Memorial Trust application, subject to:**
 - **A detailed final design, costings, work methods, conservation details and insurances being presented for approval by the Executive Member for People prior to consent being given to work on the site.**
 - **The cost of the works, estimated to be £56,000 in total, to be met by Chorley Pals Memorial Trust. Chorley Council will contribute £2,000 towards the works.**
- 7. Approval of the Memorial Room management and maintenance actions set out in Appendix C of the report.**
- 8. Approval of the inclusion of the area around the Chorley Pals Memorial Statue in the Chorley Pals Memorial Trust application, subject to:**
 - **A detailed final design, costings, work methods and insurances being presented for approval by the Executive Member for People prior to consent being given to work on site.**
 - **The cost of works, estimated to be £5,000 in total, to be met by Chorley Pals Memorial Trust.**
- 9. Approval of the area around the Memorial Statue management and maintenance actions set out in Appendix C of the report.**

Reason for decision

Improvements to the Cenotaph, the Memorial Arch, an expansion and enhancement of the Pals Memorial room at Astley Hall and the introduction of interpretation boards and improved access at the Chorley Pals memorial statue on the Flat Iron car park.

Alternative option(s) considered and rejected

Not to support the Chorley Pals Memorial Trust's Heritage Lottery Funding application.

11.EC.06 PRINCIPAL AREA BOUNDARY REVIEW - BUCKSHAW

The Chief Executive presented a report informing Members that the Local Government Boundary Commission for England had indicated a possibility of a Principal Area Boundary Review being undertaken of the boundary between Chorley and South Ribble Councils regarding the Buckshaw Village Development.

The boundary between South Ribble and Chorley Council's goes through existing residential development. Currently there are around 1200 completed housing units on the Chorley part of Buckshaw, along with significant commercial development. Further significant residential and commercial development is planned in future years, with most of the planned development to be on the Chorley side of Buckshaw Village.

Upon receipt of confirmation from the Local Government Boundary Commission that a boundary review will take place, it was agreed that an all party group would be set up to formulate the Council's position.

The Leader was asked to consider single member wards across the Authority and it was agreed that this would be discussed at the next Leaders Liaison meeting.

Decision made

- 1. Approval to recommend Council to agree in principle that the area of Buckshaw Village should be located entirely in one authority and that this to be confirmed to the Local Government Boundary Commission for England.**
- 2. Approval of discussions to continue with South Ribble Borough Council who are undergoing a full ward review by the Boundary Commission.**
- 3. Noted that the Community Governance Review Committee has paused its Community Governance Review into whether or not to create a Parish Council for Buckshaw, to enable the Council to consider its position.**

Reason for decision

The Council wrote to the Local Government Boundary Commission for England in 2008 requesting that a review take place of the boundary between South Ribble and Chorley to resolve the anomaly of Buckshaw Village being located across two local council areas. The response received on 20 April 2011 is the first indication that a boundary review could take place and is therefore to be welcomed.

The review will only proceed if both Chorley Borough Council and South Ribble Borough Council agree one is required (although it does not appear to be necessary for them both to be in agreement on the location of the new boundary)

Alternative option(s) considered and rejected

If the Council did not support the principle of the review, Buckshaw Village would continue to be in an anomalous situation where the boundary cuts through actual properties and residents in the same cul-de-sac receive services from different Councils. This situation was considered to ignore the community identity of Buckshaw Village and would not provide effective and convenient local government, which is a key factor when determining local authority boundaries.

11.EC.07 GRANT OF A NEW SUB-LEASE OF LAND AT CHISNALL LANE, COPPULL, FROM CHORLEY COUNCIL TO CHORLEY PANTHERS ARLFC

The Director of Transformation presented a report seeking approval for the terms agreed for the granting of a 25 sub-lease with the opportunity to extend for a further 25 years to Chorley Panthers ARLFC on land at Chisnall Lane, Coppull.

The report also sought approval for consent to improve and alter the facilities provide, namely:

- Improved drainage system to all pitches.
- Floodlighting for one pitch and training area
- Extension of changing rooms to include 6 changing rooms, a match officials' changing room, a treatment room and gymnasium
- The erection of a new perimeter fence and a 3 foot fence with access gates across the playing pitches.

Decision made

1. **Approval of the terms for the surrender of the existing sub-lease dated 5 February 2004 and the grant of a new sub-lease.**
2. **Authorisation to Liberata Property Services to instruct the Head of Governance (Legal Services) to proceed with the drafting of the surrender and grant of new sub-lease.**
3. **Consent granted for the alterations and improvements to the drainage, the perimeter fencing of the pitches, the installation of floodlights and the extension of the changing rooms/pavilion.**

Reason for decision

To ensure continued and improved delivery of a recreational facility for the people of Chorley.

Alternative option(s) considered and rejected

Should the sub-lease not be extended, the funding application would have to be withdrawn because the qualifying criteria (the longer lease term) would not be met, so the facilities would remain in their current condition for the remainder of the term of the current sub-lease.

11.EC.08 CHORLEY COUNCIL FOURTH QUARTER PERFORMANCE REPORT 2010/11

The Executive Cabinet considered a report of the Chief Executive, which set out and reviewed the Authority's performance in respect of the key projects included in the Corporate Strategy and key performance indicators during the fourth quarter of 2010/11 ending on 31 March 2011.

The report indicated that, overall performance of the key projects remained excellent with the vast majority of the projects identified in the Corporate Strategy, either on track, completed or scheduled to start later in the year. Of the two projects reported to be rated as amber, one would now be completed in the original timescales, with the other to be completed by the end of the second quarter.

Performance on the key measures in the Corporate Strategy and key performance indicators were strong, with 95% of the measures performing above target or within the 5% tolerance.

Three of the key service delivery measures were below target and it was explained what measures had been put into place to improve on performance.

Decision made

That the report be noted

Reason for the decision

To facilitate the ongoing analysis and management of the Council's performance in delivering the Corporate Strategy.

Alternative option(s) considered and rejected

none

11.EC.09 CHORLEY PARTNERSHIP ANNUAL REPORT 2010/11

The Executive Cabinet received a report of the Chief Executive presenting the Chorley Partnership's end of year performance report for 2010/11.

The report reviewed the Partnership's activities and performance throughout 2010/11, commenting particularly on the progress and impact of the LSP sponsored projects and how they were contributing to the achievement of the refreshed Sustainable Community Strategy.

The Chief Executive highlighted the following significant statistics and trends revealed in the annual report:

- Unemployment had reduced by 2.5% since last year.
- The number of persons in temporary accommodation was on target.
- House prices in Chorley had only decreased by 1% over the last year.
- Crime was down overall by 1.7% compared to 2009/10.
- Anti Social Behaviour was down by 11.7%, with Criminal Damage down by 15.4%
- Teenage pregnancies across the Borough had reduced in numbers and figures were now lower than the Lancashire and North West average at 38.7 per 1,000.
- The rate of alcohol admissions had reduced and was now lower than the North West average.
- 67 new business start-ups were recorded against a target figure of 53.
- The delivery of affordable homes in the Borough had increased by 62% since last year.
- CO2 emissions had continued to reduce and were exceeding target.
- 84.7% of people felt that Chorley was a place where people get on well together.
- The level of street cleanliness was exceeding target.
- The number of primary fires had increased slightly in the past year.

Decision made:

That the report be noted in advance of its presentation to the Chorley Local Strategic Partnership Board.

Reason for the decision

To facilitate the efficient working of the Local Strategic Partnership.

Alternative option(s) considered and rejected

None.

11.EC.10 CAPITAL PROGRAMME PROVISIONAL OUTTURN 2010/11 AND MONITORING 2011/12 - 2013/14

The Director of Transformation presented a report that the provided the provisional outturn figures for the 2010/11 Capital Programme, which were at this stage subject to scrutiny by the Council's external auditor.

The Executive Cabinet were also updated on the Capital Programmes for financial years 2011/12 to 2012/14 to take account of rephrasing expenditure and other budget changes.

The report also informed of the receipt and budgeted use of contributions from developers for the period 2010/11 to 201/14.

In accordance with the Council's strategy of reducing debt incurred for the financing of capital expenditure in previous years, £0.719 million had been set aside voluntarily in addition to the Minimum Revenue Provision for debt reduction charged to the revenue budget each year. This had been achieved by applying VAT shelter Income and revenue budget for repaying debt in subsequent years.

Decision

- 1. Approval of the financing of the Capital Programme for 2010/11 as presented in Appendix 1.**
- 2. Approval of the rephrasing of capital expenditure from 2010/11 and 2012/13 to the Capital Programme 2011/12, as presented in column (2) of Appendix 2**
- 3. Approval of the increases in the Capital Programme for 2011/12 financed by Government grant and developers contributions, and other changes, as presented in column (3) of Appendix 2.**

Reasons for decision

It is necessary for the Council to approve the financing of the 2010/11 Capital Programme and to approve the rephrasing of expenditure between financial years and to update the provisional capital programme figures for 2011/12 and 2012/13 to take into account the rephrasing of expenditure and changes to the resources estimated to be available to finance the programme.

Alternative option(s) considered and rejected

None.

11.EC.11 PROVISIONAL REVENUE OUTTURN 2010/11

The Director of Transformation presented a report setting out the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets it set itself for the year 2010/11.

The accounts were provisional and subject to final checking and scrutiny by the Council's external auditor. It was reported that any significant changes to the outturn as a result of the process would result in a further report being brought to Cabinet at a future meeting. Further details of the Council's overall financial

position would be presented to the Audit Committee at the end of June when they considered the Council's statement of accounts.

Further savings in addition to the £360,000 in the original budget had been achieved and had helped to offset one-off costs associated with the recent directorate restructures.

The provisional outturn showed that the Council's initial net expenditure at the end of the year to be below budget. However, the figure included underspends to the value of £169,000 on committed items where slippage requests had been received to carry forward resources to 2011/12.

The level of working balances had exceeded the minimum £2.0m proposed at 31 March 2011 by £77,000, putting the Council in a positive position for the start of the next financial period.

Decision made:

1. **Approval of slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2011/12.**
2. **Approval of slippage of Section 106 funding for Play and Recreation schemes.**
3. **Approval of transfer of available funds to a specific reserve to fund one-off costs associated with achieving the objectives of the Medium Term Financial Strategy.**

Reason for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

11.EC.12 TREASURY MANAGEMENT ANNUAL REPORT 2010/11

The Director of Transformation presented an out-turn report that was the last of three treasury reports to have been received by the Executive Cabinet during 2010/11, allowing Members to scrutinise treasury policy and activity.

The report advised that Prudential and Treasury Indicators had been complied with and that the return on investments totalled 0.65% which had exceeded the benchmark of 0.43%. The report also gave details of borrowings and the updated situation with regard to the Icelandic investments.

Decision made

That the report be noted.

Reasons for the decision

To ensure effective Member scrutiny on treasury policy and activity.

Alternative option(s) considered and rejected

None.

11.EC.13 JOINT INSURANCE PROCUREMENT TENDER EXERCISE IN COLLABORATION WITH SOUTH RIBBLE BOROUGH COUNCIL

The Director of Transformation presented a report requesting approval to undertake a joint procurement tender exercise with South Ribble Borough Council

for the renewal of the current insurance covers in place at both Councils under existing Long Term agreements that will expire on 31 December 2011.

The joint insurance tender would be a key project in the Shared Financial and Assurance Services Business Improvement Plan that had been agreed by the Shared Services Joint Committee.

The report summarised the approach for the tender, together with the evaluation procedure and criteria to be applied for a combined tender exercise that would seek out more economically advantageous terms than would exist if each Council were to approach the insurance market separately.

Decision made

1. **Approval that South Ribble Borough Council will act as lead body for the joint procurement and conduct the exercise in compliance with its Contract Procedure Rules and Procurement Guidance.**
2. **Approval of the use of the proposed contract award procedure and evaluation criteria set out in the report.**

Reasons for the decision

The aims of the joint tender exercise were to:

- (a) Seek volume discounts from insurers by providing them with a larger overall offer;
- (b) Share procurement costs by arranging one tender exercise, rather than two;
- (c) Rationalise the current insurance portfolios in order to provide ongoing administrative efficiencies.

Alternative option(s) considered and rejected

Research was undertaken involving the Council's Procurement and Partnerships Manager to identify alternatives to the traditional tender approach to obtaining insurance covers. For example a number of consortia were currently being developed.

During a recent tender exercise to appoint a joint insurance broker to both Council's all three candidates were questioned on their views on the alternatives on offer. All were dismissive about the possibility of forming a consortium, feeling that any procurement savings from this route would be modest.

11.EC.14 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – The press and public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

11.EC.15 PROPOSED NEW SENIOR MANAGEMENT STRUCTURE

The Executive Cabinet received and considered a confidential report on a proposed senior management structure for Chorley Council.

Decision

1. **Approval of the new senior management structure set out in Appendix 2 of the report.**
2. **Approval of the internal appointment process for the appointment of a new Chief Executive.**

3. **Approval of the commissioning of North West Employers to facilitate the politically balanced Chief Officer Appointment Panel meeting on 1 July 2011.**
4. **Approval of the £100,00 savings resulting from the revised senior management structure.**
5. **Approval that members of the Cabinet, agree the proposed final salary of the Chief Executive should be reviewed and the amount (to be no more than the amount of £110,000) be confirmed to any applicants before the Chief Officer Appointment Panel meet on 1 July 2011.**

Reason(s) for the decision

To provide a senior management structure that is able to continue the high performance of the Council as well as reduce overall costs.

Alternative option(s) considered and rejected

1. Continue existing management structure.
2. A flatter structure with no Directors.

11.EC.16 2010/11 YEAR END PROGRESS REPORT ON THE PERFORMANCE OF KEY PARTNERSHIPS

The Executive Cabinet received and considered a confidential report on the performance of the Council's key partnership arrangements.

Decision

1. **That the report be noted.**
2. **Approval for effective exit and risk management arrangements to be put in place for the existing Chorley Community Housing partnership agreement which is due to expire on 31 March 2012.**

Reason(s) for the decision

To keep Members informed of the performance of key Partnerships and to ensure effective management of the Council's partnership arrangements.

Alternative option(s) considered and rejected

None.

11.EC.17 EXECUTIVE'S RESPONSE TO OVERVIEW AND SCRUTINY REVIEW OF ACCOMMODATION ASSETS

The Executive Cabinet received a confidential report of the Director of Transformation outlining a suggested response to the Overview and Scrutiny review of accommodation assets.

The report outlined each of the Overview and Scrutiny Task Group's recommendations and contained a suggested response to each recommendation.

The Executive Leader thanked the Task Group for their work and Members noted that a separate inquiry was taking place to look into ways of maximising the usage of the Lancastrian Room at the Town Hall, as a result of this review.

Decision made:

1. **That the Executive's response to the recommendations contained in the report of the findings of the Overview and Scrutiny Task Group following its inquiry into accommodation assets, as outlined in the submitted report of the Director of Transformation, be endorsed for implementation.**

Reason(s) for decision

To respond to the Overview and Scrutiny Committee's recommendations.

Alternative option(s) considered and rejected

None.

Executive Leader

Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places Councillor Eric Bell)	Executive Cabinet	18 August 2011

RESPONSES TO THE RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY TASK GROUP'S INQUIRY INTO HIGHWAY ISSUES

PURPOSE OF REPORT

- To approve the Executive Cabinet's response and actions following the Overview and Scrutiny Committee's review and recommendations for highways and to note Lancashire County Council and United Utilities response.

RECOMMENDATION(S)

- To approve Chorley Council's response and actions in section 8 of this report. To note Lancashire County Council and United Utilities response in sections 9 and 10 respectively.

EXECUTIVE SUMMARY OF REPORT

- The Overview and Scrutiny Committee presented a report on highways to the Council's Executive Cabinet in February 2010
- The recommendations from the Overview and Scrutiny Committee's report are shown in sections 8, 9 and 10. Section 8 includes the Executive's response to recommendations to Chorley Council. However, sections 9 and 10 include the recommendations to, and responses from, Lancashire County Council and United Utilities, respectively.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To respond to the Overview and Scrutiny Committee's recommendations and make improvements to the highways service within the Borough

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	√
Safe Respectful Communities	√	Quality Community Services and	√

		Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	√
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			√

RECOMMENDATIONS AND RESPONSES

8. This section includes recommendations to Chorley Council and the Executive’s response.

Overview & Scrutiny Recommendation		Executive Response
Objective	Recommendation	
Provision of information	To make available to Members current street cleaning schedules and the maintenance schedule for the car parks.	The street cleaning schedules appeared in ‘In the Know’ on 25 March 2011. The plan is to provide this information on an annual basis. There is an opportunity to discuss street cleaning issues in the six monthly Neighbourhood meetings. The car parks are formally inspected on a monthly basis. In addition, the Civil Enforcement Officers report defects on car parks as and when the defect arises.
Provision of information	To utilise ‘In The Know’ to cascade highways and neighbourhoods information to Members	This is being actioned.
Consulting and influencing	To include performance monitoring information on enforcement activities on the quarterly report presented to Overview and Scrutiny Committee and forwarded to LCC as the Highway Authority.	Enforcement activity is included in Neighbourhood reports. This allows discussion and action to be taken on specific areas. Highways enforcement sits with Lancashire County Council. If and when this transfers to Chorley Council, information will also feed into Neighbourhood reports.
Consulting and influencing	To enter into negotiations with Lancashire County Council to provide certain enforcement services such as advertising boards, highway encroachment and overhanging vegetation and seek a level of devolved budget to support this function.	Discussions are underway.
Consulting and influencing	To further develop Chorley’s pavement Cafe Policy to ensure it is fit for purpose and serves the needs of the traders and other town centre users and has an element of clear regulation built into to prevent abuse.	Rather than do this piece of work in isolation it needs to tie in with the enforcement recommendation in the section above. It is envisaged that the earliest this will be done will be in the final quarter of 2011/2012.

Anomalies	To enter into an agreement whereby the County has responsibility for maintaining roads and pavements and Chorley Council has responsibility for grass verges, weed control, tree and shrub maintenance, leaf sweeping and enforcing overhanging vegetation.	There is an existing agreement in place that covers all areas apart from grass verges in outer core areas and enforcement of overhanging vegetation. We are in discussions with Lancashire County Council about both of these issues.
Anomalies	The Service Manager – Streetscene Services to set in motion the gritting of Chorley’s car parks on receipt of notification from Lancashire County Council that they are gritting the roads.	Lancashire County Council’s gritting information and other local intelligence, is used in order to inform the gritting of car parks
Anomalies	To formalise arrangements and resources to enable Chorley Council to deliver gritting services in an agreed town centre area on behalf of Lancashire County Council.	Formal arrangements were introduced for 2010/11 which resulted in Chorley Council providing gritting and clearing services in Chorley Town Centre. Lancashire County Council provided the grit. The arrangements will be reviewed for 2011/12.

9. This section includes recommendations to Lancashire County Council and Lancashire County Council’s response.

Overview & Scrutiny Recommendation		Lancashire County Council Response
Objective	Recommendation	
Provision of information	To set in place a formal information sharing system between Councillors and officers on a strategic level, for example, changes to gritting routes and policy changes, utilising email and other communication tools.	Members have been invited to information sessions regarding highway issues, most recently a presentation on arrangements for the winter. In addition, Lancashire County Council’s Public Realm Manager provides a regular highway bulletin which appears in ‘In the Know’
Provision of information	To use ‘In the Know’ to notify Members of practical information, such as, roadworks, highways and neighbourhoods information.	Lancashire County Council’s Public Realm Manager provides regular highway bulletins and monthly neighbourhood reports have been in place for the past six months. In addition to this, there have also been other articles in ‘In the Know’ covering road works and transport issues, for example, changes to bus routes.
Provision of information	To identify and introduce meaningful performance indicators to enable both	Performance is measured by existing litter and detritus indicators, customer contact and inspections. There are no plans to increase

	County and District officers and members to scrutinise the performance of the Streetscene Services Agreement. This is subject to the development of the Public Realm Strategy that could supersede the Streetscene Services Agreement.	performance management.
Provision of information	To present an update report to the relevant County Council Overview and Scrutiny Committee every six months on the inquiry recommendations to ensure robust performance monitoring.	Request to be submitted to the Exec Director of Environment, Jo Turton. Recommendations being followed up as part of the ongoing public realm discussions.
Provision of information	That key information relating to inspections frequencies, highway intervention levels and key performance indicators are extracted from the Highway Maintenance Plan and provided in a simpler format to Members and Key Officers.	<p>Inspection frequencies and performance information, once reviewed, will feature in future highway bulletins to include details of the highway maintenance programme.</p> <p>The intervention levels detailed in Section 8 are:</p> <ul style="list-style-type: none"> • Urban footways and cycle traces >20mm • Rural footways and cycle tracks > 25mm • Carriageways >40mm or >20mm at designated crossing points
Provision of information	To provide a separate reporting mechanism for officers and Councillors rather than the current single telephone number.	<p>In Chorley, technology allows calls from Councillors' recognised numbers to be dealt with more speedily via the Contact Centre. This avoids the need to provide basic information at the beginning of the call and it also ensures that Members do not receive customer response surveys based on each individual contact.</p> <p>No system is currently in place to allow for this at LCC but this recommendation will be fed back to the Contact Centre for consideration as part of future development.</p>
Provision of information	To communicate with the public more, for example, by improving information on the Lancashire County Council website with the detail of the highways maintenance plan.	Lancashire County Council are always looking for ways to improve the provision of information for customers. This work is ongoing. An example of an improvement made has been the use of social media to keep people informed e.g. the use of Twitter during the winter.
Provision of information	To reduce avoidable contact with the Contact Centre (NI14) by keeping customers updated, with	This is being addressed by better communication between the service areas and the Contact Centre so that the Contact Centre staff are able to give realistic timescales for the work that has

	text messaging, email alerts or use of postcards for “work in progress” or “work completed”.	been requested. In addition, customers are asked whether they would like to receive an update electronically, via text or email. .
Provision of information	To implement an information sticker to be used on grit bins, street lights and generally which displays contact telephone numbers and location information to enable easier fault reporting.	Lancashire County Council have placed information stickers on a number of bins. The effectiveness of this will be reviewed before any decisions to roll out further are taken
Consulting and influencing	To introduce meetings between the county (Environment) and district (Neighbourhoods) portfolio holders at appropriate times, perhaps April and October, and to report back relevant information to Members via intheknow.	Chorley Council’s Executive Member for Places and Lancashire County Council’s Executive Member for Highways and Transport have met to discuss joint working. Future meetings will take place, when appropriate, rather than at a prescribed date. Improvements and changes to services, arising from such meetings, will be brought to Member’s attention, via ‘In the Know’, or when they require an Executive decision, via the existing procedures.
Consulting and influencing	To introduce regular meetings between Lancashire County Council (Environment Directorate) and Chorley Council (People and Places Directorate) officers.	This has been put in place. Operational meetings take place monthly and strategic meetings on a quarterly basis.
Consulting and influencing	To streamline existing meeting arrangements (including co-ordination meetings with utility companies and highways schemes) to make them more effective and ensure the correct people are in attendance and the information from meetings is cascaded down	A representative from Chorley Council will attend a separate network coordination activity meeting for the Chorley area that covers all activities on the highway and includes representation from the various agencies and utility companies. This also forms part of the regular monthly meetings with the LCC Public Realm Manager.
Consulting and influencing	Officers to enter into negotiations with respect to Chorley delivering some enforcement functions, such as advertising boards, highway encroachment and overhanging vegetation.	Negotiations are underway. Members will be informed of any changes
Anomalies	To enter into an agreement whereby the County has responsibility for maintaining roads and pavements and Chorley	There is an existing agreement in place that covers all areas apart from grass verges in outer core areas and enforcement of overhanging vegetation. We are in discussions with Lancashire County Council about both of these

	Council has responsibility for grass verges, weed control, tree and shrub maintenance, leaf sweeping and enforcing overhanging vegetation.	issues.
Anomalies	The Lancashire County Council call out officer to notify, by the most appropriate means, Members and the Service Manager – Streetscene Services when gritting wagons are dispatched.	Information about gritting is provided to Chorley Council on a daily basis, during appropriate times of the year. During the winter of 2010/2011 Lancashire County Council have provided information on their website and via social media, for example twitter to notify people of gritting arrangements in their area. This will be reviewed and refined for 2011/2012.
Anomalies	To formalise arrangements and resources to enable Chorley Council to deliver gritting services in an agreed town centre area on behalf of Lancashire County Council.	New arrangements were introduced for 2010/11 which resulted in Chorley Council providing gritting, and clearing services in Chorley Town Centre. Lancashire County Council provided the grit. The arrangements will be reviewed for 2011/12.
Anomalies	To investigate and resolve the anomaly of gully cleaning just one side of the road rather than both sides.	This has now been resolved.

10. This section includes the one recommendation to United Utilities and their response.

Overview & Scrutiny Recommendation		United Utilities Response
Objective	Recommendation	
Communication cycles	To reduce avoidable contact (NI14) by keeping customers updated, with text messaging, email alerts or use of postcards for “work in progress” or “work completed”.	<p>United Utilities have confirmed that for all capital projects a letter drop is undertaken; highlighting the project details, work to be undertaken, if diversions or road restrictions are planned and a contact number for enquiries. If a capital project is delayed, customers will receive an additional letter</p> <p>They have recently trialled a registration system where customers can sign up for updates.</p> <p>The UU website provides details of all major projects http://www.unitedutilities.com/ and there is an online system that allows customers to ask questions http://ask.unitedutilities.co.uk/</p> <p>Customers can also use Twitter to make enquiries http://mobile.twitter.com/unitedutilities</p>

IMPLICATIONS OF REPORT

11. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	

COMMENTS OF THE DIRECTOR OF TRANSFORMATION

12. The recommendations that relate to Chorley Council and are currently being actioned and are being done within existing resources. As part of the ongoing public realm discussions, we will be looking at opportunities to work more efficiently. Clearly, any additional responsibilities taken on by Chorley Council will need to be cost neutral to Chorley Council. If there are areas of work that require additional expenditure, these will be brought to the Executive Cabinet.

JAMIE CARSON
DIRECTOR PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	16 March 2011	Highways response EC 18-08-2011

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	18 August 2011

FIRST QUARTER CHORLEY PARTNERSHIP PERFORMANCE REPORT 2011/12

PURPOSE OF REPORT

- To update members on the performance of the Chorley Partnership during the first quarter of 2011/2012, from 1 April to 30 June 2011.

RECOMMENDATION(S)

- That the report be noted

EXECUTIVE SUMMARY OF REPORT

- The report highlights the performance of the Chorley Partnership in achieving the key performance targets. In summary:
 - Overall crime has reduced by 9.6% compared to this period last year and reductions have been seen in most categories of crime during the first quarter.
 - The % of unauthorised absence in primary and secondary schools in the Chorley area is below the national average.
- The report also includes an update on progress made in the delivery of the key projects of the Chorley Partnership in 2011/2012. Performance is excellent, with four of the five projects currently rated 'green'.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To facilitate the ongoing analysis and management of the Chorley Partnership's performance and delivery of funded projects.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Strong Family Support	✓	Education and Jobs	✓
Being Healthy	✓	Pride in Quality Homes and Clean Neighbourhoods	✓

Safe Respectful Communities	✓	Quality Community Services and Spaces	✓
Vibrant Local Economy	✓	Thriving Town Centre, Local Attractions and Villages	✓
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			✓

PERFORMANCE INDICATORS

8. This section includes an overview of the key performance indicators for the Chorley Partnership. This does not include indicators that are the responsibility of Chorley Council, as they are reported in the Council Quarter One Performance Report elsewhere on this agenda.

All Crime

9. Crime overall has reduced by 9.6% compared to the same period of last year. This is broken down into the following categories:

Category	Q1 2010/11	Q1 2011/12	% Change
All Crime	1607	1452	-9.6
Serious Acquisitive Crime	201	186	-7.5
Burglary Dwelling	42	68	+61.9
Vehicle Crime	148	113	-23.6
Robbery	11	5	-54.5
All Violent Crime	397	358	-9.8
Violence Against the Person	369	332	-10
Domestic Violence	133	153	+15
Domestic Violence Detections	108	113	+4.6
Domestic Violence Murder	0	0	=
Criminal Damage (inc arson)	343	232	-32.4
Detected Arsons	2	0	0

- There have been 26 more **Burglary Dwelling** incidents in quarter one 2011/12 compared with quarter one 2010/11. Due to the low figure in 2010/11 small increases appear inflated in terms of percentage change. The Safer Chorley and South Ribble Partnership are monitoring this performance, including any patterns in the incidents and considering targeted action.
- Overall, in this quarter, there have been significant decreases in **vehicle crime, robbery and criminal damage**.

Other Key Partnership Indicators

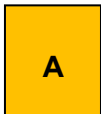
Performance Indicator	Target / Comparison	Actual	Reporting Period
You and Your Family			
% of unauthorised absence in primary and secondary schools in the Chorley area	England 0.99%	0.52	Autumn Term 2009/10
You and Your Community			
All Crime	1607	1452	Q1 11/12 compared to Q1 10/11
Serious Acquisitive Crime	201	186	
Accidental Dwelling Fires	16	12	2011/12 target
Deliberate Primary Fires	8.75	12	
You and Your Community			
The number of children killed or seriously injured on Chorley roads	2	1	Q1 11/12 compared to Q1 10/11

KEY PROJECTS DELIVERY

10. The Chorley Partnership has five key projects for delivery during 2011/2012. These projects support the delivery of the vision, themes and priorities of the Sustainable Community Strategy 2010-2020. Each project uses Chorley Council’s project management methodology to manage and monitor delivery. Included in the table below is a summary of the progress made in the last quarter, alongside any issues that have been encountered which may impact on the project.

11. Performance is strong, with four of the five projects being rated ‘green’, meaning that they are currently on track to deliver the expected benefits.

Early Intervention	
What is it?	This project will work with the Chorley Children’s Trust and Lancashire County Council. The Children’s Trust has secured £260k over two years, and a full time Early Intervention worker to work on developing early intervention in Chorley. The project will build on successful initiatives already in place, including the Families First project.
Lead Partner	Chorley Council / Lancashire County Council
RAG Status	This project is rated as amber, following delays with the schedule. Some work has been completed in this quarter, but due to external delays, the timetable for completion has been revised and all projects are expected to be commissioned during the second quarter.



Total Alcohol	
What is it?	<p>This project aims to tackle and reduce the social and financial costs of alcohol related harm in Chorley. This is a Chorley Partnership project, which will be delivered by a number of organisations. The three phases of the project will include:</p> <ol style="list-style-type: none"> 1. High Level Count – understanding the spend on alcohol services in Chorley, by a variety of organisations 2. Circles of Need – to map the customer interactions to identify duplication and overlap, in particular, where the provision of services is at the different Tiers of 1, 2, 3 and 4 – the more costly services being at the later end of the range 3. Recommendations – to take the information from phases 1 and 2 and make recommendations regarding where the money is being spent and how efficiencies and customer experience can be improved
Lead Partner	Chorley Council
RAG Status	<div style="display: flex; align-items: center;"> <div style="background-color: #00FF00; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">G</div> <p>The overall project is on target, as stage one has been completed on time. The Chorley Partnership Executive have approved the recommendations from phase one for implementation, and the timetable for phase two which will examine the costs of alcohol related harm in Chorley.</p> </div>

Total Family	
What is it?	<p>This project is to deliver the Total Family – integrated working practices project. The aim of the project is to examine the systems and processes surrounding the 320 cases currently involving both adult and children's services in Lancashire County Council (LCC) and to undertake an intensive review of a cohort of those cases from Chorley district. The output of this project will be case studies, reports and recommendations.</p>
Lead Partner	Lancashire County Council
RAG Status	<div style="display: flex; align-items: center;"> <div style="background-color: #00FF00; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">G</div> <p>This project is on track, stages one – four have been completed on time and in relation to the project plan.</p> <p>Work completed includes;</p> <ul style="list-style-type: none"> • Data Analysis • Case file analysis • Practitioner Workshops – Phase 1 and Phase 2 • Initial issues and recommendations </div>

VCFS Forum	
What is it?	<p>The VCFS Forum Development Project will develop a sustainable and representative forum for the VCF Sector, to give them a more coordinated and influential voice.</p> <p>The VCFS Forum Development Project was commissioned by the Partnership Executive at their meeting on 14th December 2010. A contract was developed with the chosen provider, which began on 1st April 2011 and runs until 30th September 2011</p>
Lead Partner	Age UK Lancashire
RAG Status	<div style="display: flex; align-items: center;"> <div style="background-color: #00FF00; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">G</div> <div> <p>The steering group have submitted monthly monitoring reports and the project is on track.</p> <ul style="list-style-type: none"> • A committee has been set up with 5 members from Age UK Lancashire, Chorley & South Ribble CAB, Homestart, Chorley & Astley Rotary, Parish Church, and Methodist Church • A constitution has been adopted • Insurance is in place • A work plan has been prepared • Contact has been made with all members of the Stronger and More Involved Communities group and those on the Chorley Community Network • A facilitated meeting for the sector was held on 19th July at St Joseph’s Church Hall and a second meeting has been planned for 12th September at the same venue • Interim representatives are in place for the Chorley Partnership Executive and the other statutory groups. </div> </div>

Review of Local Advice Services	
What is it?	<p>The Review of Local Advice Services Project will review front office and customer facing services for key public and voluntary agencies who have a particular remit regarding the provision of advice and support. This has been identified as a potential opportunity to rationalise estate and generate savings, as well as providing a more joined up service for customers.</p>
Lead Partner	Chorley Council
RAG Status	<div style="display: flex; align-items: center;"> <div style="background-color: #00FF00; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">G</div> <div> <p>This project is managed by a steering group, who have recently completed the initial research of the project. This has found that there is little overlap in terms of service provision across agencies, but that there could be efficiencies and a better customer service provided through joining up some of these services. Additional work is required to scope these improvements, the Chorley Partnership Executive will consider recommendations from that stage at their next meeting in November</p> </div> </div>

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	✓

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	18 August 2011	Chorley Partnership 1 st Quarter Report

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	18 August 2011

FIRST QUARTER PERFORMANCE REPORT 2011/2012

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the first quarter of 2011/2012, 1 April to 30 June 2011.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and key performance indicators for the first quarter of 2011/12, 1 April to 30 June 2010. Performance is assessed based on the delivery of key projects, against the measures in the Corporate Strategy and key service delivery measures.
4. Overall performance of key projects remains good, with the vast majority of the projects either completed, on track or not scheduled to start until later in the year. Five projects have been rated amber and there is further explanation within the body of the report.
5. Overall performance on the key measures in the Corporate Strategy and key performance indicators is strong, with 92% of the Corporate Strategy measures performing above target or within the 5% tolerance.
6. One of the key service delivery measures is below target. In this case, an action plan has been developed to outline what action will be taken to improve performance.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

7. To facilitate the ongoing analysis and management of the Council's performance in delivering the Corporate Strategy.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. None

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Strong Family Support	✓	Education and Jobs	✓
Being Healthy	✓	Pride in Quality Homes and Clean Neighbourhoods	✓
Safe Respectful Communities	✓	Quality Community Services and Spaces	✓
Vibrant Local Economy	✓	Thriving Town Centre, Local Attractions and Villages	✓
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			✓

BACKGROUND

10. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council’s nine strategic objectives. The Corporate Strategy mirrors, and outlines the Council’s contribution to, the Sustainable Community Strategy, delivery of which is taken forward by the Chorley Partnership.

PERFORMANCE OF KEY PROJECTS

11. There are 15 key projects in the Corporate Strategy for 2010/2011 – 2013/14. Overall performance of key projects remains excellent. 10 of the 15 projects (67%) are either on track, completed or scheduled to start later in the year. Two projects have already completed as reported at the end of quarter four 2010/11.

12. One project (7%) has been completed during the last quarter:

Project	Key Outcomes
Support the delivery of the s106 Play and Recreation Fund	<p>All aspects of the S.106 Play & Recreation fund have been successfully delivered. Each individual project has been delivered within budget and received outstanding feedback. Although there have been a number of lessons learned, primarily around consultation and the potential to generate reputational risk and the communication process.</p> <p>From the perspective of the Parks & Open Spaces team the schemes have been a great success. They have worked with new partners and operated in innovative patterns to maximise the team’s efficiency without compromising on the overall quality of the offer.</p>

13. At the end of the fourth quarter, seven projects (47%) were rated green, meaning that they are progressing according to timescale and plan:

- Total Alcohol
- Total Family
- Strategic Partnerships with other councils
- Improve and extend services in the Contact Centre
- Deliver food waste recycling
- Lex s106 Open Spaces Scheme
- Flat Iron Gazebos

14. Five projects (33%) are currently rated as ‘amber’, which is early warning that there may be a problem with these projects.

Project Title	Project Status	Explanation	Action Required
Early Intervention Project	Amber	It was anticipated that by the end of Q1 2011/12 all projects would have completed the tender process and have contracts in place. However, due to external factors beyond our control, the three projects do not yet have specific providers agreed and contracted to deliver the project.	Work has been ongoing by the Senior Early Intervention Officer to make up time on these delays and it is planned that this will be rectified by the end of the next quarter.
Allotment Project	Amber	A planning application has been submitted for the site on The Common, Adlington and has been deferred pending a site inspection by the Development Control Committee. Guidance is currently being sought from Development Control on the other identified sites at Manor Road, Clayton and Duke St, Chorley.	There are no staff capacity issues and the scheme will revert back to a green status once the planning issues have been resolved.
Shared Revenues and Benefits with SRBC	Amber	The Government’s proposals to introduce the universal credit and a local benefits scheme have complicated matters in terms of agreeing a shared service solution.	Options that take into account the significant changes in the welfare system can only be developed when further details of the changes become clearer. Consequently a range of options are having to be worked up which will take longer than originally anticipated.
Refresh the Council’s website	Amber	All major design work is now complete and Asidua are progressing with the configuration of SharePoint as a website front end and content management system. A first deployment of the website is expected at the end of July 2011 when testing and content population will begin, with a subsequent final deployment by September.	A first deployment of the website is expected at the end of July which will enable content population and testing to begin. On completion of this work, the live site will be deployed.

<p>Develop an Asset Management Strategy</p>	<p>Amber</p>	<p>The initial phase of the project to review the Council’s land and building assets has been delayed due to the public examination of the LDF Core Strategy which has been scheduled earlier than expected and therefore prioritised. In addition site allocations work is also stretching the capacity of the Planning Policy team who are key to the first stage of the Asset Management project.</p>	<p>The project plan will be updated to reflect the current capacity issues within the Planning Policy team, however overall it is expected that the project can be delivered within the original timescales.</p> <p>Lesley-Ann Fenton will be taking over responsibility of this project going forward following the appointment of the new Chief Executive.</p>
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PERFORMANCE OF CORPORATE STRATEGY KEY MEASURES

15. At the end of the fourth quarter, it is possible to report on 12 of the key performance indicators within the Corporate Strategy. Performance in those indicators is excellent, with 11 (92%) performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.

16. The following indicators are performing better than target:
 - % of 16-18 year olds who are not in education, employment or training (NEET)
 - Overall employment rate
 - Street and environmental cleanliness – litter
 - Street and environmental cleanliness - detritus
 - Street and environmental cleanliness – graffiti
 - Street and environmental cleanliness - fly posting
 - New businesses established
 - New businesses established and sustained for 12 months
 - New businesses established and sustained for 24 months
 - Level of avoidable contact
 - % of customers satisfied with the way they were treated by the Council

17. The street and environmental cleanliness measures for litter, graffiti and fly posting are based on a small sample size, which over the year will cover all areas of the borough and therefore the cumulative figure will show a more comprehensive picture as the year progresses.

18. One indicator (8%) performed below target:

Performance Indicator	Target	Performance	Reason below target	Action required
% of health checks resulting in a referral	40%	33%	This is a new indicator designed to indicate how many health checks that are accessed via the one stop health shop go on to be referred into other health treatments. There was no base data at the time of setting the target and it is intended to monitor referrals throughout the year to get a balanced picture of citizens who access the health check service and need to be referred on.	No corrective action is proposed. The figures will be monitored over the year to establish a meaningful baseline target.

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

19. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are five indicators that can be reported at the end of the first quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.

20. The following are performing better than target:

- Processing of planning applications as measured against targets for 'major' application types
- Processing of planning applications as measured against targets for 'minor'
- Processing of planning applications as measured against targets for 'other' application types
- Number of families in temporary accommodation

21. There is currently one indicator that is performing worse than target. This indicator relates to the time taken to process Housing Benefit and Council Tax Benefit change events. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator	Target	Performance	Reason below target	Action required
Average time taken to process Housing Benefit and Council Tax Benefit change events	10 days	10.54 days	<p>The first quarter of the year in Benefits is always the busiest following annual billing which increases the outstanding workload. This means it can take longer to turn work around but this should improve in the next quarter.</p> <p>In comparison, at the end of the first quarter 2010/11 performance was 10.82 days and by the end of the financial year was performing above target at 8.87 days.</p>	As usual for this time of year, extra resources have been utilised in Revenues and Benefits to help bring performance back on track.

IMPLICATIONS OF REPORT

22. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	✓

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	28 July 2011	First Quarter Performance Report 2011/12

Appendix A: Performance of Corporate Strategy Key Measures



Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5.1%	4.7%	★
Overall employment rate	Bigger is better	68%	76.3%	★
% of health checks resulting in a referral	Bigger is better	40%	33%	▲
Street and environmental cleanliness - Litter	Smaller is better	4.6%	0%	★
Street and environmental cleanliness - detritus	Smaller is better	6%	5.36%	★
Street and environmental cleanliness - graffiti	Smaller is better	1.5%	0%	★
Street and environmental cleanliness - flyposting	Smaller is better	1%	0%	★
New businesses established	Bigger is better	13	16	★
New businesses established and sustained for 12 months	Bigger is better	91%	95%	★
New businesses established and sustained for 24 months	Bigger is better	89%	91%	★
The level of avoidable contact	Smaller is better	20%	13.86%	★
% of customers satisfied with the way they were treated by the Council	Bigger is better	80%	93.4%	★

Appendix B: Performance of key service delivery measures



Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol
NI 181 YTD Time Taken to process HB/CT benefit new claims and change events	Smaller is better	10Days	10.54Days	
(NI 157a) Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	81.818%	
(NI 157b) Processing of planning applications as measured against targets for 'minor'	Bigger is better	65%	72.549%	
(NI 157c) Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	90.839%	
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	13	12	

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Transformation)	Executive Cabinet	18 th August 2011

CAPITAL PROGRAMME MONITORING 2011/12 – 2013/14

PURPOSE OF REPORT

1. To update the Capital Programmes for financial years 2011/12 to 2013/14 to take account of rephasing of expenditure and other budget changes.

RECOMMENDATION(S)

2. That the Council be recommended to approve the changes to the Capital Programme for 2011/12 to 2013/14 as presented in Appendix 1.

EXECUTIVE SUMMARY OF REPORT

3. Council of 19th July 2011 approved revisions to the 2011/12 to 2013/14 Capital Programme, to increase the current estimate to £10,153,770, which is the total of columns (1), (4) and (7) in Appendix 1. The principal changes to the programme were the rephasing of £1.995 million expenditure from 2010/11, and additional projects and increased budgets to reflect the available Government grants and developers' contributions.
4. It is proposed that the three-year Capital Programme should be increased by a net total of £66,780, which increases the total to £10,220,550, as shown in column (10) of Appendix 1.
5. Details of the proposed budget changes are presented in Appendix 2.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. It is necessary to update the capital programme figures for 2011/12 to 2013/14 to reallocate part of the uncommitted Housing Renewal budget; to take account of the rephasing of expenditure; and to reflect changes to the resources estimated to be available to finance the programme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. None.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	✓
Safe Respectful Communities		Quality Community Services and Spaces	✓
Vibrant Local Economy	✓	Thriving Town Centre, Local Attractions and Villages	✓
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			✓

BACKGROUND

9. The revised Capital Programme for 2011/12 to 2013/14 was approved by Council on 19th July 2011, as follows:

	£
2011/12	8,262,130
2012/13	1,111,640
2013/14	780,000
Total 2011/12 – 2013/14	10,153,770

10. The 2011/12 programme was increased from £5,900,700 to take account of rephasing of expenditure from 2010/11 and 2012/13 totalling £1,998,710; and other budget changes of £362,720.

PROPOSED CHANGES

11. It is proposed to increase the programme for financial years 2011/12 to 2013/14 by a net total of £66,780, made up as follows:

	£
Increased budgets funded with Government grant (estimated increased)	38,000
Increased budgets funded with developers' contributions	31,040
Expenditure transferred to revenue account	(7,900)
Increased budgets funded by revenue contribution	5,640
Total	66,780

Further explanation is given below and the analysis of the variances between virements, rephasing and other changes is presented in Appendix 2.

CAPITAL PROGRAMME 2011/12

12. To complete the current phase of converting the Flat Iron market stalls to using gazebos, one additional stall is required and an extra trailer. To finance this expenditure, £1,930 should be brought forward from 2012/13, and £5,640 should be financed from revenue.

Most of the revenue financing would be from the sale of the old stalls for scrap. If ground fixings are required to secure gazebos in more extreme weather conditions, it would be necessary to request further rephasing of the budget from 2012/13.

13. It is proposed that the budget for Disabled Facilities Grants should be increased by £100,000 by transferring budget provision from the uncommitted Housing Renewal budget.
14. Further recommendations for the use and rephasing of the uncommitted Housing Renewal and Affordable Housing budgets will be presented at the earliest opportunity. If expenditure is rephased to later years, it is not likely to be possible to make the budgeted recharge of staff salaries from the revenue account. The potential shortfall in recharge income is discussed in the revenue budget monitoring report.
15. The £7,900 balance of the Handyperson Scheme budget rephased from 2010/11 should be moved to the revenue account budget, which is where other costs are to be charged. The transfer can be achieved by reducing the financing of capital expenditure with VAT Shelter Income, which would be retained in the revenue account instead.
16. It is proposed that Cotswold House homeless unit be remodel and improved. A bid for funding has been submitted to the Homes and Communities Agency (HCA). If the bid is successful, the £1.030 million scheme would be added to the capital programme at a later date. The HCA has been asked to contribute £0.779 million. Of the £0.251 million balance, £0.126 million would be financed with Performance Reward Grant (PRG) received to finance capital expenditure on behalf of the Local Strategic Partnership, and £0.125 million would be transferred from the budget for Planned Improvements to Fixed Assets.
17. At present the budget provision for improvements to indoor leisure facilities is being reviewed in consultation with Active Nation. The current budgets for 2011/12 to 2013/14 were prepared when the relevant measure of price increases (RPIX) was lower than at present. Based on the existing method of calculating budget provision, the budgets would need to increase above current levels, though figures have not yet been confirmed. However, there has been considerable investment in the facilities in recent years, so the need for regular investment at the level reflected in the capital programme is being reconsidered in the context of a contract review.
18. Two new Play and Recreation Fund projects should be added to the capital programme. These are Hurst Brook (£20,000) and Longfield Avenue (£11,040) play areas. Inclusion of the projects if for programme planning purposes, but expenditure cannot be incurred until the S106 contribution to finance them is received. This means that there is a possibility that some of the expenditure would be rephased to 2012/13.
19. Budget provision of £116,000 for ICT Services improvement projects is included in the revenue account and is to be financed from the earmarked reserve created at the end of 2010/11. Use of this budget provision will be monitored and if it is more appropriate for any expenditure to be included in the capital programme, recommendations will be made at a later date. Further proposals in respect of ICT projects are presented in the revenue budget monitoring report. If approved, the 2011/12 ICT budget would be updated in the next monitoring report, and rephasing of the 2012/13 budget provision would be required.

CAPITAL PROGRAMME 2012/13

20. After transferring £1,930 of the Flat Iron gazebos budget to 2011/12, there is still sufficient budget provision in 2012/13 to purchase 30 additional stalls, two trailers and ground fixings. It is possible that the installation of ground fixings could be required in 2011/12, in which case further rephasing of the budget would be requested at a later date.

21. It is proposed that the budget for DFGs funded with Government grant should be increased by £19,000, to match the grant allocated in respect of 2011/12. However, this is an estimate and details of the actual award for 2012/13 will not be known for several months.
22. It is likely that part of the unallocated budgets for Housing Renewal and Affordable Housing will be rephased from 2011/12 later in the year. In addition, further S106 contributions for the provision of affordable housing may be received from developers.
23. Using the current basis of calculation, the budget for improving indoor leisure facilities would need to increase because of the higher RPIX rate. However, the need for spending at this level is being reconsidered, as mentioned above.

CAPITAL PROGRAMME 2013/14

24. The same increase in estimated grant to finance DFGs is included in the 2013/14 programme, though the actual grant allocation will not be known for some time.
25. The budget for improving indoor leisure facilities is being reviewed and changes will be proposed later in the year.

CAPITAL RECEIPTS AND DEVELOPERS' CONTRIBUTIONS

26. Financing of the capital programme assumes the use of £71,500 capital receipts, of which £31,000 would have to be received during 2011/12. To date, only £5,190 has been received.
27. Disposals that would generate £0.525m capital receipts have been agreed and a further £0.150 million could be received from the sale of surplus assets. In total, £0.680 million capital receipts could be earned in the year, of which £0.649 million had not been committed to financing of existing schemes. However, it might be necessary to use some of the capital receipts if the leisure centres improvements budget has to be increased.
28. Apart from adding two Play and Recreation Fund schemes to the 2011/12 programme, no further developers' contributions have been taken into account.

DEBT REDUCTION STRATEGY

29. The provisional outturn for the revenue account for 2010/11 included voluntary set aside for debt reduction of £0.719 million, which achieved the £0.100 million budgeted reduction in Minimum Revenue Provision in 2011/12. Most of the voluntary set aside was from uncommitted VAT Shelter income. All VAT Shelter Income expected during 2011/12 has been committed, so further voluntary set aside would have to be financed with other resources. Capital receipts can be used to repay debt, so the uncommitted maximum sum of £0.649 million referred to above could be set aside. Alternatively it could be used to avoid new borrowing, and the recommended use will take into account the revenue account saving that could be achieved.

IMPLICATIONS OF REPORT

30. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	

Financial implications are set out in the body of the report.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael L. Jackson	5490	28 th July 2011	Capital Programme Monitoring 2011-12-13-14 Aug 2011.doc

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Capital Programme - 2011/12 to 2013/14

Scheme	2011/12	Proposed	2011/12	2012/13	Proposed	2012/13	2013/14	Proposed	2013/14	Total 2011/12 to 2013/14
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	
	Estimate	(2)	Estimate	Estimate	(5)	Estimate	Estimate	(8)	Estimate	
	(1)	£	(3)	(4)	£	(6)	(7)	£	(9)	(10)
	£	£	£	£	£	£	£	£	£	£
Chief Executive										
<u>Head of Policy</u>										
Performance Management	10,000		10,000	0		0	0		0	10,000
Performance Reward Grant (PRG) funded schemes	126,220		126,220	0		0	0		0	126,220
<u>Head of Policy Total</u>	136,220	0	136,220	0	0	0	0	0	0	136,220
Chief Executive Total	136,220	0	136,220	0	0	0	0	0	0	136,220
Director of Partnerships, Planning & Policy										
<u>Head of Economic Development</u>										
Chorley Market Improvements	76,220	7,570	83,790	55,530	(1,930)	53,600	0		0	137,390
Climate Change Pot	59,300		59,300	0		0	0		0	59,300
<u>Head of Economic Development Total</u>	135,520	7,570	143,090	55,530	(1,930)	53,600	0	0	0	196,690
<u>Head of Housing</u>										
Affordable Housing New Development Projects	615,630		615,630	90,000		90,000	0		0	705,630
Disabled Facilities Grants	358,870	100,000	458,870	250,000	19,000	269,000	250,000	19,000	269,000	996,870
Housing Renewal	780,310	(100,000)	680,310	0		0	0		0	680,310
- Home Repair Grants/Decent Homes Assistance	52,780		52,780	0		0	0		0	52,780
- Energy Efficiency Grants	12,940		12,940	10,000		10,000	0		0	22,940
- Handyperson Scheme	7,900	(7,900)	0	0		0	0		0	0
Project Design Fees	41,440		41,440	41,440		41,440	0		0	82,880
<u>Head of Housing Total</u>	1,869,870	(7,900)	1,861,970	391,440	19,000	410,440	250,000	19,000	269,000	2,541,410
<u>Head of Planning</u>										
Buckshaw Village Railway Station (S106/LCC financed)	3,355,320		3,355,320	0		0	0		0	3,355,320
Eaves Green Link Road - contribution to LCC scheme	80,000		80,000	0		0	0		0	80,000
Buckshaw Village Cycle Network (S106 financed)	77,360		77,360	0		0	0		0	77,360
Chorley Strategic Regional Site	391,200		391,200	0		0	0		0	391,200
Highway Improvements Pilling Lane area (S106 funded)	150,000		150,000	0		0	0		0	150,000
<u>Head of Planning Total</u>	4,053,880	0	4,053,880	0	0	0	0	0	0	4,053,880
Director of Partnerships, Planning & Policy Total	6,059,270	(330)	6,058,940	446,970	17,070	464,040	250,000	19,000	269,000	6,791,980

Capital Programme - 2011/12 to 2013/14

Scheme	2011/12	Proposed	2011/12	2012/13	Proposed	2012/13	2013/14	Proposed	2013/14	Total 2011/12 to 2013/14
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	
	Estimate	(2)	Estimate	Estimate	(5)	Estimate	Estimate	(8)	Estimate	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	£	£	£	£	£	£	£	£	£	£
<u>Director of People and Places</u>										
<u>Head of Streetscene & Leisure Contracts</u>										
Leisure Centres/Swimming Pool Refurbishment	481,740		481,740	235,000		235,000	245,000		245,000	961,740
Duxbury Park Golf Course capital investment	86,560		86,560	0		0	0		0	86,560
Village Hall & Community Centres Projects	9,830		9,830	0		0	0		0	9,830
Replacement of recycling/litter bins & containers	94,740		94,740	85,000		85,000	85,000		85,000	264,740
Food Waste Recycling Receptacles	0		0	30,000		30,000	0		0	30,000
Highway improvements - Gillibrand estate/Southlands	44,000		44,000	0		0	0		0	44,000
Astley Park Improvements	5,840		5,840	0		0	0		0	5,840
Eaves Green Play Development (S106 funded)	189,480		189,480	0		0	0		0	189,480
Fairview Farm Play Facilities (S106 funded)	2,970		2,970	0		0	0		0	2,970
Play and Recreation Fund projects	111,950	31,040	142,990	0		0	0		0	142,990
YVCP Natural Play Zone (S106/Grant funded)	74,930		74,930	0		0	0		0	74,930
Common Bank - Big Wood Reservoir	11,320		11,320	0		0	0		0	11,320
Car Park Pay and Display Ticket Machines	20,250		20,250	0		0	0		0	20,250
Rangletts Recreation Ground/Duke Street Field (S106 funded)	230,000		230,000	0		0	0		0	230,000
Project Design Fees	29,870		29,870	29,870		29,870	0		0	59,740
<u>Head of Streetscene & Leisure Contracts Total</u>	1,393,480	31,040	1,424,520	379,870	0	379,870	330,000	0	330,000	2,134,390
<u>Director of People and Places Total</u>	1,393,480	31,040	1,424,520	379,870	0	379,870	330,000	0	330,000	2,134,390
<u>Director of Transformation</u>										
<u>Head of Customer, ICT & Transactional Services</u>										
Website Development (incl. ICT salary capitalisation)	20,000		20,000	20,000		20,000	0		0	40,000
Thin Client/Citrix (started 2007/08)	5,240		5,240	64,800		64,800	0		0	70,040
CRM Implementation	33,420		33,420	0		0	0		0	33,420
Unified Intelligent Desktop	125,840		125,840	0		0	0		0	125,840
Replacement Benefits System	46,500		46,500	0		0	0		0	46,500
<u>Head of Customer, ICT & Transactional Services Total</u>	231,000	0	231,000	84,800	0	84,800	0	0	0	315,800
<u>Head of Governance</u>										
Legal Case Management System	4,490		4,490	0		0	0		0	4,490
<u>Head of Governance Total</u>	4,490	0	4,490	0	0	0	0	0	0	4,490
<u>Head of Human Resources & Organisational Development</u>										
Integrated HR, Payroll and Training System	30,000		30,000	0		0	0		0	30,000
<u>Head of HR & Organisational Development Total</u>	30,000	0	30,000	0	0	0	0	0	0	30,000

Capital Programme - 2011/12 to 2013/14

Scheme	2011/12	Proposed	2011/12	2012/13	Proposed	2012/13	2013/14	Proposed	2013/14	Total 2011/12 to 2013/14
	Current Estimate (1) £	Changes (2) £	Revised Estimate (3) £	Current Estimate (4) £	Changes (5) £	Revised Estimate (6) £	Current Estimate (7) £	Changes (8) £	Revised Estimate (9) £	
<i>Director</i>										
Planned Improvements to Fixed Assets	407,670		407,670	200,000		200,000	200,000		200,000	807,670
<i>Director Total</i>	407,670	0	407,670	200,000	0	200,000	200,000	0	200,000	807,670
<i>Director of Transformation Total</i>	673,160	0	673,160	284,800	0	284,800	200,000	0	200,000	1,157,960
<i>Capital Programme Total</i>	8,262,130	30,710	8,292,840	1,111,640	17,070	1,128,710	780,000	19,000	799,000	10,220,550
<i>Financing the Capital Programme</i>										
Prudential Borrowing	1,147,570		1,147,570	644,800		644,800	530,000		530,000	2,322,370
Unrestricted Capital Receipts	71,500		71,500	0		0	0		0	71,500
Revenue Budget - VAT Shelter income	704,870	(5,970)	698,900	116,840	(1,930)	114,910	0		0	813,810
Revenue Budget - virement from revenue budgets	0	5,640	5,640	0		0	0		0	5,640
<i>Chorley Council Resources</i>	1,923,940	(330)	1,923,610	761,640	(1,930)	759,710	530,000	0	530,000	3,213,320
Ext. Contributions - Developers	4,842,960	31,040	4,874,000	90,000		90,000	0		0	4,964,000
Ext. Contributions - Other	300,660		300,660	0		0	0		0	300,660
Government Grants - Disabled Facilities Grants	269,000		269,000	250,000	19,000	269,000	250,000	19,000	269,000	807,000
Government Grants - Housing Capital Grant	925,570		925,570	10,000		10,000	0		0	935,570
<i>External Funding</i>	6,338,190	31,040	6,369,230	350,000	19,000	369,000	250,000	19,000	269,000	7,007,230
<i>Capital Financing Total</i>	8,262,130	30,710	8,292,840	1,111,640	17,070	1,128,710	780,000	19,000	799,000	10,220,550

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Proposed Changes - 2011/12 to 2013/14

Scheme	2 0 1 1 / 1 2			2 0 1 2 / 1 3		2 0 1 3 / 1 4	2011/12 to 2013/14 (7) £
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Rephasing (4) £	Other Changes (5) £	Other Changes (6) £	
<u>Director of Partnerships, Planning & Policy</u>							
<u>Head of Economic Development</u>							
Chorley Market Improvements		1,930	5,640	(1,930)			5,640
<u>Head of Economic Development Total</u>	0	1,930	5,640	(1,930)	0	0	5,640
<u>Head of Housing</u>							
Disabled Facilities Grants	100,000				19,000	19,000	138,000
Housing Renewal - Handyperson Scheme	(100,000)		(7,900)				(100,000) (7,900)
<u>Head of Housing Total</u>	0	0	(7,900)	0	19,000	19,000	30,100
<u>Director of Partnerships, Planning & Policy Total</u>	0	1,930	(2,260)	(1,930)	19,000	19,000	35,740
<u>Director of People and Places</u>							
<u>Head of Streetscene & Leisure Contracts</u>							
Play and Recreation Fund projects			31,040				31,040
<u>Head of Streetscene & Leisure Contracts Total</u>	0	0	31,040	0	0	0	31,040
<u>Director of People and Places Total</u>	0	0	31,040	0	0	0	31,040
<u>Capital Programme Total</u>	0	1,930	28,780	(1,930)	19,000	19,000	66,780

Proposed Changes - 2011/12 to 2013/14

Scheme	2 0 1 1 / 1 2			2 0 1 2 / 1 3		2 0 1 3 / 1 4	2011/12 to 2013/14 (7) £
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Rephasing (4) £	Other Changes (5) £	Other Changes (6) £	
<i>Financing the Capital Programme</i>							
Revenue Budget - VAT Shelter income		1,930	(7,900)	(1,930)			(7,900)
Revenue Budget - virement from revenue budgets			5,640				5,640
Chorley Council Resources	0	1,930	(2,260)	(1,930)	0	0	(2,260)
Ext. Contributions - Developers			31,040				31,040
Government Grants - Disabled Facilities Grants					19,000	19,000	38,000
External Funding	0	0	31,040	0	19,000	19,000	69,040
Capital Financing Total	0	1,930	28,780	(1,930)	19,000	19,000	66,780

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Transformation)	Executive Cabinet	18 August 2011

REVENUE BUDGET MONITORING 2011/12 REPORT 1 (END OF JUNE 2011)

PURPOSE OF REPORT

1. This report sets out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2011/12.

RECOMMENDATION(S)

2. That the contents of the report be noted.
3. That Council be recommended to approve the virement of £20,000 from Partnerships, Planning and Policy directorate and £72,000 from the Transformation directorate in order to finance capital investment in two new ICT systems.

EXECUTIVE SUMMARY OF REPORT

4. The Council's revenue budget savings proposals of £1.197m approved for 2011/12 have, in the main, been implemented and savings achieved. The remaining savings options for increases in planning and car parking fees are due to be introduced over coming months.
5. The Council also expected to make overall target savings of £358,000 in 2011/12 from management of the establishment, a reduced pension rate from the draft budget, and review of the Car Leasing scheme. I am please to report that a total of £229,000 has already been achieved, leaving just £129,000 remaining for the target to be achieved for the year.

Further savings will be made as the year progresses and more vacancies occur, which will ensure the target for the year is achieved.

6. The projected outturn currently shows a forecast underspend of around £183,000 against the budget. No action is proposed at this stage in the year even though further savings are still required. If later in the year the situation requires it, then further steps may be necessary and I will advise Members should I feel action is appropriate.
7. There are a number of areas that will be monitored closely as the year progresses, these are:
 - Contributions to Corporate Savings and Efficiency Targets
 - Major income streams, in particular car parking fees, planning/building control fees, and markets rents.
 - Housing and Council Tax Benefits.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 8. To ensure the Council’s budgetary targets are achieved.
- 9. To ensure that two new ICT projects can be added to the Capital Programme without increasing borrowing in 2011/12.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10. None.

CORPORATE PRIORITIES

- 11. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			✓

Ensuring cash targets are met maintains the Council’s financial standing.

BACKGROUND

- 12. The Council’s approved revenue budget for 2011/12 included savings proposals of £1.197m required to balance the budget and maintain front line services. A number of these proposals had already been put in place by the start of the new financial year with the remainder to be implemented over the coming months.
- 13. In addition to the savings outlined above, the Council expected to make overall target savings of £358,000 made up of £300,000 from management of the establishment, £36,000 from a reduction to the pension rate, and £22,000 from the review of the Car Leasing scheme.

CURRENT FORECAST POSITION

- 14. Set out in Appendix 1 is the summary forecast outturn position for the Council based upon actual spending in the first three months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service directorate figures are attached. These are available for inspection in the Members’ Room.
- 15. The directorate cash budgets have been amended for approved slippage from 2010/11 and any transfers from reserves. The significant additions to the budget include:

Details	£'000
• Slippage from 2010/11	168
• Neighbourhood Working reserve	108
• Building Maintenance Fund	68
• Provision for maternity cover	42
• Allotments	39
• Beacon Grant	15

16. In the period to the end of June we have already identified £229,000 of contributions towards the annual corporate savings targets of £358,000 for 2011/12. This is in the main as a result of vacant posts, some of which will remain vacant throughout the year pending the outcome of departmental restructures and VFM reviews. The main savings that have been identified are analysed by directorate as £160,000 as a result of savings from within the Transformation Directorate and £69,000 for People & Places Directorate.
17. The projected outturn shown in Appendix 1 forecasts an underspend against the budget of £183,000. The significant variances from the Current Cash Budget are shown in the table below. Further details are contained in the service unit analysis available in the members' room:

ANALYSIS OF MOVEMENTS

Table 1 – Significant Variations from the Cash Budget

Note: Further savings/underspends are shown as ().

	£'000	£'000
Expenditure		
Staffing Costs	(196)	
Active Nation Indoor Leisure contract	55	
Public Conveniences cleaning contract	<u>(44)</u>	(185)
Income		
Income generation from external bodies (Wyre BC)	56	
Award of New Homes Bonus	(52)	
Waste Collection - LCC cost share	(52)	
Revenue salaries recharged to capital schemes	44	
Income generation from external bodies (Copeland BC)	(40)	
Rental Income - Properties	<u>24</u>	(20)
Other variances		22
Net Movement		(183)

18. The forecast saving of £196,000 on staff salaries shown in the table above is in addition to the contribution of £229,000 already made to the corporate savings target in quarter 1. The majority of this additional saving is from the Transformation Directorate, with around £70,000 resulting from the former Director of Transformation post. It should be noted that this will more than offset the loss of income from Wyre Borough Council shown in the table above resulting from the end of the shared Chief Executive arrangement.

19. The Head of Customer, ICT and Transactional Services has identified two ICT projects that should help to support the Council's Transformation Strategy by increasing productivity and reducing the maintenance costs in respect of existing systems. Replacing the Document Management System by using Microsoft SharePoint technology and upgrading to a new Citrix Virtual Desktop Infrastructure would cost £131,000 in 2011/12. Of this total, £39,000 could be met from the existing ICT Services capital budget. It is recommended that the £92,000 balance should be met by increasing the revenue contribution to capital financing from the sources shown in the table below. Please note the approval of the above will reduce the underspend shown in Appendix 1 of £182,789 to £110,789.

	£'000	
Replacement Document Management System		
Citrix Virtual Desktop Infrastructure		
Cost of new ICT capital projects	131	
Existing capital budget 2011/12	(39)	
Virements		
- from Planning	(20)	
- from Transformation	(72)	Efficiency and vacancy savings
Additional revenue financing of capital	(92)	
Financing of new projects	(131)	

Implementation of the two systems would help to avoid the expense of upgrades to existing legacy systems and would enable efficiency savings to be achieved.

20. One of the main issues reported in the Provisional Revenue Outturn report for 2010/11 was the deficit on the Active Nation Contract for management of the borough's leisure centres. Both the 2010/11 and 2011/12 estimates included a budgeted saving on the contract, to be achieved by capitalising Active Nation's project management fee. This was on the understanding that there would be sufficient capital improvement works undertaken throughout the year to justify charging the fee to capital rather than revenue budgets. The value of improvement work completed in 2010/11 wasn't sufficient for this to be achieved, resulting in a charge of £44,000 against the revenue budget.

The indoor Leisure asset management programme of works is yet to be finalised for 2011/12 and until this is completed there remains the potential for a further deficit this year. The contract with Active Nation is also currently under review and until these issues are resolved I feel it is prudent at this stage to forecast the full potential deficit of £55,000.

21. The contract for cleaning of the public conveniences has recently been renegotiated to take effect from 1 September 2011 with a reduction to the scope of the contract provided by external contractors. Following a review of the current services provided under the contract it has been agreed that certain elements can now be carried out in house, generating a saving on the contract price. The contract charges dating back to 2008 have also been under review and following discussions with the contractor it has been agreed that the Council will receive a refund in 2011/12 of around £23,000. This, together with the reduction in charges from September, will result in an overall saving to the Council of around £44,000 for 2011/12.

22. As part of the Governments 2010 Spending Review, the New Homes Bonus was introduced for 2011/12 to incentivise councils to grant planning permission for the construction of new homes, by matching Council Tax receipts for each new home built for a number of years. The Council's revenue budget included a provisional allocation of £250,000 due for 2011/12. The final allocations have since been determined and the Council has received a sum of £301,916 for the current year generating a surplus against the budget of almost £52,000.
23. As a Waste Collection Authority providing a three tier recycling service the Council is able to claim income from Lancashire County Council. This is a property based payment under which the Council receives a set amount per property. The exact figure that the council is able to claim per property was not known at the time the budget was approved so a prudent approach was taken and it was estimated that we would receive £17.50 per household; we are in fact entitled to £18.10 per household which has led to an additional £52k in income against the budget for 2011/12.
24. The 2011/12 revenue account for Housing Services included provision to recharge an element of staff salaries to Housing capital schemes. As discussed in the Capital Programme Monitoring report, the use and re-phasing of the uncommitted Housing Renewal and Affordable Housing budgets is currently under review. If expenditure is re-phased to later years, it may not be possible to make the budgeted recharge of staff salaries from the revenue account. This could result in a shortfall in revenue income of around £44,000 in 2011/12.
25. As outlined in the Provisional Revenue Outturn report for 2010/11, the Council had secured funding from Copeland Council to provide Transformation Programme support, and that due to the phasing of the work, a proportion of the income around £25,000 would only be realised in 2011/12. In addition to this, agreement has now been reached with Copeland to deliver a further programme of work which should generate additional income of around £15,000 for the Council.
26. The 2011/12 revenue budget includes rental income from properties which come under the Council's Investment Portfolio and also from other miscellaneous land and buildings. One of the Council's properties, the White Hart public house, is currently vacant resulting in a potential loss of income of £32,500 per annum if the property remains empty. This will be partly offset by additional income resulting from rent reviews recently agreed on other Council properties. The current forecast is for a net loss of income of £24,000 for 2011/12.

GENERAL FUND RESOURCES AND BALANCES

27. The current cash budget has been updated to take account of the transfer of approved slippage of £168,450 from 2010/11 and for other transfers from reserves to finance revenue expenditure in 2011/12.
28. The General Fund balance brought forward at 1 April 2011 is £2.077m after the transfer of approved slippage. The current forecast to the end of June shows that the General Fund balance will be around £2.259m. If approval is granted for the transfer of £72,000 from the Transformation directorate in order to finance capital investment in two new ICT systems, this would reduce the forecast level of balances to £2.187m which is in line with the £2.0m target set out in the Medium Term Financial Strategy.

IMPLICATIONS OF REPORT

29. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	

30. The financial implications are detailed in the body of the report.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond & Michael Jackson	5488/5490	28/07/11	Revenue Budget Monitoring 2011-12 Report 1.doc

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring Provisional Outturn 2011/12	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive	520,920	699,260	(10,500)	33,260	1,242,940			1,242,940	1,245,940	3,000	0.2%
Partnerships, Planning & Policy	1,679,420	(699,260)	10,500	119,210	1,109,870			1,109,870	1,179,870	70,000	6.3%
People & Places	5,998,240		(12,000)	276,030	6,262,270	(69,000)		6,193,270	6,125,970	(67,300)	-1.1%
Transformation	5,074,580		12,000	218,940	5,305,520	(160,000)		5,145,520	5,017,520	(128,000)	-2.5%
Directorate Total	13,273,160	-	-	647,440	13,920,600	(229,000)	-	13,691,600	13,569,300	(122,300)	-0.9%
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	242,580				242,580			242,580	242,580	-	-
Concessionary Fares	(2,300)				(2,300)			(2,300)	(2,300)	-	-
Benefit Payments	154,310				154,310			154,310	154,310	-	-
Corporate Savings Targets											
Management of Establishment	-			(300,000)	(300,000)	171,000		(129,000)	(129,000)	-	-
Reduction in Pension Rate	-			(36,000)	(36,000)	36,000		-	-	-	-
Efficiency/Other Savings	-			(22,000)	(22,000)	22,000		-	-	-	-
Total Service Expenditure	13,667,750	-	-	289,440	13,957,190	-	-	13,957,190	13,834,890	(122,300)	-0.9%
Non Service Expenditure											
Contingency Fund	-				-			-	-	-	-
Contingency - Management of Establishment	(300,000)			300,000	-			-	-	-	-
Efficiency/Other Savings	(58,000)			58,000	-			-	-	-	-
Revenue Contribution to Capital	-			704,870	704,870			704,870	698,900	(5,970)	
Net Financing Transactions	438,210				438,210			438,210	438,210	-	
Voluntary set aside for debt reduction	-				-			-	-	-	
VAT Shelter Income	-			(524,280)	(524,280)			(524,280)	(524,280)	-	
Transfer to Earmarked Reserve - VAT Shelter Income	-			116,840	116,840			116,840	114,910	(1,930)	
Parish Precepts	589,260				589,260			589,260	589,260	-	
Total Non Service Expenditure/Income	669,470	-	-	655,430	1,324,900	-	-	1,324,900	1,317,000	(7,900)	
Total Expenditure	14,337,220	-	-	944,870	15,282,090	-	-	15,282,090	15,151,890	(130,200)	-0.9%
Financed By											
Council Tax	(6,976,160)				(6,976,160)			(6,976,160)	(6,976,160)	-	
Grant for freezing Council Tax	(159,000)				(159,000)			(159,000)	(159,673)	(673)	
Aggregate External Finance	(6,740,960)				(6,740,960)			(6,740,960)	(6,740,960)	-	
New Homes Bonus	(250,000)				(250,000)			(250,000)	(301,916)	(51,916)	
LAA Reward Grant (PRG)	(80,100)				(80,100)			(80,100)	(80,100)	-	
Local Services Support Grant	-			(71,470)	(71,470)			(71,470)	(71,470)	-	
LABGI Grant	(75,000)				(75,000)			(75,000)	(75,000)	-	
Collection Fund (Surplus)/Deficit	(26,000)				(26,000)			(26,000)	(26,000)	-	
Use of Earmarked Reserves - capital financing	-			(347,430)	(347,430)			(347,430)	(347,430)	-	
Use of Earmarked Reserves - revenue expenditure	(30,000)			(525,970)	(555,970)			(555,970)	(555,970)	-	
Total Financing	(14,337,220)	-	-	(944,870)	(15,282,090)	-	-	(15,282,090)	(15,334,679)	(52,589)	0.3%
Net Expenditure	-	-	-	-	-	-	-	-	(182,789)	(182,789)	
General Balances Summary Position				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2011				2,000,000	2,076,700						
(Use of)/Contribution to General Balances					0						
Provisional (Over)/Under Spend					182,789						
Forecast General Fund Balance at 31 March 2012				2,000,000	2,259,489						

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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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