

OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 28TH JUNE 2018, 6.30 PM

COMMITTEE ROOM 1, TOWN HALL, CHORLEY

I am now able to enclose, for consideration at the above meeting of the Overview and Scrutiny Committee, the following reports that were unavailable when the agenda was published.

Agenda No	Item	
2	MINUTES OF MEETING THURSDAY, 14 JUNE 2018 OF OVERVIEW AND SCRUTINY PERFORMANCE PANEL	(Pages 61 - 64)
	To consider the minutes of the Overview and Scrutiny Performance Panel held on 14 June 2018.	
6	EXECUTIVE CABINET MINUTES	
	B MINUTES OF MEETING THURSDAY, 21 JUNE 2018 OF EXECUTIVE CABINET	(Pages 65 - 70)
	To consider the Executive Cabinet minutes of the meeting held on 21 June.	

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Overview and Scrutiny Committee

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MINUTES OF OVERVIEW AND SCRUTINY PERFORMANCE PANEL

MEETING DATE Thursday, 14 June 2018

MEMBERS PRESENT: Councillor John Walker (Chair), Councillor Alistair Morwood (Vice-Chair) and Councillors Matthew Lynch, June Molyneaux and Greg Morgan

OFFICERS: Asim Khan (Director (Customer and Digital)) and Catherine Hudspith (Performance and Partnerships Manager)

APOLOGIES: Councillor Kim Snape and Adrian Lowe (Executive Member (Customer, Advice and Streetscene Services))

OTHER MEMBERS: Councillor Paul Walmsley

18.OSP.1 Minutes of meeting Thursday, 8 March 2018 of Overview and Scrutiny Performance Panel

Decision: That the minutes of the Overview and Scrutiny Performance Panel held on 8 March 2018 be approved as a correct record for signature by the Chair.

18.OSP.2 Declarations of Any Interests

There were no declarations of interest received.

18.OSP.3 Performance Focus - Customer and Digital Context

The Performance Panel received a report from Asim Khan, Director (Customer and Digital), which outlined an update on the performance within the Planning team, an update on the newly created Enforcement team and an update on the ICT strategy.

Planning

Councillor Paul Walmsley, Executive Member (Public Protection), explained that the performance indicators in relation to Planning for 'Major', 'Minor' and 'Other' are all 100%; this includes extensions of time, which is excellent. There has been a great deal of change this year, with Adele Hayes succeeding Paul Whittingham as Planning Manager. A key member of the team is currently on maternity leave.

Members queried if the current staffing levels are sufficient to deal with the case load and noted that staffing levels were in line with national comparators for caseloads.

Staffing levels are reviewed as cases come in and, if required, contractors can be utilised, both at busy times, and when a specialist opinion is required.

Members noted that a new team is currently being recruited to undertake the Central Lancashire Local Plan Review. This team sits within the Business, Development and Growth Directorate. A Member Learning Session will be held in the next few months on this topic.

Enforcement

Councillor Walmsley explained that enforcement services are now together under one Enforcement Team which will be in operation from July 2018 onwards. This will include Building Control, Licensing (including Long term empty properties), Planning Enforcement and Neighbourhood Officers (including dog fouling and fly-tipping).

Enforcement performance is mixed, with positive results against long term empty properties targets. For planning enforcement complaints during quarter two and three there has been a focus on working to close historic cases. Whilst this has reduced the outstanding caseload it has resulted in a dip in performance for this period. Efficiency gains are anticipated through utilising case management software in the future.

Members noted the positive move in bringing enforcement officers together and the improvement in communication and service this should bring.

Members queried the Council Tax discounts given to empty properties. From 0 to 6 months a discount of 50% applies where a property is empty (unoccupied and substantially unfurnished) and runs from the date that the furniture is removed. The discount ends after a six month period or earlier if furniture is placed in the property. If an empty home becomes occupied, or furnished, for a period of less than six weeks and then falls empty again, it will only resume a 50% discount if there is any of the original six months discount period remaining. Occupation of an empty (unoccupied and substantially unfurnished) home for less than six weeks does not give rise to a new discount period.

A discount of 25% applies where a property is empty (unoccupied and substantially unfurnished) and has been for a period of 6-24 months. A property that has been unoccupied and substantially unfurnished for at least 24 months is subject to a local premium of 50%, this means the council tax charged is 150%. There are many factors which contribute to a long term empty property, including probate. In addition to the enforcement officer, Council Tax have two inspectors who monitor empty properties.

Members discussed the difficulties in securing convictions for dog fouling as enforcement officers have to catch perpetrators in the act. It was noted that, if the Council were delegated the power to enforce on street parking the same officers could also enforce against dog fouling.

ICT Strategy

Asim Khan explained that in 2017 the Council had agreed an ICT strategy to deliver improved and efficient digital services to the residents and businesses of Chorley. This has required a significant amount of planning to protect the day to day running of the Council and to plan for migration to the new data centre and infrastructure. Staff, members and residents rely heavily on ICT for the provision of services.

Members queried several points relating to the new hyper converged data centre and network which will future proof the Council and enable use of cloud services. The fibre infrastructure within the town centre has been replaced, but it is planned that the redundant corporate network fibre will be reused for CCTV in the future.

Members noted that the current thin client desktops do not facilitate voice over IP, but the new devices will and that the software used within Customer Services is not fully integrated, but ICT are aware of the issues and are working to resolve them.

Asim Khan highlighted that the Council have won the SOCTIM Pioneer Challenge for innovation in embracing cloud technology. The funds received in relation to this will be used to test the disaster recovery plan.

Decision - That the report be noted.

18.OSP.4 Quarter Four Performance Report

The Performance Panel considered a monitoring report from the Director (Policy and Governance) which will be presented at the Executive Cabinet on 21 June.

Cath Hudspith, Performance and Partnerships Manager advised that the report set out performance against the Corporate Strategy and key service delivery measures for the fourth quarter of 2017/18, 1 January – 31 March 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green and one (8%) is currently not started. Two (17%) projects are currently rated amber and actions plans for each of these projects are set out in the report.

Performance of the Corporate Strategy indicators and key service delivery measures is also good. 85% of Corporate Strategy measures are performing on or above target and 80% of key service delivery measures are performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to improve performance within the report.

On the priority of 'Involving residents in improving their local area and equality of access for all' Members noted the positive performance in relation to volunteering and the bid for Heritage Lottery funding to develop Astley Hall, Coach House and Park. A reminder for Members to complete the survey will be included in the next edition of intheknow.

The 'Clean, safe and healthy homes and communities' priority includes the delivery of Primrose Gardens. The construction contract is on programme and the operational and strategic aspects are progressing well. Work has continued to manage minor delays due to bad weather, with action plans in place to manage any slippage and completion remains to be expected for March 2019. Work around seeking expressions of interest regarding potential café operators has resulted in a number of interested parties and site visits have been arranged.

The Youth Zone is now open and has had fantastic reviews. Information on the numbers of young people using the Youth Zone will be included within the Annual Report. The indicator in relation to the number of young people taking part in 'Get Up and Go' activities is better than the target.

The 'A strong local economy' priority has two projects rated amber: 'Bring forward key sites for development' and 'Market Walk Extension'. Members noted the action required. At the last meeting Members had queried if Eric Wright Construction employ local people, including apprentices. This was confirmed.

In relation to Key Service Delivery Measures Members noted that 'Average working days per employee (FTE) per year lost through sickness absence' is performing worse than target, and outside the threshold. This may be an area for scrutiny to review again.

The overall employment rate is 86.5% which is excellent.

Decision - That the report be noted.

Chair

Date



MINUTES OF EXECUTIVE CABINET

MEETING DATE Thursday, 21 June 2018

MEMBERS PRESENT: Councillor Alistair Bradley (Chair), and Councillors Beverley Murray, Jane Fitzsimons, Paul Walmsley and Adrian Lowe

OFFICERS: Gary Hall (Chief Executive), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Business, Economic and Growth)), Chris Moister (Head of Legal, Democratic & HR Services), Fiona Hepburn (Housing Options and Support Manager), Andrew Daniels (Communications and Events Manager) and Ruth Rimmington (Democratic and Member Services Team Leader)

APOLOGIES: Councillor Peter Wilson

OTHER MEMBERS: Councillors Alan Cullens, Danny Gee, Tom Gray, Yvonne Hargreaves, Marion Lowe, Alistair Morwood, John Walker and Neville Whitham

18.EC.30 Minutes of meeting Thursday, 15 March 2018 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 15 March 2018 be confirmed as a correct record for signature by the Executive Leader.

18.EC.31 Declarations of Any Interests

There were no declarations of any interests.

18.EC.32 Public Questions

There were no public questions received.

18.EC.33 Chorley Council Performance Monitoring - Fourth Quarter 2018/19

Gary Hall, Chief Executive, presented the report of the Director (Policy and Governance) which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2017/18, 1 January – 31 March 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green and one (8%) is currently not started. Two (17%) projects are currently rated amber and actions plans for each of these projects are contained within the report.

Performance of the Corporate Strategy indicators and key service delivery measures is also good. 85% of Corporate Strategy measures are performing on or above target and 80% of key service delivery measures are performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to improve performance.

The 'Bring forward key sites for development' project is currently rated amber, although the Cowling and Alker Lane development sites are progressing. 'Market Walk Extension' is also amber. A full update on the 'Market Walk Extension' project will be presented to Members at the July Council meeting.

The 'Number of projected jobs created through targeted interventions' indicator is performing below target, outside of the 5% tolerance threshold, but it is acknowledged that there is a shortage of employment sites for businesses to take up the grants on offer. The Digital Office Park will assist with this, but changes will be made to this indicator for the future. A request was made to monitor the mean levels of pay across the Borough in future reports.

'Average working days per employee (FTE) per year lost through sickness absence' is performing below target. This may be the subject of a further Overview and Scrutiny review. 'Number of missed collections per 100,000 collections of household waste' was underperforming, but is now back on track.

Decision:

To note the report.

Reasons for recommendation(s)

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

Alternative options considered and rejected

None.

18.EC.34 Provisional Revenue and Capital Outturn 2017/18

Gary Hall, Chief Executive, presented his report as Chief Finance Officer. The report presents the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2017/18 and the provisional outturn figures for the 2017/18 capital programme. It also updates the capital programme for financial years 2018/19 to 2020/21 to take account of the re-phasing of expenditure from 2017/18 and other proposed budget changes.

The accounts are provisional at this stage and are also subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the outturn as a result of this process a further report will be submitted to Executive Cabinet.

There is a provisional underspend against the budget at year-end of £715k prior to requests for slippage of committed items of £105k.

£176k of underspend relates to the use of a £2.2m capital receipt the council received from the sale of land at Southport Rd. Rather than use this receipt to meet the cost of

the purchase of the Oak House site, the council used the receipt to pay off the borrowing used to fund other assets with shorter useful lives such as vehicles and bins. The council will use borrowing to fund the purchase of Oak House and spread the cost over the life of this asset. The net result of using the receipt in this manner meant a reduction in the cost of borrowing in 2017/18 of £176k. The total cost of borrowing for the council remains the same, borrowing will instead be spread over a longer period.

Members noted the requests from underspends in relation to the Change Management Reserve, the Asset Maintenance Reserve and the Business Rates Retention Reserve.

Decision:

1. To note the full year outturn position for the 2017/18 revenue budget and capital investment programme.
2. To note the use of the £2.2m Southport Road capital receipt, as outlined in paragraph 34, to pay off the borrowing used to fund assets with short useful lives and instead use prudential borrowing to fund the purchase of the Oak House. The outcome being a £176k saving to the council's revenue budget.
3. To approve slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2018/19.
4. Request Council approval for the contribution of £300,000 from in-year revenue underspends to the Change Management Reserve to finance one-off redundancy and pension strain costs arising from transformation and shared service strategies.
5. Request Council approval for the contribution of £100,000 from in-year revenue underspends to the Asset Maintenance Reserve to finance one-off costs relating to the Council's maintenance of offices and buildings.
6. Request Council approval for the contribution of £156,835 from in-year revenue underspends to the Business Rates Retention Equalisation Reserve.
7. To note the 2017/18 outturn position on the Council's reserves outlined in Appendix 4.
8. To note the impact of the final capital expenditure outturn and the re-phasing of capital budgets to 2018/19 and approve the additions to the capital programme outlined in paragraph 72.
9. Request Council approval of the financing of the 2017/18 capital programme to maximise the use of funding resources available to the Council.

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected

None.

18.EC.35 Primrose Gardens Extra Care Allocations Policy

Councillor Jane Fitzsimons, Executive Member (Homes and Housing), presented the report of the Director (Early Intervention and Support) which presented the draft allocations policy for the Primrose Gardens extra care scheme.

The Scheme is due for completion in March 2019. Consequently, the council needs to agree an allocation policy to allocate the apartments in a fair and transparent way. Due to the nature of the accommodation and the provision of an extra care element, it is necessary to incorporate the view of LCC and agree a series of priorities in order to comply with the HCA grant conditions.

As with other allocation policies, the draft policy for Primrose Gardens includes banding to separate and prioritise applicants for accommodation. Within each of the bands, the policy then gives priority to those who are currently living in Chorley, then those who can demonstrate a local connection and finally to those who live elsewhere in Lancashire.

The policy sets out the approach to managing the allocations policy. The decisions will be made by a joint panel that comprises representatives from Chorley Council, the care provider for the scheme and from adult social care. The policy sets out the aim that decisions on allocation will be through consensus. However, if agreement cannot be reached then the final decision will rest with Chorley Council as the landlord.

The draft policy will now be shared with agencies in Chorley who target the audience for extra care such as Age UK, Age Concern, LCFT and Lancashire Wellbeing who all support over 55's, and will also consult with the wider agencies who work to support customers with housing needs.

Decision:

- 1. To approve the draft allocations policy for consultation with the bodies identified at paragraph 17.**
- 2. To delegate to the Executive Member for Homes and Housing Authority to amend the policy following the consultation responses being considered and to approve the allocations policy, in current or amended form, for adoption.**

Reasons for recommendation(s)

The allocations policy is required to ensure that the accommodation within Primrose Gardens is allocated in a fair and transparent manner.

Alternative options considered and rejected

To use the existing Select Move Allocations Policy to allocate the apartments and not develop a separate allocations policy. This was rejected as the nature of the Primrose Gardens scheme means that different needs and issues need to be taken into consideration in prioritising the accommodation.

18.EC.36 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

18.EC.37 Glendale Proposal from Leaseholder of Duxbury Golf Course

Councillor Bev Murray, Executive Member (Early Intervention), presented the confidential report of the Director (Early Intervention and Support).

Members discussed the reasons for the decision.

Decision:

- 1. To authorise the Director (Early Intervention and Support) to negotiate with Glendale concerning the proposed changes to the Lease for Duxbury Golf Course.**
- 2. To delegate authority to the Executive Member for Resources, to be exercised in consultation with the Executive Member for Early Intervention, to approve any proposed changes to the lease or, if necessary to decide not to proceed with any changes.**

Reasons for recommendation(s)

Whilst the proposal may make the site more sustainable for Glendale Golf, there is a cost to the Council through the loss of NNDR income. The Council have already made concessions to Glendale since the commencement of the lease in terms of rent and management arrangements, and this additional loss in income which flows from the change to charitable body status would reduce the council's income from the site further.

Alternative options considered and rejected

None.

18.EC.38 Private Sector Housing Assistance Policy: Review 2017-18

The Executive Member for Homes and Housing presented the confidential report of the Director (Early Intervention and Support).

The report provides a summary of the impact of the changes to the Housing Assistance Policy which were introduced in April 2017 and makes recommendations regarding the future operation of the policy.

The report also updates Members on other features of the Private Sector Housing Assistance policy, such as the extension of the Integrated Home Improvement Services (IHIS) Collaboration Agreement between the Council and Lancashire County Council (LCC) and the corresponding contract extensions between the Council and Mobility Care Services and between the Council and Preston Care and Repair.

Decision:

- 1. To approve the retention of the existing flexibility within the existing Private Sector Housing Assistance Policy, in order to facilitate the delivery of major adaptations in a way which addresses Better Care Fund (BCF) priorities more effectively.**
- 2. In light of the continued significant levels of Disabled Facilities Grant (DFG) funding, it is further recommended to approve the recommendation to increase applicable fees from 10% of the total value of each major adaptation grant award, up to 12.5%. The increase in fee income would provide further opportunity for the Council to re-invest in the Home Improvement Agency (HIA) service, as part of the ongoing efforts to maximise the use of the Council's DFG budget.**

Reasons for recommendation(s)

The policy in operation during 2017/18 has been successful using a number of key criteria. It has enabled the Council to achieve a higher spend on major adaptations

than has previously been possible. There have been considerably fewer cases where the applicant has failed the DFG financial assessment.

There has been an increased income to the Council through fee income. Compared with previous years, an increased number of customers have received a grant to provide major adaptations, and customers have experienced a reduced waiting time to receive their adaptations once the Council has received the case referral.

Alternative options considered and rejected

The effectiveness of the policy in 2017/18 has been demonstrated using a number of indicators and, given that funding levels for major adaptations have not reduced in 2018/19, there are no budgetary reasons at the present time to recommend a return to a more traditional approach to the delivery of major adaptations.

Chair

Date