

COUNCIL

TUESDAY, 21ST JULY 2020, 6.30 PM

THE LANCASTRIAN, TOWN HALL, CHORLEY AND MICROSOFT TEAMS
AND MICROSOFT TEAMS

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

Agenda No	Item	
7	OVERVIEW AND SCRUTINY COMMITTEE AND TASK AND FINISH GROUPS	(Pages 179 - 190)
	To receive and consider the general report of the Overview and Scrutiny Committee held on 23 January, 27 February and 2 July, the Overview and Scrutiny Performance Panel held on 30 January and 5 March and Task Group update.	
9	GOVERNANCE COMMITTEE	(Pages 191 - 198)
	To receive and consider the general report of the Governance Committee meetings held on 22 January and 1 July 2020.	
15	TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10	(Pages 199 - 200)
	The enclosed Notice of Motion has been submitted by Councillor Gillian Sharples.	

16 **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 3 of Part 1 of Schedule 12A to the Local Government Act.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

17 **CAPITAL BUDGET INVESTMENT PROPOSALS - LEISURE CENTRES**

(Pages 201 - 206)

To consider and receive the report of the Deputy Chief Executive.

18 **CLAYTON-LE-WOODS PARISH BUILDING**

(Pages 207 - 210)

To consider and receive the report of the Director of Commercial Services.

19 **TATTON DEVELOPMENT**

(Pages 211 - 230)

To receive and consider the report of the Director of Commercial Services.

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Council

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REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

1. This report summarises the business considered at the meetings of the Overview and Scrutiny Committee held on 23 January, 27 February and 2 July 2020, the Overview and Scrutiny Performance Panel meetings held on 30 January and 5 March 2020 and includes an update on the task group review.

OVERVIEW AND SCRUTINY COMMITTEE – 23 JANUARY 2020**Budget Scrutiny**

2. The Executive Member for Resources, Councillor Peter Wilson, presented the report which set out the budget position for 2020/21 including the forecast for the following two years to 2022/23 and also presented proposals in respect of the use of forecast resources identified in 2020/21 as well as consultation on the budget.
3. The budget forecasts over the next 3 years had been updated to take account of the following;
 - Due to the investments made by the Council and the efficiencies achieved, there was no proposed increase in council tax in 2020/21
 - There was no proposed increase in council tax in 2021/2022 or 2022/23, this would be revisited every year and would be dependent on upon the outcome of the Government announcements regarding the Fair Funding Review and Business Rates Retention.
 - Continued investment of approximately £1million that would deliver corporate strategy priorities
 - Strategies to reduce the budget deficit in the medium term.
4. We were advised that 2019-20 was due to be the final year of the Government's four-year Settlement, however following the Spending Round 2019, councils would receive a further one-year Settlement as the planned changes from the Fair Funding Review and 75% Business Rates retention had been delayed by at least one year until April 2021 at the earliest.
5. Chorley Council benefitted in 2019/20 from being a member of the Lancashire 75% business rates pilot. The spending round 2019 announced that all 75% pilots would be disbanded. The budget assumed that in 2020/21 the council would revert to member of the Lancashire business rates pool as per the guidance from Government. The spending review also announced a gradual reduction and ultimate removal of New Homes Bonus.
6. With regards to Council Tax, the Provisional Local Government Finance Settlement announced a council tax referendum principle of up to 2% in 2020/21. The council expects a gradual slowdown in house building over the coming three years, however there were still sites coming forward. An average 1.5% expansion of the base was forecast in the draft budget for 2021/22 onwards.
7. Following discussion on the slowdown in house building, we were advised that this was in relation to previous years where the borough had experienced an increase in house building e.g. the development of Buckshaw. The Executive Member undertook to find out the specific house building numbers.
8. As part of the triennial pension review the Lancashire County Pension Fund announced an increase in employer pension contributions for 2020/21 to 2022/23 to meet the future costs of the scheme. The contributions had increased from 14.4% to 16.4% resulting in an increase in

the council's contribution. This was lower than the 17.7% assumed in the previous year's budget.

9. We welcomed the reduction in the contributions to the pension deficit and that the Lancashire County Pension Fund had outperformed most local authority pension funds over the past 3 years. Looking forward the pension fund provided figures that forecast Chorley Council's contribution to the prior year deficit which would reduce by approximately £500k, reducing the council's budgeted contributions by over £1.5m over the next three years.
10. Funding to Chorley Council had fallen from over £17m in 2016/17 to a forecast figure of under £12m by 2022/2023. During this period the council will continue to experience inflationary increases in staff and non-staff budgets. However, the council had been ambitious in its approach to meeting the budget deficit through generating efficiency savings and additional income.
11. We recognised that the council had been successful in keeping costs down whilst continuing to provide the high-quality services expected from its residents. The council would continue to invest within Chorley borough to generate income and therefore make the council less reliant on the increasingly uncertain funding from Government.
12. We discussed how the Flower Show could be made more profitable and suggested that more advertising could be done, including greater use of parish council noticeboards. We also discussed the options available for the council in maintaining the bus station, regenerating the traditional markets and in-house procurement for the leisure contract.
13. Despite the identified budget savings there remained large forecast budget deficits of £1.206m in 2021/22 and £2.093m in 2022/23. To achieve a sufficient reduction in net expenditure the Council's strategy would be:
 1. To realise savings through the procurement of its contracts
 2. To identify the efficiencies through investment in infrastructure and through exploring alternative delivery models that will enable the Council to balance the budget whilst seeking to minimise the impact on the front-line service users
 3. To make the Council more financially self-sufficient with specific emphasis on creating investment that generates income.
14. Through these strategies the council will balance its budget in the medium term.
15. We understood that consultation on the proposed budget for 2020/21 would commence following approval of the proposals by Executive Cabinet. The consultation would invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results would be analysed and published in February for consideration as part of the budget finalisation.
16. We thanked Cllr Peter Wilson and James Thomson for attending the meeting and presenting the report. We noted the report.

Health Scrutiny

17. We were advised that the last meeting of the Lancashire County Council's Health Scrutiny had been cancelled and there was no update at this time. The next meeting was scheduled for 4 February 2020; therefore, Councillor Margaret France would provide an update at the meeting on 19 March. We noted the update.

Review of Neighbourhood Working following the Boundary Review

18. Following the boundary review and upcoming all-out elections in May 2020, it was agreed that neighbourhood working and neighbourhood area meetings would need to be reviewed.
19. We proposed that a special meeting take place on Thursday, 27 February at 6.30pm to address this. It was agreed that the Chairs of each of the neighbourhood area meetings also be invited attend this meeting. The Committee agreed the approach and the importance of addressing this.

Executive Cabinet Response to the Overview and Scrutiny Task Group on Social Housing Standards

20. At its meeting on 1 August 2019, the Executive Cabinet agreed 29 out of the 31 recommendations put forward by the Overview and Scrutiny Task Group on the Quality of Social Housing, with an alternative solution for the remaining two. It was agreed that the majority of the Task Group's recommendations, with the exclusion of item 12 and 13, were incorporated into a social Housing Standards Charter, to be developed and agreed with the Registered Housing Providers.
21. We welcomed the response and the Chair advised that a monitoring report would be coming to the Committee later in the year. We noted the Executive Cabinet response.

Reports from the Task and Finish Groups

22. Cllr Paul Sloan, Vice-Chair of the Task Group informed Members of the work that had been undertaken to date as part of the Task Group Inquiry. This included sub-group meetings with Chorley Council officers and external partners and site visits to Lancaster City Council and GA Pet Food Partners Manufacturing Site in Bretherton to observe best practice. A position statement was created which included where the council currently sat in comparison to other councils and the estimated costings going forward which fed into the 2020/21 budget proposals.
23. We were advised that officers were in the process of drafting the final report. This would be taken to the Task Group at a special meeting on 11 February, before being circulated to the Overview and Scrutiny Committee on 27 February. Once agreed, this would be taken to the Executive Cabinet in March for approval. We noted the verbal update.

Overview and Scrutiny Work Programme

24. We considered the work programme for the Overview and Scrutiny Committee, Performance Panel and task group topic areas for 2019/20. The Chair highlighted how busy the Committee had been in the year to date and following the meeting in March would have addressed all the topics outlined within the work programme. We noted the work programme.

OVERVIEW AND SCRUTINY COMMITTEE – 27 FEBRUARY 2020**Reports from the Task and Finish Groups**

25. Councillor Steve Holgate, Chair of the Task and Finish Group, presented the final report of the Task Group on Developing the Council's Green Agenda to the Committee.
26. We were advised that since its commencement in September 2019, the Task Group met numerous times and undertook several sub-group meetings to consult with as many stakeholders as possible to help build an evidence base. Site visits to Lancaster City Council

and GA Pet Food Partners Manufacturing Site in Bretherton also took place as well as students from Parklands High School meeting with Members in the Town Hall to discuss their concerns with regards to climate change.

27. Funding had been secured as part of the budget process to further the council's commitment to become a carbon-neutral borough by 2030. The funding would help to appoint a climate change officer as well as setting aside reserves to help develop local climate change initiatives such as tree planting schemes.
28. The recommendations put forward were based on the evidence collated by the Task Group and if approved by the Executive Cabinet in March, would be progressed through the recommended governance arrangements including a Member Steering Group.
29. We discussed the report, in particular, public transport and bus routes through Chorley, how supermarkets can reduce their usage of plastics, green accreditations for local businesses, solar panels and the inclusion of the green agenda in the Local Plan. We were advised that this would all be considered in further detail by the proposed Steering Group.
30. Councillor Steve Holgate thanked Councillors and officers, as well as external partners, for their contributions to the inquiry. We commended and noted the report.

Review of Neighbourhood Working following the Boundary Review

31. The Committee received a report of the Director of Early Intervention and Support to help Members make recommendations for new neighbourhood areas following the ward boundary review to be submitted to Executive Cabinet for approval.
32. Bernie Heggarty, Neighbourhood Priorities Officer, advised that a review of Neighbourhood Working was due to be undertaken and whilst the review was undertaken, it was important that the delivery of the programme be maintained throughout 2020/21. The first task of the review was to create new Neighbourhood Areas as a result of the ward boundary changes which would come into effect in May 2020. The proposed recommendation would then be presented to the Executive Cabinet for approval.
33. When considering the options provided, Members were keen that the meetings in June and July 2020 go ahead as the meetings in January and February had been cancelled.
34. During discussion, we expressed concerns about progressing new groupings without considering the full review of neighbourhood working. It was suggested that the detailed review needed to consider issues such as funding (including CIL monies), representation at meetings including consideration of parished and non-parished areas, definition of neighbourhood working and defining the criteria for projects.
35. Following debate and a vote on the proposals, we recommended to Executive Cabinet that the forthcoming Neighbourhood Area Meetings take place on a ward basis, with the funding being split equally between the 14 wards, for a temporary 12-month period until the full review of the neighbourhood working had taken place. We also recommended that a working group be set up in the municipal year to undertake the full review and make recommendations back to the Executive Cabinet.

Crime and Disorder Scrutiny

36. The Crime and Disorder (Overview and Scrutiny) Regulations 2009 state that “A crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions as the committee considers appropriate but no less than once in every twelve month period”.
37. In line with the regulations, Laura-Jean Taylor, Public Protection Team Leader presented the draft Community Safety Partnership Action Plan to the committee. We were to be minded that the appendix to the item was confidential and was therefore treated in that nature.
38. The report provided a summary of the work undertaken and planned interventions to reduce and tackle crime and disorder, through fulfilling relevant obligations in connection with Section 5 Crime and Disorder Act 1998 and Section 26 of the Counter Terrorism and Security Act 2015.
39. We were advised that work on the action plan had been put on hold due to Covid-19 however this draft document would form the basis for the 2021-23 report. The action plan did not duplicate measures already in place.
40. We discussed different aspects of the Community Safety Partnership Action Plan including;
- Child Sexual Exploitation (CSE); a report on CSE was overdue – this had been put on hold due to Covid-19, but progress would be made.
 - Road safety: a week of action had taken place during lockdown in which 6 vehicles had been seized. No increase in number of cars speeding during lockdown had been report.
 - Motorcycle nuisance: there had been an increase in motorcycle/off-road bike nuisance. Members discussed the enforcement powers available to the council
41. We noted the Draft Community Safety Partnership Action Plan.

Overview and Scrutiny Task Group – Child Sexual Exploitation – Monitoring of Recommendations

42. Laura-Jean Taylor, Public Protection Team Leader presented the report of the Deputy Chief Executive which provided an update on the progress made in responding to the recommendations made by the overview and scrutiny task and finish group on tackling child sexual exploitation (CSE) in August 2017.
43. We noted that the majority of the recommendations had been completed or were ongoing. These recommendations included training for the taxi trade which had been completed in 2017/18, online training available via Emerge, and all regulatory service officers had undergone the training. Work had also been undertaken in schools to raise CSE awareness and CSE Leads had been appointed in the borough’s high schools. Meetings with the police and with partnerships such as the Community Safety Partnership and PIVOT were taking place on a regular basis.
44. We were advised that the only recommendation which had not been completed was the wider trade being invited to attend training as part of the CSE Awareness Week. On looking into this, officers recognised that this was not feasible due to the scope of the exercise. It was agreed that alternative ways to address this training gap of the wider licensing trade

would be considered. We suggested offering the training on a voluntary basis which they could book onto themselves.

45. We recognised that while many of the original actions and recommendations had been implemented, it was important to note that many related to training and awareness raising. It was important that this continued to ensure that Officers and Members are aware of the risk of CSE and the processes that are in place to protect children. Work over the next twelve months would include:
- a) Refresher training for members of the Licensing and Public Safety Committee (this was due in July 2020 but will now be undertaken at a later date due to Covid-19).
 - b) Awareness raising for Members about safeguarding and CSE (Member Learning Session)
 - c) Continued development of the training for the taxi trade around CSE, including the introduction of online taxi trade knowledge test that covers CSE.
46. We discussed work which had been undertaken in addressing the issue of exploitation of young boys in particular. In partnership with Inspire Youth Zone and the police, two sessions had taken place to address this. Six people attended the sessions and had been in regular contact since. It was agreed that a Member Learning Session be delivered as a refresher on CSE.
47. We also discussed the issue of cyber exploitation. It was agreed that this be investigated and incorporated into the Community Safety Partnership Action Plan going forward. We noted the update.

Overview and Scrutiny Task Group – Rollout of Superfast Broadband by BT – Monitoring of Recommendations

48. Rachel Salter, Interim Service Lead for Development and Business presented the report which updated the Committee on the implementation of recommendations made by the inquiry on the roll out of superfast broadband which reported to the Executive Cabinet in August 2017.
49. We were advised that progression had stalled due to Covid-19 and therefore the update was similar to that due to come to the committee in March 2020. The updates included:
- Virgin hadn't shared any plans with Lancashire County Council (LCC), but BT had. BT are reviewing coverage at Buckshaw, Rivington and White Coppice.
 - The Government's target was for full fibre coverage by 2025, therefore the council was continuing to push for funding.
 - The Council engaged with businesses regarding the Gigabit Broadband Voucher Scheme (these were still available for rural businesses)
 - A project was underway to review and refresh the Council's website (this included an investigation of the options available for integration between MyAccount and E-Citizen which will be looked at by the ICT team).
 - The next phase of the Wi-Fi rollout has begun with fibre being laid up the length of Market Street and around the new Market Walk Extension.
50. The Committee recognised that digital connectivity was more important than ever and would need to be included in the recovery plans post-Covid. In line with this, we thanked Simon Charnock, Digital Transformation Officer for all his work in delivering digital skills training in the communities.

51. We recognised that a lot of work had been undertaken on this but there was still work to be done. This needed to be monitored, especially in the rural villages and pressure must be kept on the providers. Councillor Kim Snape reported that residents in White Coppice had seen a slow improvement in the area.
52. It was agreed that conversations be held with LCC to help progress the improvements in advance of the next meeting. The Committee also suggested that LCC attend a meeting in later in the year. We noted the update.

Scrutiny Reporting Back: Chorley Council's Annual Report on Overview and Scrutiny in 2019/20

53. The Committee received the annual report that summarised the work of the Overview and Scrutiny Committee, Performance Panel and Task Group which had taken place in 2019/20.
54. One task group established by the committee undertook a review on Developing the Council's Green Agenda. We had continued to receive six-monthly monitoring reports following the Executive Cabinet's response on the implementation of outcomes and measured success from past scrutiny reviews.
55. Following the outbreak of the global Covid-19 pandemic, the final meeting of the municipal year in March had to be cancelled, therefore items including Crime and Disorder Scrutiny, the Air Quality Strategy and task group monitoring reports would be considered in the next municipal year.
56. The Overview and Scrutiny Performance Panel focused on the performance elements of scrutiny and considered all monitoring information. Each Directorate was scrutinised in turn. In addition to challenging the Executive Members through the Performance Panel, we worked together positively with the Executive Leader and the Executive Cabinet in scrutinising their proposals.
57. Other topics we considered included financial scrutiny of the budget, GRT encampments, the Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities, the Syrian Refugee Resettlement Programme, subsidised bus services, the New Waste and Recycling Collection Contract update, a review of neighbourhood working following the boundary review as well as regular updates on the LCC Health Scrutiny Steering Group.
58. The Chair highlighted how much work had been undertaken over the last year and thanked Members and Officers who had been involved throughout the year for all of their work. We noted the annual report and confirmed that it be forwarded to the next Council meeting on 21 July as required in the Council's constitution.

Overview and Scrutiny Work Programme

59. The Committee considered the work programme for the Overview and Scrutiny Committee, Performance Panel and task group topic areas for 2020/21. We discussed the topic for the next Task Group review. In doing so, we noted that air pollution and adoption of estates will be considered at the next meeting in October.
60. Following discussion of various topics, we agreed that the work programme be noted and the next task group review would consider sustainable public transport in the borough and would subsequently review the council's response to Covid-19 in the new year.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 30 JANUARY 2020**Performance Focus – Customer and Digital**

61. We welcomed Chris Sinnott, Director (Policy & Governance) and Councillor Peter Wilson, Deputy Leader and Executive Member (Resources), to the meeting. Rebecca Aziz-Brook, Transformation Programme Co-Ordinator, presented the report which provided contextual information with regards to the overall Directorate summary, the budget position and the key performance summary and key project update for 2019/20. The data within the report reflected the position in quarter two.
62. It was reported that the directorate budget was underspending by just under £82k, creating a 1.7% variance against the original cash budget. The biggest underspend was in staffing due to an underspend of £50k as a result of sharing the Chief Executive post with South Ribble and an underspend of £40k from Shared Financial Services as a result of the vacant posts following the senior management restructure and review of the service. With regards to key performance information overall, of the 40 indicators, 31 (78%) were performing on or above target, 3 (8%) were performing worse than target but within the threshold and 6 (14%) were performing below target.
63. We noted that the Policy and Governance directorate would be responsible for some high-profile projects as part of next year's corporate strategy delivery including renovation works at Astley Hall, the refresh of the Council's website, delivering Shared Services, and delivery of sustainable public services and the green agenda, and Councillor Wilson praised officers leading on those projects.
64. Members queried where Shared Services was up to. It was noted that appointments to shared posts were made before Christmas which would go live from 1 April but were currently working in shadow form. Also, from 1 April staff would be transferred between South Ribble and Chorley, with the Finance, and Transformation and Partnerships teams being employed by Chorley, and Communications and Visitor Economy, and Democratic and Legal Services being employed by South Ribble.
65. In general, the employing Council would be the base for that team, however some site-dependent roles (e.g. Democratic Services) would transfer to South Ribble as their employer but would not move physically. We were concerned that communication with officers would change and it was noted that this was likely; although staff from each team would be available at both sites, appointments might replace drop-in meetings.
66. Officers were currently concentrating on seating arrangements and ensuring access to systems, but a larger piece of work was underway to align terms and conditions and it was noted that a full review of services and likely restructures would take place after 1 April. In response to Members' queries regarding the TUPE protection period, we noted that no protection period was needed until there was significant business reason to change terms and conditions and only one intended measure was being implemented at this stage; a change in date for salary payments.
67. With regards to involvement of the unions, we noted that officers had been meeting on a monthly basis with South Ribble's Unison branch and that Chorley's Unison branch had recently agreed to re-engage with the process. Pay scales were one of the things that needed to be aligned as, although both Councils used the same spinal column points, they operated different grade structures. It was noted that pay was protected up to a limit of £5,000 under the current

policy in both Councils, with 12 months full protection and part-protection after that. In response to Members' follow-up queries, we noted that the intention was to align terms and conditions, not make anyone financially worse off.

68. Members were concerned about the effect on staff morale and urged officers to ensure clear communication regarding harmonisation was carried out in an open and structured way. We noted that the previous delays to Shared Services had resulted in staff resignations, so officers were driving changes through now the vision and strategy were clear.
69. With regards to other aspects of the Directorate's performance, Members queried the revenue figures for the Lancastrian Suite, and it was noted that these reflected the cancellations of pre-Christmas events due to the general election. We queried sickness absence performance figures and noted that there had been a reduction in long term sickness but not for short-term absences. It was advised that return to work interviews were key to making improvements in order to identify and address issues, particularly for mental health illnesses. We noted the report.

Quarter 2 Performance Monitoring 2019/20

70. We considered a monitoring report from the Director (Policy and Governance) which was presented at the Executive Cabinet on 14 November 2019. Rebecca Aziz-Brook, Transformation Programme Co-Ordinator, advised that the report set out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2019/20, 1 July to 30 September 2019.
71. Overall, performance of key projects was excellent, with 11 (92%) of the projects rated as green or complete and one (8%) project currently rated as amber with the action plan for this project contained within the report. In response to Members' queries, it was noted that the outline proposal for Shady Lane was being reconsidered but progress was expected this year.
72. Performance of the Corporate Strategy indicators and key service delivery measures was also excellent with 100% of Corporate Strategy measures and 88% of key service delivery measures performing on or above target or within the 5% threshold. We noted that those indicators performing below target had action plans outlined with measures to improve performance.
73. We queried the missed bin performance, and it was noted this was largely down to the changes to the collection rounds and use of agency staff. Financial deductions were now being made from FCC's monthly contract payments for failing to meet agreed standards, and FCC were recruiting more permanent staff. In response to Members' questions it was advised that a missed bin collection reported on non-collection day would not count in these figures, and that technology to confirm whether a bin had been put out was now in place and would be used once the issues with existing rounds had been resolved.
74. Members discussed the 2019 Indices of Multiple Deprivation (IMD) update released by the Ministry of Housing Communities and Local Government. We noted that the overall message for Chorley was positive with the borough now less deprived than it was in 2015, but that Chorley North East and Coppull did not follow this trend and were more deprived. Members queried how this was being addressed and it was noted that the issues were very complex and, as they were difficult to address directly, more emphasis was being placed on prioritising these areas when planning community engagement. We noted the report.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 5 MARCH 2020

Performance Focus – Commercial Services

75. We welcomed Mark Lester, Director of Commercial Services and Councillor Alistair Bradley, Executive Leader and Executive Member (Economic Development and Public Service Reform), to the meeting. Victoria Willett, Service Lead - Transformation and Partnerships, presented the report which provided contextual information with regards to the overall Directorate summary, the budget position and the key performance summary and key project update for 2019/20.
76. The recent senior management restructure changed some of the services within the Directorate. The functions that make up the Commercial Services directorate are:
- Accommodation – operational management of the Council's housing units, including Cotswold Supported Housing and Primrose Gardens Extra Care Scheme.
 - Market Walk and Town Centre – management of Market Walk shopping centre, Chorley Markets, town centre car parks and borough wide CCTV monitoring services.
 - Property and Facilities – the asset management and maintenance of all council owned buildings and assets.
77. Members noted that there had been difficulties in recruiting to some specialised posts, but these have now been appointed to.
78. We noted that there was an overspend across the Directorate, but Councillor Bradley advised that this reflected the nature of the Directorate in delivering projects and taking investment opportunities as they arise.
79. We also noted that some performance indicators were not within the Council's control, such as those relating to the European Regional Development Fund. It was also not possible to measure Cotswold Supported Housing in the usual way due to the nature of the service.
80. We were advised that the Directorate was not in the scope for phase one of Shared Services, but officers were proactively working closely with colleagues at South Ribble. This included the potential to share an agency surveyor and sharing knowledge on IDOX software which is used by both authorities.
81. We were informed that there was a shortage of developed land for businesses to occupy. Developers make more money from housing land and the council face difficulties when developers are successful in changing the use of land from business to housing. There were not many brownfield sites in Chorley. The Leader expressed his wish to incentivise businesses to move to Chorley from Manchester and Liverpool. This would have the added benefit of reducing commuting distances in line with the council's green aspirations. This was a complex issue.
82. Members queried the current position regarding the Shady Lane and Alker Lane sites. It was hoped that full planning permission will be submitted in the summer, but it was reported that the Shady Lane site was more difficult. Councillor Bradley explained there were projects in the pipeline, including at Tatton and within the town centre. We noted the report.

Business Planning Update

83. We considered a monitoring report from the Deputy Chief Executive which provided an update on the progress of delivery for the service level projects outlined in the service business plans. Victoria Willett, Service Lead - Transformation and Partnerships, presented the report and explained that a similar approach will be taken to the previous year including engagement with staff, the production of a plan on a page per service and monitoring/reporting through the

MyProjects system. This year there would be a focus on identifying interdependencies between departments and projects where support would be needed from the newly formed Programme Management Office.

84. A review of 15 business plans produced last year had been completed with an overall total of 136 projects and of those 93 were ongoing (69%), 34 were complete (25%), 2 were closed (1%) and 7 had not started (5%). Members welcomed the approach of an away day to deliver business planning sessions with staff to engage them in the process.
85. We discussed the learning curve undertaken in supporting the Syrian resettlement programme and noted that it was not known at the current time if more families would be coming to Chorley. The learning, particularly around interpretation to get to the root of issues, would be taken forward to support any future families.
86. It was reported that recruitment processes would be revised following the implementation of shared services on 1 April. We commented on the positive work the council was undertaking for the residents of Chorley. We noted the report.

OVERVIEW AND SCRUTINY TASK GROUPS

Overview and Scrutiny Task Group – Developing the Council’s Green Agenda

87. At the meeting on 11 February, Members of the Task Group considered the draft final report and made amendments to the recommendations.
88. Following this, the report was considered by the Overview and Scrutiny Committee on 27 February where the Chair of the Task Group thanked Councillors and officers, as well as external partners, for their contributions to the inquiry. The Committee commended and noted the report.
89. Subsequently, the final report was considered by the Executive Cabinet where all of the recommendations were approved, and it was agreed to develop an action plan to expedite the green agenda as a corporate priority. A response from the Executive Cabinet would be provided at the next meeting. We noted the update.

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REPORT OF GOVERNANCE COMMITTEE

1. This report summarises the business undertaken at the Governance Committee meetings held on 22 January and 1 July 2020.

22 January meeting**Audit Progress Report and Sector Update**

2. Simon Hardman, Grant Thornton, presented the Audit Progress Report and Sector Update. Grant Thornton have begun planning the 2019/20 and will issue a detailed audit plan, setting out the proposed approach. The interim audit will begin in February 2020.
3. The scope of work around Value for Money is set out in the guidance issued by the National Audit Office. The Code requires auditors to satisfy themselves that; "the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources". Details of the initial risk assessment to determine the approach will be included in the Audit Plan. The aim is to give a Value For Money Conclusion by 31 July 2020.
4. Grant Thornton certify the Council's annual Housing Benefit Subsidy claim in accordance with procedures agreed with the Department for Work and Pensions. The certification work for the 2018/19 claim was completed on 29 November 2019, in advance of the 30 November deadline. The work identified no issues and Grant Thornton thanked the Housing Benefits team for their assistance throughout the process. The Committee also recorded their thanks to the team.
5. Officers have been invited to a Financial Reporting Workshop in February, which will help to ensure that the Finance Team are up to date with the latest financial reporting requirements for local authority accounts.
6. Grant Thornton are currently reviewing the impact of issues impacting on both the cost and timing of audits. A letter will be sent to the Section 151 Officer regarding proposed changes to the fees, before the next Governance Committee.
7. We noted the update.

Internal Audit Progress Report as at 31 December 2019

8. Janice Bamber, Interim Audit and Risk Manager, presented the report which set out a summary of Internal Audit work undertaken for Chorley Council and the Shared Services element for the period 1 April 2019 to 31 December 2019.
9. An updated appendix had been circulated which detailed the progress. 21% of the audits are completed and 68% are in progress or at draft report stage. For "Asset Management – repairs & maintenance" and "Commercial Properties" a gap analysis has been completed which identifies the actual processes / controls against the defined expected processes / controls.
10. Areas of control weakness have been identified and an action plan to address these issues has been agreed with Management. Internal Audit will review the progress against the action plan at the end of quarter four. Gary Hall, Chief Executive, acknowledged the impact of market forces and a shortage of specialist skills in this area. The team is now fully staffed and moving forward.

11. The Vice-Chair, Councillor Tony Gee, queried the current position in relation to the investigation at South Ribble. Gary Hall acknowledged that the length of the investigation had not been anticipated. A significant resource from within Internal Audit has been put into this and it should be substantially completed by the end of the year. Janice Bamber noted that the two temporary auditors and one auditor acting up into the Principal Auditor role have been extended until the end of March 2020 which will ensure that the audit plan is completed.
12. In response to a query Gary Hall noted that Governance Committee can receive the detailed Internal Audit reports in cases where an assurance of "limited" has been given, but it is not practical for the Committee to consider every report. The Committee works within a governance framework of checks and balances. Simon Hardman, Grant Thornton, noted that they would also highlight any issues of concern to the Committee as part of their External Audit role. The Overview and Scrutiny Performance Panel could scrutinise an area regarding performance and value for money.
13. We noted the report.

Standards Complaints 2019 update

14. Chris Moister, Director of Governance, presented the report which updates the Committee on activities undertaken in relation to Standards and the code of conduct in 2019.
15. Following a review by the Committee on Standards in Public Life, Local Government Ethic Standards, the Governance Committee undertook a detailed review of both the code of conduct and the processes in place for receiving and considering complaints. A working group considered the recommendations of the report in detail, and supported by the Independent Person, resolved to adopt the best practice recommendations where required. Some of the recommendations require a change in Regulations before they can be implemented.
16. Training was provided to all new members and offered to all existing members of the council. This was well received with positive feedback being given both from newly elected and established councillors.
17. A session was also provided to Parish Clerks at the liaison meeting which concentrated particularly on the changes to best practice brought forward by the report. The working groups consideration of the proposals was also shared with clerks.
18. There have been no complaints about the conduct of Chorley Council councillors this year. Two complaints have been received about Parish Councillors. The first related to a matter where the conduct whilst likely to be a breach of the code, was undertaken when not acting as a councillor and the matter is closed. The second complaint is ongoing as the complainant has brought further matters to the Monitoring Officers attention to support the allegations.
19. The volume of complaints received does not suggest there are any standards issues within Chorley, although this should not mean the council should be complacent.
20. From April 2020, Chorley Council and South Ribble Borough Council will have a shared Monitoring Officer. It is proposed to align where appropriate the codes of

conduct and processes. This is not perceived to have a significant impact for either council as the codes of conduct are already very similar.

21. In May this year, the council will be having all out elections with a number of experienced councillors indicating they will not be standing for election. This is likely to mean a higher than usual number of new councillors being elected. The Monitoring Officer is working with Democratic Services on the induction for these new members to ensure that they are properly trained on the code of conduct. The focus should be on respect, although it is correct for there to be challenge, challenge needs to be demonstrated in the right way.
22. We noted the process for dealing with informal complaints and that under the new shared arrangements either the Monitoring Officer or the Deputy Monitoring Officer will be available for Members to query matters.
23. The Committee noted that Parish Councillors and clerks can access advice from the Monitoring Officer or the Deputy Monitoring Officer by telephone, email and at Chorley Liaison and the Borough clerks meeting.
24. We noted the report.

RIPA Application Update

25. Chris Moister, Director of Governance, reported that no RIPA applications had been made.

1 July meeting

Update on 2019/20 Closure of Accounts

26. James Thomson, Deputy Director of Finance, presented the report of the Chief Finance Officer which updates the committee on the closure of accounts for Chorley Council.
27. Due to CV-19 the government published revised deadlines for the closure of accounts in April 2020, the key dates remain:
 - The public inspection period must start on or before the first working day in September, this meaning that the draft statement of accounts must be produced by 31 August.
 - The audit of the accounts will, subject to confirmation with Grant Thornton, take place between 1 September and late November 2020.
 - The audited financial statements are to be published by 30 November 2020.
28. The revised working arrangements in place since the second half of March have inevitably affected a range of tasks in a variety of ways, to date good progress has been made.
29. However, the council's valuers have been furloughed and have now begun working on the valuation to the council's assets. It is hoped this will not delay the publication of the draft statement of accounts. The Chair and Vice-Chair will be kept informed of the progress.
30. We noted the progress on the closure of accounts for 2019/20, including the revised deadlines for submission of the draft accounts and sign off of the final accounts, and the issues officers are experiencing regarding the valuation of council assets.

Charity and Trust Account 2019/20

31. James Thomson, Deputy Director of Finance, presented the report of the Chief Finance Officer which present for approval the accounts for the year ended 31 March 2020 for charities and trusts for which the Council is the sole trustee.
32. The Council's Statement of Accounts 2019/20 does not include the previous Trust Funds disclosure. As an alternative, figures are presented in the report, which therefore provides an opportunity of providing more detail about each charity or trust.
33. We approved the accounts presented in Appendix A to E.

Audit Progress and Sector Update Report

34. Mark Heap, Engagement Lead from Grant Thornton, the External Auditor, presented the report which had been due at the cancelled March meeting. Grant Thornton are conducting their audit work remotely for their clients and overcoming the challenges brought by this.
35. The revised timescales due to the Covid-19 pandemic were referenced and it was noted that Grant Thornton will be working with officers to deliver the audit of the accounts.
36. We noted the Audit Progress and Sector Update Report and that the External Audit Plan will be available for discussion at the next meeting.

Internal Audit - Head of Audit Annual Report 2019/20

37. Janice Bamber, Interim Head of Shared Assurance Services, presented the report which summarises the work undertaken by the Internal Audit Service from 1 April 2019 to 31 March 2020 relating to the 2019/20 Audit Plan.
38. The report also provides the Head of Internal Audit's overall opinion on the adequacy and effectiveness of the Council's framework of governance, risk and control and an appraisal of the Internal Audit Services performance throughout the period.
39. The report and summary show that 70% of the Planned work has been completed in the year. Changes included Elections where the review was deferred to 2020/21 Audit Plan and Time Credits where the review was no longer required.
40. Two unplanned pieces of work requested and added to the plan were Syrian Resettlement and Environmental Permitting Regulations Follow Up. A number of pieces of work had commenced in March 2020, which have not been completed, due to the Internal Audit team being seconded into the Community Hub at South Ribble.
41. There is one area at Chorley Council which received a Limited Assurance, which was the Syrian Resettlement Programme. It was identified that whilst there are some areas of good practice, there are significant weaknesses in the governance arrangements and the application of controls which put at risk the achievement of the system objectives.
42. There are two areas where the Assurance opinion has been determined to be Limited, in regard to the service areas that sit within Shared Services, this is in relation to Creditors and Payroll, the details of findings are outlined at paragraph 5.7 - 5.9 of the report. The review of Payroll was a review carried forward into 2019/20 and was

reported in the 2018/19 Audit Plan, however, the follow up will be undertaken as part of the 202/21 Audit Plan relating to Shared Services. The Creditors review, has been issued without Management Actions as further work is required to determine the extent of the failures and the potential impacts of the lack of control in those areas reviewed.

43. Internal Audit achieved a 100% acceptance level for recommendations / agreed management actions.
44. We noted the Internal Audit Annual Report for 2019/20, the progress of work undertaken against the 2019/20 Annual Plan and the Head of Internal Audit's opinion on the adequacy and effectiveness of the Council's framework of governance, risk and control.

Strategic Risk Register

45. Rebecca Aziz-Brook, Transformation Programme Co-Ordinator, presented the report of the Deputy Chief Executive which provides members with an updated Strategic Risk Register (SRR). The SRR includes 16 strategic risks to the Council, including actions in progress as well as new actions planned to further mitigate identified risks.
46. The risk register is continually reviewed and considered a 'live' register. The majority of risk categories remain stable for 2020 with nine of these identified as 'high risk', five 'medium risk' and one 'low risk'. Two risks have shifted from 'medium' to 'high' compared to last year. One new risk has been added for this year and is rated as 'high risk': R16 Not managing the recovery after COVID-19 effectively.
47. The majority of risk levels remain static as mitigating actions have ensured that the risks have been effectively managed and have therefore not escalated across the year. All the risks within the strategic risk register this year have been reviewed in the context of the COVID-19 pandemic and associated impacts on service delivery.
48. Members discussed the need to work with partners on the recovery from Covid-19 and to take forward any lessons learned.
49. We noted the strategic risks, controls in place and actions planned to further mitigate the strategic risks as set out in Appendix 1.

GDPR Update

50. Chris Moister, Director of Governance, presented the report which updates Members on the period following implementation of the General Data Protection Regulations.
51. The Council implemented the obligations under the GDPR in May 2018. All relevant training, policies and procedures were prepared and in place. In addition, a significant data audit and cleansing exercise was undertaken in order to minimise risk to the Council held data.
52. Due to recent organisational changes the centrally held list of Data Controllers is being reviewed to ensure it is up to date and correct.
53. The council have reviewed how Freedom of Information and Data Protection Act requests are being received and dealt with. A new post has been established with specific responsibility for co-ordinating and formulating responses to the requests. Training has been provided to the post holder to ensure the Council continue to comply with our obligations.

54. Five data breaches were identified in 2019. None of the data breaches concerned sensitive data and none were deemed sufficiently serious to report to the Information Commissioners Office. The breaches related to staff error and use of data held which was incorrect. We noted that the breaches had been identified by the council and not by a third party.
55. We noted the report.

Draft Annual Governance Statement

56. Chris Moister, Director of Governance, presented the report which included the Draft Annual Governance Statement. Chorley Council are required to continuously review our system of Governance. As part of this review we publish an Annual Governance Statement (AGS) alongside the annual financial statements.
57. The CIPFA SOLACE Framework defines proper practice for the form and content of the AGS. The assessments which have informed the preparation of the AGS demonstrate that the Council have strong governance arrangements.
58. The AGS includes a corporate self-assessment and Service Assurance Statements. The Council was found to have strong governance arrangements with few identified areas for improvement. These are issues that have been highlighted as needing improvement, the issues are not in themselves significant. They are areas which suggest partial compliance with requirements or where there is insufficient evidence to demonstrate full compliance. There are no areas of significant none compliance by the Council.
59. The Business Continuity plans and Emergency Plans have been reviewed in light of Covid-19.
60. We noted that the Head of Paid Service, Monitoring Officer and Statutory Finance Officers are all working across two sites; Chorley and South Ribble. All three officers have deputies and are experienced officers and we commented on the professionalism of the officers in question.
61. We approved the draft Annual Governance Statement for signature by the Executive Leader of the Council and the Chief Executive.

New model Code of Conduct 2020

62. Chris Moister, Director of Governance, presented the report which shared a draft Model Code of Conduct prepared by the Local Government Association (LGA).
63. In 2019, the Office for Standards in Public Life published a report reviewing the current standards regime. The report made a number of recommendations for changes. The Committee considered this report and implemented the recommendations where appropriate. One of the recommendations was a national review of the Code of Conduct for Members.
64. The draft code departs little from the existing adopted document, however, it does incorporate changes proposed by the review into standards in public life. The changes are beneficial providing greater clarity on how the code is to operate. The principles remain the same and there are no changes which would prevent the adoption of this code.

65. The draft Model Code of Conduct is currently out for consultation and conversations have already taken place with the two Independent Persons for their views. Committee members were requested to feed back any comments on the draft Code to the Monitoring Officer and a draft response will be prepared in consultation with the Chair and Vice-Chair. This will be shared with the Group Leaders and submitted to the LGA.
66. We noted that there were no changes to the sanctions available following a breach of the Code.
67. We agreed to respond to the consultation accepting the new draft document.

RIPA Application Update

68. Chris Moister, Director of Governance, reported that no RIPA applications had been made.

Recommendation

69. To note the report.

COUNCILLOR DEBRA PLATT
CHAIR OF GOVERNANCE COMMITTEE

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Notice of Motion

Background

The UK is in a mental health crisis.

1 in 4 people will suffer a mental health problem each year whilst 1 in 6 will experience a common mental health problem (anxiety/depression) each week.

Despite high-profile battles with depression being revealed in the media, there is still a widespread stigma which needs to be overcome.

According to NHS statistics, Chorley & South Ribble has seen a large increase in the number of people aged 18+ being diagnosed with a form of depression. In 2012/13, the figure was 1,758.

At the end of 2018/19, the figure was 3,439. The average percentage for new depression diagnoses in England is 1.7% and Chorley & South Ribble is deemed as being "significantly worse" with 2.3%.

In addition, the economic cost in England of dealing with mental health issues is an estimated £105 billion.

According to a survey undertaken in 2017 by *Public Health England*, 12.5% of 5 to 19 year olds had at least one mental disorder when assessed (2017), and 5% met the criteria for 2 or more mental disorders.

The *Mental Health Taskforce Strategy* document states that "mental health problems start early in life. Half of all mental health problems have been established by the age of 14, rising to 75% by age 24."

Aim

The overall aim is to help people recognise and understand how important our mental health is and where and how they can seek help.

Action required

I am therefore calling upon the Council to consider appointing an elected member as a *Champion for Mental Health Awareness*.

This role will require discussion of how mental health issues can have such a negative impact on the lives of people who suffer.

The stigma and misconceptions about mental health also need to be addressed.

An opportunity to communicate the ways people can help themselves and where to turn if they need help.

A councillor undertaking this role also provides a vital link between the council and the community.

How will it help?

I believe that this role would be hugely beneficial to people of all ages in the borough.

The opportunities for increased partnership working via stakeholders including Lancashire County Council, the NHS and community groups/organisations would

help increase awareness and give young people the information they require to help them become more aware of looking after their own mental health and wellbeing.

Conclusion

Awareness is the key to educating people so they understand exactly how their mental health can be affected by a variety of different things. Poor mental health can also lead to poor physical health and as reported so much in the media, it can also end lives - suicide is the biggest killer of men under age 45.

I believe it is our responsibility as a community to help address this problem and end the narrow-minded stigma surrounding mental health. Just because an illness is not visible, does not mean that it is non-existent.

Depression, anxiety, bi-polar disorder, borderline personality disorder, post-traumatic stress disorder, obsessive compulsive disorder, panic attacks, eating disorders, psychosis - these are all very real and sadly, all too common in today's society.

Chorley Borough Council therefore agree to appoint an elected member to be a Mental Health Awareness champion tasked with supporting and signposting people with mental health issues, as well as working with organisations who support people with mental health issues. This will provide a more effective link and strong collaboration in tackling this important problem.

Proposed by Councillor Gillian Sharples

Seconded by Councillor Aiex Hilton

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