

Overview and Scrutiny Committee

Thursday, 27th January 2022, 6.30 pm

Council Chamber, Town Hall, Chorley and YouTube

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	
4	Minutes of Meeting Thursday 13 January 2022 of Overview and Scrutiny Performance Panel	(Pages 135 - 138)
7	Executive Cabinet Minutes To consider the Executive Cabinet minutes of the meeting held on 11 November 2021, 9 December 2021 and 20 January 2022 (enclosed).	(Pages 139 - 144)
11	Community Safety Partnership To receive and consider the report of the Director of Communities	(Pages 145 - 148)

Gary Hall
Chief Executive

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Minutes of **Overview and Scrutiny Performance Panel**

Meeting date **Thursday, 13 January 2022**

Members present: Councillor John Walker (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Sarah Ainsworth, Julia Berry, James Nevett and Aidy Riggott

Officers: Jennifer Mullin (Director of Communities), Victoria Willett (Service Lead - Transformation and Partnerships) Jon-James Martin (Performance and Transformation Officer) Adele Hayes (Service Lead – Planning) and Matthew Pawlyszyn (Democratic and Member Services Officer)

21.OSP.17 Minutes of Meeting Thursday, 16 December 2021 of Overview and Scrutiny Performance Panel

The minutes were approved as a correct record.

21.OSP.18 Declarations of Any Interests

No declarations were made.

21.OSP.19 Performance Focus - Communities

Councillor Beverley Murray, Executive Member - Early Intervention, and Jennifer Mullin, Director of Communities attended virtually to present the report.

There was an underspend for the quarter, primarily due to the vacancies within the Directorate which included; Housing Solutions Team, Communities Service, and Environmental Health.

The leisure centre performed well, with an increased visitor number from the last quarter. As with other areas within the Council, there had been issues with recruitment. Focus had been placed on providing good customer service and it was believed that there was a positive atmosphere and culture for both employees and customers.

The leisure centre had its own budget as it was a separate company. Matters that related to finance had improved, but Covid-19 had an impact. It was expected that by the end of March 2022, without any additional or continuation of restrictions, opening times would be as they were before the Covid-19 pandemic.

There was no inclination to sell the leisure centre, but the option would not be ruled out. Investment had been made to upgrade and modernise facilities. It was

recommended that a Member Learning Session was held for Members towards the end of March 2022.

It was confirmed following a question from Members that the leisure centre still allowed staff to use time credits in exchange for gym and swim sessions.

Disabled Facilities Grants completion was worse than the previous quarter. At present, delivery was under the base line of 10 weeks at 6.8 weeks.

In reference to the 262 people waiting for an assessment by the Occupational Therapist, the Council considered employing its own to decrease waiting times. The timeframe required to complete the 262 Assessments was uncertain due to the variety of potential needs. Those that required minor adjustments such as handrails, or stairlifts took less time than substantial requirements such as building extensions, wet rooms, or door adjustments.

New and existing community groups continued to be supported. There was uncertainty as to when community support activity would return to pre pandemic levels, it was noted that the number of residents that benefitted from opportunities created by the Communities Team was better than expected, but was far below target.

There had been a decline in the performance indicators for Housing Solutions. The new Housing Manager was currently reviewing processes and procedures, work that had been delivered and what was in progress. It was expected that following the review, there would be a change in what was monitored.

Performance Indicators from the Public Protections Team showed that the number of food establishments inspected had increased from the previous quarter, although due to Covid-19, staff had been involved in other work. The current inspection programme was expected to finish in March 2022 and was currently on target.

Performance Indicators for Corporate Projects were all green and on track, but a significant amount of work was to be completed by the end of March. This included the homeless and rough sleeping plan.

Neighbourhood Area Meetings resumed, with varied levels of success. Some believed that there had been too little time to fully consider potential projects. The next round of meetings to start in January 2022.

The new Animal Welfare Officer was in post and worked closely with South Ribble's equivalent to learn the role and undertake inspections of boarding and breeding centres.

There was a current vacancy in the Environmental Health Team, and following work related to Covid-19, a return to normality was underway with ongoing inspections of food, housing, and health and safety.

Jennifer Mullin highlighted that during her first year in the role across Shared Services, she had identified and utilised expertise at both authorities to the benefit of both Chorley and South Ribble.

21.OSP.20 Business Plans

The item was withdrawn from the agenda.

21.OSP.21 Any urgent business previously agreed with the Chair

Members were provided information requested at previous Overview and Scrutiny Performance Panels. Outstanding requests included ICT data and tree planting by ward.

Adele Hayes, Service Lead – Planning, attended the Performance Panel to provide clarity to the planning system and how performance was recorded.

She highlighted that the Government set the target to determine planning applications which were either 8 weeks or 13 weeks.

Within the Planning Department at Chorley Council, a culture of good performance had been cultivated. There was good communication with applicants and agents. The process of Planning and Development was predicated on the presumption of sustainable development and the starting point was approval. Frequently extra time was needed to secure added value, this could include alterations to the designs or waiting for the response of technical consultants.

Reasons varied as to why some applications took longer, time extensions allowed positive and proactive decisions to take place. Time extensions were never used to prolong the process.

Response times from external consultants varied, there was a good working relationship with the County Council. The Council had seen the volume of applications increase substantially over the previous 18 months.

Non-determined items were not counted in the figures of determined applications. Over the 18 months of the pandemic, three appeals were made against non-determination. Two of which were in safeguarded sites with applicants not agreeing to an extension of time. The third appeal was against non-determination of a certificate of lawfulness.

There were two parallel systems that provided figures, Performance Management and Outside the Scope.

Applications were categorised as either minor or major. Major applications were not always controversial, the erection of a garden shed would be considered a major application.

Extensions were provided for a variety of reasons included, but not limited to the application going to Committee, the application awaited technical responses, the application required amendments, or if the applicant wished to change part of the application.

The time limit does not start until the application had been submitted and accepted. It was not uncommon for miscommunication between agent and applicant to occur regarding the time the application was submitted. Inadequate or poor applications

would need to be resubmitted, this could take a significant amount of time, the clock would not start until the application was accepted.

If there were any concerns about the impact of any application, progress of application, or other queries about an application, it was recommended that the Case Officer be contacted. Any delay in communication between Councillors and Planning Staff should be highlighted to Adele.

Members raised questions about the progress and outcome to the sites in Coppull, Adele stated that she was happy to meet with residents and talk about any sites that they held concerns with. It was understood that the process was long, stressful and anxiety inducing but due process was required, but there was no update to provide. The proposals were part of the five-year housing supply that needed to be resolved, if no decisions were made, there were risks of appeals against non-determination.

The Planning department had no significant issues with sickness over the previous 18 months, but there was a high caseload compared to other authorities. There was a vacancy in the department, and there had been difficulties with recruitment due to competition from the private sector.

Members noted the update and thanked Adele for attending.

Chair

Date



Minutes of Executive Cabinet

Meeting date Thursday, 20 January 2022

Committee

Members present: Councillor Alistair Bradley (Chair) and Councillors Beverley Murray, Peter Gabbott, Alistair Morwood and Adrian Lowe

Committee Members present virtually (non-voting):

Councillor Peter Wilson (Vice Chair)

Officers:

Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Commercial Services)), Dave Whelan (Shared Service Lead - Legal), Louise Mattinson (Director of Finance), James Thomson (Deputy Director of Finance), Jonathan Noad (Director of Planning and Development), Alison Wilding (Shared Service Lead - Customer Services), Rebecca Aziz-Brook (Transformation and Change Team Leader), Caroline Winstanley (Transformation Co-ordinator), Andrew Daniels (Shared Service Lead – Communications and Visitor Economy), Laura Barton-Williams (Communications Manager) and Nina Neisser (Democratic and Member Services Officer)

Other Members:

Councillor Aaron Beaver, Julia Berry, Sam Chapman, Mark Clifford, Alan Cullens, Gordon France, Danny Gee, Tom Gray, Steve Holgate, Matthew Lynch, Jean Sherwood, Christine Turner, John Walker and Margaret France

22.EC.73 Minutes of meeting Thursday, 9 December 2021 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 9 December 2021 be confirmed as a correct record for signature by the Executive Leader.

22.EC.74 Declarations of Any Interests

There were no declarations of interest.

22.EC.75 Public Questions

There were no public questions.

22.EC.76 Fees and Charges 2022/23

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Finance which sets out the current position around fees and charges and proposals for 2022/23.

Members noted the appendix which details the key fees and charges budgets across a number of different categories. Although not exhaustive, the list gives an indication of the core fees involved.

Members supported the increase to the garden waste collection charge recognising that this was designed to cover an increase in costs and not for profit. Members discussed a commitment to not seek to make significant profit from this service going forward but understood that some degree of flexibility was required to cover any potential additional costs throughout the year. It was agreed that a breakdown of costs to deliver the garden waste collection service could be provided, as requested.

Decision:

- 1. To note the current levels of budgeted fees and charges and the issues specific to these;**
- 2. To approve an increase in the charge for garden waste, from £30 to £32.50;**
- 3. To approve a general increase of 4.9% in the fees for 2022/23; given that the rate of CPI is currently running at 5.1%, and RPI at 7.1%, the recommended uplift is less than inflation and is limited to the services listed in Table 3 of Appendix 1.**
- 4. To approve the full list of fees and charges for upload onto the Council website.**

Reasons for recommendations:

To ensure that fees and charges are set at appropriate levels and are publicly available.

Other options considered and rejected:

None.

22.EC.77 Draft Budget 2022/23

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director of Finance which sets out the budget position for 2022/23 including the forecast for the following 2 years to 2024/25 and also presents the relevant proposals in respect of the use of forecast resources identified for 2022/23 and the budget consultation.

Members noted the proposed council tax increase of 1.99% for 2022/23 and the assumption of a 1.99% increase in 2023/24 and 2024/25; this assumption will be revisited every year and will be dependent on the outcome of the future Government funding announcements. It was also noted that continued investment is reflected in ongoing revenue budgets to ensure delivery of corporate strategy priorities, alongside

capital investments of over £48m and strategies to reduce the budget deficit over the medium term.

Consultation on the proposed budget for 2022/23 will commence following approval of the proposals by Executive Cabinet.

Decision:

That members agree the contents of this report in order to start the budget consultation process and note the following proposed budget items, in particular:

- **A proposed 1.99% increase in council tax in 2022/23 with no proposed cuts to services**
- **The forecast balanced budget for 2022/23 and the forecast budget position in 2023/24 and 2024/25**
- **To note the proposals in the report for investment in the Labour Administration's priority areas**
- **To increase the capital programme by £74k to supplement the existing £21k budget at Milestones Meadows to deliver key improvements at the site.**

Reason for recommendations:

The council wishes to set out its budget proposals and consult on them with residents.

Other options considered and rejected:

None, this is the draft budget and alternative budgets may be considered as part of the final budget proposal.

22.EC.78 Chorley Council Climate Change Strategy; Approval to Consult

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director of Planning and Development which seeks approval to undertake a process of consultation on the draft Climate Change Strategy.

The Draft Climate Change Strategy sets out the Council's vision, strategic aims, priorities, and action plan for climate change for the period 2022-24. It is intentionally a non-technical document which aims to set out in an accessible format what we want to deliver for Chorley and how we will go about it.

It is anticipated that a public consultation will run for 8 weeks from early February 2022 to the end of March 2022, before taking to the Executive Member (Resources) for approval to adopt.

Members welcomed the report and draft strategy and recognised the importance of partnership working to enable the delivery of the council's climate change vision, aims and action plan.

Decision:

- 1. To approve the draft Climate Change Strategy for public consultation.**
- 2. To delegate approval to the Executive Member to adopt the strategy after the consultation subject to there being no material changes to the strategy.**

- 3. To note that this is an ambitious programme of activity and is likely to require further investment/resourcing which will be overseen by the Climate Change Working Group and the Executive Member (Resources).**

Reasons for recommendations:

Climate Change is a priority for the Council, and we must prepare and adopt a Climate Change Strategy to demonstrate the steps we are taking to move towards zero carbon and deliver our programme of activity. Without a strategy in place, the Council will not be able to deliver on the declaration made in 2019 to be net zero by 2030.

Other options considered and rejected:

To not have a strategy. This was rejected as the evidence for change is compelling and as a Council, we must demonstrate a commitment to making a difference with a programme of activity to deliver tangible outcomes including benefits for nature and reduction in carbon emissions.

22.EC.82 Shared Customer Services and Revenues & Benefits Review

Councillor Adrian Lowe, Executive Member (Streetscene and Customer Services) presented the report of the Director of Customer Services which outlines the background, approach and findings of the service review for Chorley and South Ribble Councils' Customer Services and Revenues and Benefits, setting out recommendations for the service restructure and service development plan.

This report also includes feedback and changes made through presenting the proposals to Shared Services Joint Committee and formal consultation. This has included increasing the number of posts from 84 to 90 to allow for extra capacity for the service.

Members welcomed the report and discussed the additional six apprenticeship posts to take the number of posts from 84 to 90 and recognised that the annual contribution from reserves towards the apprentices will be £91k for Chorley; although this was part of a saving of £206k overall.

Decision:

The Executive Cabinet approve the following proposals:

- a) the proposed shared Customer Services restructure including ERVS requests. the development of the shared service as set out in the service development plan.**
- b) Principles for:**
 - i. Flexible and multi-channel working**
 - ii. Making best use of technology and automation**
 - iii. Waste services**

Reasons for recommendations:

Approval of the recommendations will enable the Customer Services and Revenues & Benefits service to develop into a shared service with a single operating model, as previously agreed by both councils.

Alternative options considered and rejected:

Alternative options for the Customer Services & Revenues and Benefits structure have been considered in the production of the report and the final proposal is considered to

be the most effective approach to achieving a single operating model as previously agreed by the councils.

22.EC.79 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds 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.

22.EC.80 Key Contracts and Partnerships

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Deputy Chief Executive which provides an update on the performance of the council's key partnership arrangements.

Decision:

- 1. That the report be noted.**
- 2. That the new contracts listed are agreed as key partnerships, so that they are included in future reporting.**

Reasons for recommendations:

To ensure effective monitoring of the council's key partnership.

Other options considered and rejected:

To not include the proposed additional contracts for reporting. This was rejected as it would not support the council to maintain an effective governance framework.

22.EC.81 Surrender of Existing Lease and Grant of a New Lease - Unit 31-33 Market Walk - Peacocks Stores Limited

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director of Commercial Services which seeks Member approval to the terms provisionally agreed by the Council's Consultant Surveyor for the surrender and renewal of the lease of unit 31-33 Market Walk to Peacocks Stores Properties Ltd., who have been holding over on the original lease term which expired on the 31 December 2020. It also seeks authorisation for the Council's Legal Officers to draw up the necessary lease documentation as per the approved Heads of Terms.

Decision:

- 1. The terms reported for the grant of a 5- year lease to Peacocks Stores Properties Limited (13324423) be approved.**
- 2. Authority be granted to issue instructions to the Director of Governance to complete the legal formalities.**

Reasons for recommendations:

The grant of a new lease will allow for continuity of trade and receipt of rental income by the Council.

Other options considered and rejected:

Should the recommendations not be approved, the Unit would be vacated and the Council would be responsible for seeking a new occupier. In doing so the Unit may be vacant for some time whilst a new occupier is sought, losing rental income and incurring

associated cost of advertising, officer time and other liabilities associated with the management and maintenance of a vacant property.

22.EC.83 Shared Customer Services and Revenues & Benefits Review

Members noted the confidential appendices.

Chair

Date



Report of	Meeting	Date
Jennifer Mullin Director of Early Intervention and Support	Overview and Scrutiny Committee	Thursday, 27 January 2022

Community Safety Partnership

Is this report confidential?	Yes Information in relation to Community Safety
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Purpose of the Report

1. This report is to provide an update on the Community Safety Partnership (CSP).

Corporate priorities

2. The report relates to the following corporate priorities: (please bold all those applicable):

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities	Y	An ambitious council that does more to meet the needs of residents and the local area	

Background to the report

3. In July 2020 a report was provided to the Overview and Scrutiny Committee in relation Crime and Disorder, which set out how Chorley Council was fulfilling their obligation under Section 5 Crime & Disorder Act 1998 through actively engaging with the established Community Safety Partnership and implementing required actions and interventions concerning crime and disorder within the partnership area.
4. Lancashire is a two-tier authority, of which South Ribble Borough Council and Chorley Council, are neighbouring districts with similar demographic profiles. Therefore, both Chorley and South Ribble Community Safety Partnerships work collaboratively in order to work more efficiently, allowing for better communication, sharing skills, knowledge and project opportunities.
5. The success of the partnership, is dependent on the collaborative working with Lancashire County Council and the valuable contributions of other partner agencies such

as Registered Social Landlords, Drug & Alcohol Services, Citizens Advice Bureau, voluntary community faith sector (VCFS) organisations and commissioned services.

Current position

6. The past two years has been extraordinary because of the Covid-19 pandemic. The implications have led to resources being diverted to provide resilience in the Covid response, resulting in dynamic deviations often at very short notice. Despite this, the strong and cohesive working relationship of the CSP and wider agencies, has enabled an effective response to community issues during this challenging time.
7. Meetings recommenced and specific work around Community Safety continued albeit at a different pace to pre-Covid 19. Partnership work concentrating on priorities such as Knife Crime, Anti-Social Behaviour and Prevent have all been completed during this period.

Action Plan 2022-2025

8. Chorley and South Ribble CSP is due a new 3-year action plan, which will be developed by the Partnership following the publishing of the Lancashire Strategic Assessment. The strategic assessment identifies Lancashire and local priorities and will inform the 3-year action plan for CSP's.
9. The Strategic Assessment highlights significant crime and anti-social behaviour threats and issues that impact on community safety. It reports the key risks and threats impacting on the county and local areas. The strategic assessment will inform the 3-year plan for CSP's.

Serious Violent Crime Bill

10. This has been delayed and is due to become law approximately mid-2022. This will impose a duty on district councils and other statutory agencies to understand their local issues, prepare and implement a strategy. The Lancashire Violent Reduction Network are offering leadership and strategic coordination working with CSP's in their local response to serious violence.

Review of Governance and Partnership Arrangements

11. The Lancashire Community Safety Partnership Board (LCSPB) commissioned a review of existing partnership and governance arrangements. The review had a focus on community safety, safeguarding and health and well-being. The conclusion of the review provided the option of a Thematic model and a Geographic model approach. The view of both Chorley and South Ribble was to remain with the Thematic model, however the County has suggested the Geographic model. Indications from county level community safety meetings are the no CSP will be forced down the geographical route for their meetings and Preston have indicated they do not want to combine their CSP with ours. Therefore, Chorley and South Ribble will continue with a Thematic model whilst any LCSPB changes are made. Chorley and South Ribble will also be making the following changes to strengthen the partnership that already exists.

Changes

12. The Responsible Authorities Group (RAG) will re-establish and meet 2 x per year. This group is the strategic level of the CSP and attended by management from the Responsible Authorities, Members, and other partners. The group is to be the link

between the Lancashire Community Safety Partnership Board and the Working Group of the CSP.

- 13. A Chorley & South Ribble conference to be held 1 x per year with invitations to key agencies and councillors. These are intended as a celebratory event of the work of the previous 12 months and an opportunity to plan the next 12 months.
- 14. There will be a monthly priorities meeting (previously quarterly). A monthly Police analyst report will be produced with local priorities, which will form part of the agenda and actions.
- 15. Genga (Serious & Organised Crime) is to be added to the agenda to discuss referrals and actions. It has been evidenced via other CSP's that collaborating Genga and Community Safety is effective in relation to information sharing via the same partners who attend the same meetings.
- 16. There will be key fixed items on the agenda including but not limited to Prevent, Safeguarding and Serious Violent Crime. This will allow for these topics to be discussed in more detail with the wider group.
- 17. By refreshing how Chorley & South Ribble CSP is set up and managed and it will allow the partnerships to re-establish strong governance arrangements, functionality, membership, and efficacy of the work completed by the CSP's.

Climate change and air quality

- 18. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

- 19. N/A

Comments of the Statutory Finance Officer

- 20. There are no direct financial implications of this report.

Comments of the Monitoring Officer

- 21. Section 6 of the Crime and Disorder Act 1998 imposes a duty on the Council to formulate and implement a strategy to reduce crime and disorder in the area (including anti-social behaviour) and strategies to combat drug and alcohol abuse and re-offending.
- 22. Section 19 of the Police and Justice Act 2006 requires every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or other action taken in connection with the discharge by responsible authorities of their crime and disorder functions. Overview & Scrutiny Committee performs this task.

Report Author:	Email:	Date:
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