

Executive Cabinet

Thursday, 15th June 2023, 6.30 pm

Council Chamber, Town Hall, Chorley and [YouTube](#)

Agenda

Apologies for absence

1 **Minutes of meeting Thursday, 30 March 2023 of Executive Cabinet** (Pages 3 - 8)

2 **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

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

3 **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

Items of Deputy Executive Leader and Executive Member (Resources) (Introduced by Councillor Peter Wilson)

4 **Revenue Budget Outturn 2022/23** (Pages 9 - 28)

To receive and consider the report of the Director of Finance.

5 **Capital and Balance Sheet Outturn 2022-23** (Pages 29 - 44)

To receive and consider the report of the Director of Finance.

6 **Quarter Four Performance Report 2022/23** (Pages 45 - 66)

To receive and consider the report of the Director of Change and Delivery.

7 **Any urgent business previously agreed with the Chair**

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood, Margaret France and Adrian Lowe.

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[To view the procedure for public questions/ speaking click here and scroll to page 119](#)

[To view the procedure for "call-in" of Executive Decisions click here](#)



Minutes of **Executive Cabinet**

Meeting date **Thursday, 30 March 2023**

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

Officers: Chris Sinnott (Chief Executive), Chris Moister (Director (Governance)), Asim Khan (Director (Customer and Digital)), Jennifer Mullin (Director (Communities)), Vicky Willett (Director (Change and Delivery)), Nina Neisser (Democratic and Member Services Officer), Andrew Daniels (Head of Communications and Visitor Economy) and Laura Barton-Williams (Communications Manager)

Apologies: Councillor Peter Wilson

Other Members: Councillors Sam Chapman, Alan Cullens and John Walker

23.EC.72 Minutes of meeting Thursday, 23 February 2023 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 23 February 2023 be confirmed as a correct record for signature by the Executive Leader.

23.EC.73 Declarations of Any Interests

There were no declarations of any interests.

23.EC.74 Public Questions

There were no public questions.

23.EC.75 Permission to consult on the revised Private Sector Housing Assistance policy

Councillor Terry Howarth, Executive Member for Homes and Housing presented the report of the Director of Communities which sought permission from Executive Cabinet to consult on the revised draft Private Sector Housing Assistance Policy, with a view to adopting the revised policy with effect from July 2023. The report also outlined the reasons for the key recommended changes in the revised draft Private Sector Housing Assistance Policy.

The Executive Cabinet noted that the draft revised policy had been compiled following publication of updated Government guidance to Local Authorities on the delivery of the Disabled Facilities Grant (DFG). Any minor changes to the policy after the consultation period would be considered and approved through delegation to the Executive Member (Homes and Housing).

Members considered the key policy proposals which were set out in the report, including differences with the proposals and the relevant clause in the existing policy as well as an explanation as to why the item was being recommended. Several new proposed services such as Hospital Discharge Grants, Dementia Grants, Affordable Warmth Assistance and conversion of the DFG referral to Chorley Adaption Grants (CAG) referral were also included.

The appointment of an Occupational Therapist within the Home Improvement Agency (HIA) team was also proposed. This option would be addressed in more detail as an item at a future Executive Cabinet meeting, however Members supported this inclusion. The Executive Cabinet recognised the importance of this work and welcomed the proposals.

Decision:

- 1. That Executive Cabinet approves the draft revised Private Sector Housing Assistance Policy for stakeholder consultation from April to June 2023, including consultation with the Equality Forum at their meeting on 20 June.**
- 2. That any minor changes to the draft policy following the consultation can be approved by the delegated authority of the Executive Member (Homes and Housing). Any significant changes arising from the consultation would be brought back to Executive Cabinet on 13 July 2023.**

Reasons for recommendations

1. The existing Private Sector Housing Assistance Policy has been in place since June 2018 and is due for review. Certain aspects of the existing policy have either ceased (principally due to cessation of fixed term external funding) or are now being delivered differently.
2. The Government issued updated Disabled Facilities Grant (DFG) Delivery Guidance for Local Authorities in England in 2022 which the proposed policy seeks to reflect.

Other options considered and rejected

As the Government has issued revised DFG Delivery Guidance it would not be appropriate to defer the revision of the Council's Private Sector Housing Assistance Policy.

23.EC.76 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 Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

23.EC.77 Business Energy & Road Net Zero Support Scheme

Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform presented the confidential report of the Director of Change and

Delivery which sought approval for a Business Energy and Road to Net Zero Support scheme for Chorley Businesses.

Decision:

To approve the proposal to offer fully funded audits measuring the energy use of individual businesses, and grant support to implement the recommended carbon reduction/energy saving measures from those audits.

Reason for recommendations

With the energy caps being lifted, rising energy costs are now financially impacting the overheads of businesses placing additional financial pressure on them. This presents challenges for business viability, placing jobs at risk. In 2019 Chorley Council declared a climate emergency which involved pledging to make the borough carbon neutral by 2030. This new grant scheme will help businesses to reduce their energy usage, costs and ultimately, their carbon footprint.

Other options considered and rejected

To not provide a council scheme and instead sign post to partner provision. Other options considered were the MaCaW (Making Carbon Work) and the Chamber Low Carbon scheme. Funding for the MaCaW project recently ended and the Chamber only has limited funds left available for energy audits only and limited capacity.

23.EC.78 Bus Shelters

Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform presented the confidential report of the Director of Customer and Digital on behalf of Councillor Peter Wilson, Executive Member for Resources which outlined the proposals for a five-year replacement program for the Council bus shelter stock, design and procurement route for approval.

Members recognised the importance of these improvement works to maintain the successful use of the borough's bus routes.

Decision:

- 1. To proceed with a five-year program for replacing the council-maintained bus shelter stock, design, and procurement, commencing 2023/24.**
- 2. That the final award of the procurement of bus shelters contract be delegated to the Executive Member for Resources for approval following procurement exercise.**
- 3. That any agreement of a deed of variation to the Clear Channel contract be delegated to the Executive Member for Resources to include provision of eco-friendly living roof bus shelters, subject to commercial agreement.**

Reasons for recommendations

The current bus shelter stock is in varied condition but will benefit from replacement within a five-year term.

Other options considered and rejected

1. To retain the existing bus shelter stock and only repair or replace them on an ad hoc basis. This has been rejected as in some cases the cost of repair is significant and will not benefit from economies of scale. The shelters will also continue to deteriorate.

2. To remove the bus shelters and not replace them. This has been rejected as it would leave the public exposed to the elements leading to dissatisfaction and complaints.

23.EC.79 Unit 28 and 29 Market Walk - Renewal of Lease to Ryman Group Limited

Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform presented the confidential report of the Director of Commercial Services on behalf of Councillor Peter Wilson, Executive Member for Resources which sought Member authorisation for the grant of a new lease of Units 28-29, Market Walk to Ryman Group Ltd. subject to terms provisionally agreed by the Council's Consultant Surveyor as detailed in this report.

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations:

Following extensive negotiations with The Tenant's Agent, the proposed terms have been provisionally agreed in conjunction with the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases on similar units which have recently been agreed/completed. A market commentary is provided for information at Appendix 2.

Other options considered and rejected:

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre. The Tenants already have a secure tenancy so it would be difficult to find valid ground to determine the Tenancy in any case.

23.EC.80 OSSRA Update - Gillett Playing Fields and Jubilee Playing Fields

Councillor Alistair Morwood, Executive Member for Planning and Development presented the confidential report of the Chief Executive which updated Members on the funding currently available and the site development proposals for both Gillett Playing Fields and Jubilee Playing Fields.

The Executive Cabinet supported the proposals and noted the following errors in the report which were verbally rectified:

1. The £73k allocated from the Letherlands Farm development was located in Chorley North East ward, not Buckshaw and Whittle.
2. The £1,599 allocated from Guildford Avenue was in Chorley North and Astley ward, not Chorley North East.

Decision:

1. **To approve the development of a site masterplan for Gillett Playing Fields following the principles set out in the report and summarised in paragraph 23-26.**
2. **To approve a budget of up to £73k at Gillett Playing Fields so this can be expended before the expiry of the Section 106 on 4th July 2023. A further report will be brought to Full Council setting out a budget for the full**

Gillett Playing Fields project including both received and pending s106 sums.

- 3. To approve the development of a site masterplan for Jubilee Recreation Ground following the principles set out in the report and summarised in paragraphs 27-33. Jubilee Recreation Ground already has Full Council budget approval of up to £749k through previous budget reports.**
- 4. To seek Executive Cabinet approval for the tender evaluation criteria for enhancement works at Jubilee Recreation Ground in Appendix 3.**
- 5. To request that the authority to award the high value procurement contract to the value of up to £467k for the enhancement of Jubilee Recreation Ground is delegated to Exec Member Decision.**

Reasons for recommendations

1. A proportion of the Section 106 already collected for Gillett playing Fields and valued at £73k has a spend deadline of 4th July 2023. The initial works proposed do not prevent the full development of the site at a later date and are essential to any significant redevelopment proposal of the site.
2. The Section 106 collected for Jubilee Recreation Ground needs to be spent from December 2023 onwards. There is a small sum that is allocated towards carrying out a topographical survey that has to be spent by June 2023.

Other options considered and rejected

1. Delaying any spend at Gillett Playing Fields until a scheme fully developed and the pending allocations have been received / collected was considered, however this would result in funding of £73k being returned to developers in 2023.
2. Should a scheme not be taken forward at Jubilee Recreation Ground as set out in the requirements of the S106 all the money collected and not spent by the expiry dates would need to be given back to the developer. A scheme needs to be delivered.

Chair

Date

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Report of	Meeting	Date
Director (Finance) (Introduced by Executive Member (Resources))	Executive Cabinet	15/06/2023

2022/23 Corporate Budget Monitoring Report and Reserves Provisional Outturn at 31st March 2023

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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Purpose of the Report

1. This report sets out the revenue and reserves provisional outturn for 2022/23 for the Council, based on the position as at 31st March 2023.

Recommendations to Executive Cabinet

2. To note the 2022/23 provisional outturn for revenue and the level of reserves, based on the position as at 31st March 2023.
3. To note the virements made to and from the revenue budget during the period, as detailed in **Appendix 2** of the report.

Reasons for recommendations

4. To ensure the Council's budgetary targets are achieved.

Other options considered and rejected

5. None

Executive summary

6. Based on the position at 31st March 2023, the provisional outturn would have been an underspend of £0.728m however as previously reported, the £0.597m unfunded cost pressure in respect of the 22/23 pay award, i.e. the cost over and above the 2% budgeted pay award, has resulted in a provisional underspend of £0.131m, as detailed in **Appendix 1**.
7. The Council's Medium-Term Financial Strategy recommends that General Reserves are maintained at a minimum of £4.0m to mitigate against any unforeseen financial risks that

may present in the future. Based on the above and the amalgamation of reserves, the level of general fund balance is £4.271m at 31st March 2023.

Corporate priorities

The report relates to the following corporate priorities:

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

Background to the report

- 8. The current net revenue budget for 2022/23 is £14.553m.
- 9. **Appendix 3** provides further information about the specific earmarked reserves that the Council holds at 31st March 2023.

Current Outturn Position – Revenue

- 10. The provisional revenue outturn, based on the position at 31st March 2023, shows a provisional underspend against the Council’s budgets of £0.131m. A breakdown of this by department within the various directorates is detailed in **Appendix 1**, and the movement on reserves and reserve balances, are outlined in **Appendix 3**. The main variances by directorate are detailed below;

11. Variations from Budget

Directorate	Budget 2022/23 £'000	Outturn 2022/23 at 31 st March 23 £'000	Variance (Under)/ Overspend 2022/23 £'000
Commercial Services	348	1,285	937
Communities	1,862	1,734	(128)
Customer and Digital	5,521	5,486	(35)
Planning and Development	772	849	77
Policy and Governance	5,119	5,306	187
Major Projects	(3,786)	(3,796)	(10)
Financing and Other Budgets	4,717	3,498	(1,219)
Total Net Expenditure	14,553	14,362	(191)
Funding	Budget 2022/23 £'000	Outturn 2022/23 at 31 st March 23 £'000	Variance (Under)/ Overspend 2022/23 £'000
Council Tax	(7,554)	(7,554)	0
Business Rates	(5,293)	(5,293)	0
New Homes Bonus	(886)	(886)	0
Government Grants	(709)	(710)	(1)
Reserves	(111)	(50)	61
Other	0	0	0
Total Funding	(14,553)	(14,493)	60
Net Outturn	0	(131)	(131)

12. The National Employers pay offer of £1,925 on all NJC pay points 1 and above for the period 01st April 2022 to 31st March 2023 was accepted, and payment (including arrears) made in December 2022. The table below shows the overall implication of the pay award for 2022/23 compared to the provision of 2% included in the base budget.

Directorates	Total Pay Award including NI & Pension	Pay Award Budget at 2%	Net increase in Budget
Communities	132,256	32,370	99,885
Commercial Services	86,869	28,597	58,271
Policy & Governance	121,816	92,186	29,630
Customer & Digital	370,674	10,105	360,569
Planning & Development	70,604	27,418	43,186
Major Projects	52,810	46,859	5,951
Total	835,028	237,536	597,492

13. There are pressures on gas, electricity and water across all of our properties resulting in an overspend £497k. Some of this increase in costs will be recharged to our tenants, where applicable; this is reflected in the figures in the table at point 11.

14. UK Shared Prosperity Fund (UKSPF)

In December, the council received confirmation of the award of grant funding from the UK Shared Prosperity Fund (UKSPF); the table below shows the allocation awarded over a three-year period. The conditions attached to the grant funding are that it is to be utilised in areas such as Community Grant Funds, Business Grants and provision of management capacity, which the council had previously funded from reserves.

UKSPF Grant Allocation	Capital Funding £'000	Revenue Funding £'000	Capacity Funding £'000
2022-23	109	402	20
2023-24	-	1,023	-
2024-25	-	2,679	-
Total	109	4,104	20

Areas of expenditure within the revenue budgets and reserves have been identified that the UKSPF is designed to fund, and as such there are significant projects already underway that have been attributed to this funding. The allocation of the 2022-23 fund is as per the table below, which has alleviated the need to utilise reserves for these purposes and a balance of £31k has been carried forward to 2023-24:

The £109k Capital grant was used to replace existing funding within the Astley Hall scheme.

UKSPF Grant Revenue Spend allocation 22-23	Amount £'000
Change Management	63
Capital Expenditure	73
Support for Apprentices, Graduates, Training Posts	55
Business Investment for Growth (BIG) Grants	40
Choose Chorley Grants	40
Retail Grants Programme	90
Check Out Chorley	30
Total	391

Explanation of key variances by Directorate are as follows:

15. Commercial Services – £937k overspend

The key variances to note are:

- £200k net overspend on staffing costs across the directorate. This overspend includes the cost of the pay award (£58k) for 2022/23 compared to the provision

included in the base budget of 2%, but in the main, the overspend is due to the additional costs of using agency staff. Given the recruitment difficulties in this area, e.g. surveyors, and the review and move to the Shared Service model, agency staff are providing the necessary support to the team in the interim, however the market for such staff is challenging, with significant increases in the salaries required by available candidates. This is a national issue and is also being felt in other areas of operation across the council.

- £250k overspend relating to the delay in the opening of Tatton Gardens. This has been offset by a reduction in financing costs as described below at point 21.
- £73k reduced income from market rents due to the renovation works for the new food and beverage area resulting in fewer market traders and some vacant stalls in the Cabin/Covered Markets.
- £48k reduction in income from car parking fees and charges compared to budget, reflecting the impact of the recovery from the pandemic on the Town Centre. This is an improvement of £29k from the previous forecast reflecting the changes to charges following the implementation of the car parking strategy from February 2023.
- £195k overspend due to the increase in utility costs, based on the current price increases.
- £25k overspend due to increased legal fees on planning matters.
- £67k overspend due to increased spend on non-domestic rates due to backdated bills received late in the year for properties within the Markets & Investment Portfolio.
- £30k overspend due to an increase in the provision for bad debts.
- £18k overspend due to increased costs of the Christmas lights.
- £31k overspend relates to reduced rental income and other non-staffing variances.

16. **Communities – £128k underspend**

The key variances to note are:

- £59k net overspend on staffing cost across the directorate compared to the budgets for 2022/23 due to the timing of vacant post being filled and use of agency staff. This also includes the pay award for 2022/23 compared to the provision in the base budget of 2%.
- £22k overspend compared to budget for Pest Control contracted services, however savings will be achieved as we transition to the new shared service for Pest Control.
- £15k underspend on commissioned services as costs have been covered by other external funding this year.
- £59k reduction in income as it has been confirmed by the NHS and Lancashire Constabulary that they will not be funding a contribution to the 21/22 and 22/23 salary costs within the Communities team.

- £45k management fee contribution from various grants offsetting increase in staffing cost.
- £27k increase in contribution from LCC and grants received to support staffing cost within Home improvement grants.
- £89k use of reserves required due to overspends on Temporary Accommodation, although reflecting £25k of additional Homelessness Prevention Grant income received within Housing Options.
- £37k unbudgeted grant income in respect of weight management.
- £30k increase in rental income at Cotswold House in excess of budget.
- £25k underspend relates to various other non-staffing variances.

17. Customer and Digital – £35k underspend

The key variances to note are:

- £145k net underspend on staffing costs across the directorate. This reflects the fact that some posts have remained vacant within Customer Transformation and ICT Services, offset to some extent by the costs of agency staff and the pay award for 2022/23 compared to the 2% included in the base budget for this.
- £92k reduction in provision for Council Tax bad debts offsetting shortfall in recovery of Council Tax summons income of £39k.
- £41k unbudgeted income received for New Burdens grants and DWP payments.
- £36k increase in the bad debt provision for Housing Benefits, based upon an increase in the level of outstanding balances.
- £116k overspend due to a reduction in Housing Benefit overpayments recovered.
- £21k underspend on professional fees as the review of Empty Homes was not undertaken in 22/23.
- £55k additional postage cost for Council Tax and Energy Rebate and other leaflets, offset by the New Burdens funding noted above.
- £140k overspend due to various IT cost such as computer software purchases, annual licences, maintenance security and support services. There have been substantial changes to contracts and services in 2022/23 and as a result, there has been some overlap in costs in moving from one contract to another, and also in respect of one-off set up costs. This is not anticipated to continue in 2023/24.
- £25k increase in the Leisure SLA recharge income compared to budget within ICT Services, which is linked to the staff costs associated with the provision of services to the Leisure company.

- £39k underspend in the FCC waste contracts due to a decrease in the additional bin collections.
- £16k reduction in income compared to budget in respect of the sale of wheeled bins.
- £58k increase in income from various areas including private works income, income from the Cemetery and Streetscene public realm income.
- £16k underspend relating to various small variances within the directorate.

18. Planning and Development – £77k overspend

The key variances to note are:

- £26k net overspend on staffing costs across the directorate compared to the budget for 2022/23. This is mainly due to various vacant posts that have been covered by the use of agency staff within Enforcement Services and Development Control. The overspend also includes the pay award for 2022/23 compared to the base budget set of 2%.
- £154k overspend on professional fees, statutory notices, and legal fees within Planning Services.
- £46k use of the Planning appeals reserve to offset various overspends within Planning Services.
- £148k additional income from Planning Application fees.
- £18k reduced income on pre-plan applications, as the service is still suspended.
- £89k reduced income on Inspection and Building Control Planning fee.
- £16k underspend due to various small variances within the directorate.

19. Policy and Governance – £187k overspend

The key variances to note are:

- £48k net staffing underspend across the directorate compared to the budget for 2022/23. This is mainly due to vacancies and a higher level of staffing recharge to South Ribble Borough Council and the Leisure company compared to that budgeted, offset by the pay award for 2022/23 compared to the budget provision for this of 2%.
- £223k overspend due to the increase in utility costs, based on the current price increases.
- £22k underspend on IT software licences.
- £50k underspend as a result of a reduction in the provision for bad debts and the insurance claim provision.

- £32k underspend due to an over provision for Members Allowances in the budget, as previously reported.
- £53k net overspend due to the increase in External Audit fees for 2019-20 and 2020-21, which have been approved by Governance Committee. This increase in costs is offset in part from grant income received as a result of the Redmond Review into External Audit costs.
- £62k net increase in costs over budget within the Human Resources Team due to the increase in recruitment and associated costs across the organisation e.g. advertising costs (£36k), along with increases in the costs of Occupational Health (£14k), IT software (£40k) and Legal costs (£27k); these overspends have been partly offset by costs recharged £55k.
- £38k net increase in costs on Chorley Events due to the additional cost for Christmas activities and other Chorley Events, offset by some underspends on the Queen's Jubilee Celebration budget and the Check Out Chorley budget.
- £37k underspend in respect of professional services income for staffing support to the NHS relating to 2021/22 and 2022/23 (£19k) and various small variances within the directorate.

20. Major Projects – £10k underspend

Further details of the major projects, including Market Walk and Digital Office Park, are outlined in **Appendix 4**.

The key variances to note are:

- £88k underspend on the Market Walk investment – This includes;
 - a £57k staffing overspend due to overtime and the pay award for 2022/23 compared to the base budget set of 2%;
 - £12k overspend due to various small variances within Market Walk;
 - £45k overspend due to a reduction in the income from tenant's service charges and costs relating to market walk marketing and promotions expenses;
 - There is a further increase in costs related to backdated non-domestic rates of £88k;
 - Rental income is underspent by £120k following the provision of £200k for anticipated lease reduction. The Market Walk income equalisation reserve has been utilised to the value of £170k to partially offset these lease reductions.
- £106k overspend for Primrose Retirement Living - This includes;
 - an overspend of £5k on staffing mainly due to under-achievement of the staffing vacancy rate budget adjustments and the pay award for 2022/23 compared to the base budget set of 2%;
 - a £43k overspend on electricity costs due to the rise in current prices;
 - a £40k increase in the cost of backdated non-domestic rates;
 - a £36k repairs and maintenance overspend;
 - offset by an £18k increase in income for casual hire of rooms and various small variances.
- £33k underspend for Digital Office Park - This includes;

- an overspend of £12k on staffing due to agency staff cover and the pay award for 2022/23 compared to the base budget set of 2%;
 - a £34k overspend on electricity cost due to the rise in current prices;
 - a £19k overspend due to various small variances;
 - offset by a £98k increase in various income streams (office rent, service charge, meeting rooms hot desk and pods).
- £9k overspend for Strawberry Meadows – This is mainly due to reduced rental and management fee income compared to that budgeted for in this first part-year of operation.

21. **Financing and Other Budgets – £1,219k underspend**

The key variances to note are:

- This includes a £391k underspend on interest payable; given slippage in the capital programme, borrowing has been deferred over the course of the year compared to the cashflow forecast on which the interest payable budget was constructed. Whilst £10m of borrowing was taken in March 2022, further borrowing has been deferred until required.
- Interest receivable is over-recovered against the budget, by £117k due to interest rate increases which are providing a better rate of return on cash balances and includes £24k in respect of finance leases.
- There is also a £348k underspend on the Minimum Revenue Provision as a result of changes made during the year in the mix of funding used to finance capital schemes in 2021/22 compared to that budgeted, along with slippage in the capital programme in 2021/22 which was reported in the outturn for that year. This reduction in MRP includes Tatton Gardens, which offsets the under-recovery of income on that scheme as detailed in point 15 above.
- The revenue budget for 2022/23 included a provision of £100k for the Council to take ownership and responsibility for the management of Chorley Bus Station. As this has not yet been agreed, the £100k underspend remains.
- £280k reflects the introduction of the corporate contingency budget.

22. **Covid-19**

- The residual Covid 19 and Contain Outbreak Management Funding (COMF) remaining from 2021/22 has now been spent in line with original approvals, with no remaining balance.

Other supporting information

23. Further information in respect of the variations noted above can be found as follows:

Appendix 4 – Commercial Services - Major Projects

24. **Planned Reserves movement - £61k underutilised from the level budgeted**

- Reserves transactions have been reflected in the relevant service area.

General Fund Resources and Balances

25. As detailed at **Appendix 3**, the Council has held £4.140m in General Fund reserves over the course of the year to manage budget risks not covered by earmarked reserves or provisions within the budget. The provisional outturn for 2022/23 identifies that the General Fund closing balance will be £4.271m as detailed below.

Movement in General Fund Reserve

Summary of Movement in General Reserves	£'m
General Fund Reserves at 1 st April 2022	(4.140)
Transfers (to)/from General Reserves	
Provisional outturn revenue budget (surplus) / deficit	(0.131)
General Fund Reserve Closing Balance 2022/23	(4.271)

Movement in Earmarked Reserves

26. Taking account of the adjustments highlighted in **Appendix 3**, the level of Earmarked reserves held for discretionary use by the Council at 31st March 2023 is £7.979m compared to a balance of £11.805m at 31st March 2022.

Summary of Movement in Earmarked Reserves	£'m
Earmarked Reserves at 1 st April 2022	(11.805)
Transfers (to)/from Earmarked Reserves	
Release of S31 grant received and held in reserves in respect of Business Rates reliefs (this was provided by the Government during 2020/21 – the grant offsets the Business Rates deficit for 2020/21 brought forward on the Collection Fund into 2022/23)	2.347
Use of revenue reserves for Capital Financing	0.650
Transfers to reserves as per point 28 below	(1.025)
Use of other specific Earmarked Reserves	1.854
Earmarked Reserves Closing Balance 2022/23	(7.979)

27. The £1.854m use of other specific Earmarked Reserves shown in the table above includes the following items:

- £258k utilisation of reserves that were established in the quarter 3 revenue monitoring report in 2021/22.
- £769k provision of extra support to Chorley Leisure Limited.

- £75k use of the Restructure Reserve following the staff review in the Procurement Team and other staffing restructures.
- £205k use of Market Walk Income Equalisation Reserves.
- £129k use of Income Generation reserves.
- £96k use of Covid support funding reserves within the Communities directorate.
- £89k use of Homelessness Prevention Grant reserves.
- £104k use of specific reserves within the Policy and Governance directorate.
- £42k use of the Local Plan reserve.
- £46k use of the Planning Appeals Reserve
- The remainder of the movements are various, smaller adjustments related to revenue spending.

28. Transfers to reserves of £634k include various community grants carried forward for use in 2023/24, increases in income generation reserves, and £391k in respect of previously budgeted costs that were instead funded through the 2022/23 UKSPF funding in line with the grant conditions.

29. The use of earmarked reserves shown in the table above are reflected in the revenue budget monitoring position detailed in this report.

30. During the 3rd quarter, following a review of ear-marked reserves held, the following re-allocations were made within reserve categories as follows;

Movement from	£'000	Movement to	£'000
Market Walk/Digital Office Park works	184	Capital Expenditure Reserves	184
Capital Bad Debt Reserve	178	Capital Expenditure Reserves	178
Arts Development	9	Policy and Governance General	9
Shared Services Implementation Reserve	8	Policy and Governance General	8
Shared Financial Services - slippage and other transfers to reserves	44	Policy and Governance General	44
LCC transition fund	50	Support for recovery from pandemic and cost of living crisis – communities and businesses, including support for leisure	50
S31 grant – Empty properties/small BRR	29		29
S31 - EU Exit Preparation	35		35
BRR – surplus on levy payment	1,415		1,415
Covid Recovery Reserve	300		300
Future High Street Funds	26		26
Markets and Town Centre – slippage and other transfers to reserves	20		20
Home Improvements – Housing Affordable Warmth Grant	14	Communities - Neighbourhoods	14
Buckshaw Youth Development Grants	1	Communities - Neighbourhoods	1
Investment Budgets	35	Communities - Neighbourhoods	35
Syrian Refugee Funding	52	Communities - Neighbourhoods	52
Planning – slippage and other transfers to reserves	5	Planning Appeal Costs	5
National Graduate Scheme	4	Policy and Governance General	4
Transformation Challenge funding	34	Policy and Governance General	34
Public Service Reform funding	11	Policy and Governance General	11
Digital Access and Inclusion	10	Policy and Governance General	10
Boundary Commission Electoral Review	12	Elections	12

	2,476		2,476
--	--------------	--	--------------

Climate change and air quality

31. 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

32. N/A

Risk

33. There are potential risks around Housing Benefit overspends due to the opening of schemes related to Exempt Accommodation. The cost will be incorporated into future reports.

Comments of the Statutory Finance Officer

34. The Financial implications are contained within this report.

Comments of the Monitoring Officer

35. None

Background documents

There are no background papers to this report.

Appendices

Appendix 1 – Revenue 2022/23 - position as at 31st March 2023

Appendix 2 – Revenue Budget Movements at 31st March 2023

Appendix 3 – 2022/23 Reserves Programme position at 31st March 2023

Appendix 4 – 2022/23 Major Projects position at 31st March 2023

Report Author:	Email:	Telephone:	Date:
Hemangini Chevli, Neil Halton, Gaynor Simons	Hemangini.Chevli@chorley.gov.uk,	N/A	19/05/23
	Neil.Halton@chorley.gov.uk, gaynor.simons@chorley.gov.uk	N/A	19/05/23

APPENDIX 1

Revenue 2022/23 - position as at 31st March 2023

Directorate	Department / Section	Original Budget	Budget at 31st March 2023	Outturn based on position at 31st March 2023	Variance (Under)/ Overspend
		£'000	£'000	£'000	£'000
Commercial Services	Director - Commercial Services	53	101	114	13
	Employment, Skills & Business Support	101	65	24	(41)
	Facilities Management	184	184	210	27
	Housing Accommodation	(12)	-	(0)	(0)
	Income Generation	2	4	245	241
	Markets & Town Centre	15	11	673	661
	Property Services	215	(17)	20	37
Commercial & Property Total		558	348	1,285	937
Communities	Communities	747	738	656	(82)
	Director - Communities	201	192	199	8
	Housing & Public Protection	953	933	878	(54)
Communities Total		1,901	1,862	1,734	(128)
Customer & Digital	Customer Transformation	697	601	635	34
	Director of Customer & Digital Services	59	58	64	6
	ICT Services	1,113	1,104	1,140	37
	Waste & Streetscene Services	3,853	3,758	3,647	(111)
Customer & Digital Total		5,721	5,521	5,486	(35)
Planning & Development	Director of Planning & Development	47	50	36	(14)
	Enforcement Services	270	265	350	85
	Planning Services	(52)	(61)	(55)	6
	Spatial Planning	529	518	517	(0)
Planning & Development Total		794	772	848	77
Policy and Governance	Change & Delivery	207	189	136	(52)
	Chief Executives Office	162	200	192	(8)
	Communications & Events	703	691	899	208
	Director - Governance	122	123	137	14
	Legal and Governance	2,017	2,334	2,422	88
	Performance & Partnerships	761	698	640	(58)
	Shared Financial Services	802	859	833	(26)
	Transformation Management	26	26	45	19
Policy and Governance Total		4,800	5,119	5,306	187
Major Projects	Digital Office Park	(146)	(150)	(183)	(33)
	Investment Properties	(241)	(68)	(66)	2
	Leisure	376	332	326	(6)
	Market Walk	(1,765)	(1,784)	(1,871)	(88)
	Primrose Gardens Retirement Living	(307)	(315)	(208)	106
	Strawberry Meadows	(141)	(141)	(132)	9
	TVS Logistics	(1,646)	(1,661)	(1,661)	0

Directorate	Department / Section	Original Budget £'000	Budget at 31st March 2023 £'000	Outturn based on position at 31st March 2023 £'000	Variance (Under)/ Overspend £'000
Major Projects Total		(3,869)	(3,786)	(3,796)	(10)
Financing and Other Budgets	Benefit Payments	(4)	(4)	(4)	-
	Capital	-	-	0	0
	Financing	3,583	3,583	2,728	(855)
	Pensions Account	218	218	214	(4)
	Pensions Deficit Recovery	450	450	450	-
	Corporate	210	280	-	(280)
	Transition Fund	190	190	111	(79)
Financing and Other Budgets Total		4,647	4,717	3,498	(1,219)
Covid-19	Covid-19 / COMF funding received to meet the operational costs of the council's response to Covid	-	-	-	-
Covid-19 Total		-	-	-	-
Funding	Collection Fund	(12,847)	(12,847)	(12,847)	-
	New Homes Bonus	(886)	(886)	(886)	0
	Other Funding	(709)	(709)	(710)	(0)
	Reserves	(111)	(111)	(50)	61
Funding Total		(14,553)	(14,553)	(14,492)	60
Net (Surplus) / Deficit		-	-	(131)	(131)

APPENDIX 2

Revenue 2022/23 - position as at 31st March 2023

Directorate	Commercial Services £'000	Communities £'000	Customer and Digital £'000	Planning and Development £'000	Policy and Governance £'000	Major Projects £'000	Financing/Other Budgets £'000	Funding £'000	TOTAL £'000
Budget approved by Council 23rd Feb 2022	624	1,901	5,853	794	4,803	(3,728)	4,306	(14,553)	0
<i>Transfers between directorates</i>									
Correction of recharges to SRBC	4	3		(1)	(5)				0
Miscellaneous correction of budgets	(2)	(10)			12				0
Movement of Shopmobility budgets	17				(17)				0
Shared Service Restructure Budget Realisation			(58)		58				0
Transfer of Insurance budgets to General Insurance	(56)	(32)	(142)	(21)	341	(90)			0
<i>Realignment of budgets following Management changes</i>									
Transfer of Whittle GP Income	(173)					173			0
Realignment of budgets following management changes	(66)				207	(141)			0
Rent allowance benefit payments movements			(132)				132		0
<i>Transfers (to)/from Earmarked reserves</i>									
									0
									0
									0
<i>Transfers (to)/from General Fund reserves</i>									
									0
									0
									0
Revised Budget as at 31st March 2023	348	1,862	5,521	772	5,399	(3,786)	4,437	(14,553)	0

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APPENDIX 3

2022/23 Reserves Programme position as at 31st March 2023

Reserves	Opening Balance 1st April 2022 £000s	Forecasted Movements				Forecast Balance 31st March 2023 £000s
		Capital Financing £000s	Movement between Reserves £000s	Transfers from Reserves £000s	Transfers to Reserves £000s	
General Fund Balance	(4,140)	-	-		(131)	(4,271)
Corporate Reserves						
Change Management Reserve	(250)			75	(63)	(238)
Capital Expenditure Reserves	123		(362)		(74)	(313)
Climate Change Reserves	(721)	38		42		(641)
Support for Apprentices, Graduates, Training Posts	(200)			33	(55)	(222)
Investment in Play & Open Space Across the Borough	(200)			123		(77)
Market Walk - Asset Management	(104)					(104)
Income Generation Reserve	(381)			129	(61)	(314)
Market Walk - Income Equalisation Reserve	(536)			205		(332)
Logistics House Income Equalisation Reserve	(450)					(450)
Business Rates Exceptional Payments Reserve	(3,488)			2,347		(1,141)
Chorley Leisure Ltd - additional support in 22/23	-		(769)	769		-
Support for the recovery from the pandemic and the cost of living crisis - communities & businesses			(1,106)		(163)	(1,269)
Business Investment for Growth (BIG) Grants	(276)			14	(40)	(302)
Choose Chorley Grants	(65)			-	(40)	(105)
Other Investment Projects	(45)			2		(43)
Retail Grants Programme	(98)			18	(90)	(171)
IDOX Migration	(78)					(78)
NHS CCG Covid Support Project	(207)			96		(111)
Communities - Neighbourhood	(166)		(102)	93	(350)	(525)
ICT/Streetscene Modernisation Reserve	(62)					(62)
Government & other Grant Funding	(30)					(30)
Waste Mobilisation	(96)			29		(67)
Maintenance of Grounds	(44)					(44)
Planning Appeal Costs	(240)		(5)	46		(199)
Mayoral Charities	(8)			8	(5)	(5)
Policy & Governance General	(7)		(121)		(11)	(138)
Elections	(101)		(12)		(43)	(156)
Check Out Chorley	(30)			30	(30)	(30)
Local Plan Reserve	(57)			42		(16)
Reserves used in Year						
Market Walk / DOP Works	(485)		184			(301)
ICT Capital Programme Reserves	(820)	605				(215)
Queens Jubilee Events	(30)			30		-
Capital Bad Debts Reserve	(283)		178			(104)
VAT Shelter Income - Capital/revenue financing	(9)					(9)

Reserves	Opening Balance 1st April 2022 £000s	Forecasted Movements				Forecast Balance 31st March 2023 £000s
		Capital Financing £000s	Movement between Reserves £000s	Transfers from Reserves £000s	Transfers to Reserves £000s	
Future High Street Fund	(35)		26	9		-
Neighbourhood Working (pump priming)	(50)	7				(43)
Slippage Items and other transfers to reserves - C&D Services	(123)					(123)
The Flower Show	(23)			23		-
Astley Hall Works of Art	(4)			4		-
Arts Development	(16)		9	11		4
Shared Services Implementation Reserve	(13)		8	5		-
Slippage Items and other transfers to reserves - Legal, Democratic & HR	(3)					(3)
Slippage Items and other transfers to reserves - Shared Financial Services	(64)		44	20		-
Transfers between Reserves						
LCC Transition Fund	(50)		50			-
Section 31 Grant - Empty property/small business rate relief	(29)		29			-
Section 31 Grant - EU Exit Preparation Grant	(35)		35			-
Business Rates Retention - Surplus on levy payment	(1,415)		1,415			-
Covid Recovery Reserve	(300)		300			-
Slippage Items and other transfers to reserves - Markets & Town Centre	(20)		20			-
Home Improvements - Housing Affordable Warmth Grant	(14)		14			-
Buckshaw Youth Development Grants	(1)		1			-
Investment Budgets	(35)		35			-
Syrian Refugee Funding	(52)		52		-	-
Slippage Items and other transfers to reserves - Planning	(5)		5			-
National Graduate Scheme	(4)		4			-
Transformation Challenge funding	(34)		34			-
Public Service Reform funding	(11)		11			-
Digital Access & Inclusion	(10)		10			-
Boundary Commission Electoral Review	(12)		12			-
Total Earmarked Reserves	(11,805)	650	(0)	4,201	(1,025)	(7,979)
Total Reserves - General and Earmarked	(15,945)	650	(0)	4,201	(1,156)	(12,250)
Provisions						
Insurance Provision - Potential MMI clawback	(14)		14			-

APPENDIX 4

Major Projects 2022/23 - position as at 31st March 2023

Market Walk

	2022/23 Budget £000s	2022/23 Outturn £000s	2022/23 Variance £000s
Rental Income	(1,668)	(1,996)	(328)
Service Charge Operational budget	385	540	155
Service Charge Income	(501)	(454)	46
Provision for Anticipated Lease Reductions	-	201	201
Net Income (excluding financing)	(1,784)	(1,709)	75
Financing Costs	915	915	-
Net Income (including financing)	(869)	(795)	75
Income Equalisation Reserve (Annual Contribution)	(50)	(205)	(155)
Asset Management Reserve (Market Walk)	50	-	(50)
Net Income	(869)	(999)	(130)

Strawberry Meadows

	2022/23 Budget £000s	2022/23 Outturn £000s	2022/23 Variance £000s
Rental Income	(161)	(146)	15
Operational Costs (excluding financing)	20	14	(6)
Net Budget/Income (excluding financing)	(141)	(132)	9
Financing Costs	98	98	-
Net Budget (including financing)	(43)	(34)	9

Digital Office Park

	2022/23 Budget £000s	2022/23 Outturn £000s	2022/23 Variance £000s
Rental Income	(639)	(737)	(98)
Operational Costs (excluding financing)	489	555	66
Net Budget/Income (excluding financing)	(150)	(182)	(32)
Financing Costs	168	168	-
Net Budget (including financing)	18	(13)	(32)

Primrose

	2022/23 Budget £000s	2022/23 Outturn £000s	2022/23 Variance £000s
Rental Income	(690)	(713)	(23)
Operational Costs (excluding financing)	376	505	129
Net Income (excluding financing)	(315)	(208)	107
Financing Costs	168	168	-
Net Income (including financing)	(146)	(40)	107

TVS

	2022/23 Budget £000s	2022/23 Outturn £000s	2022/23 Variance £000s
Rental Income	(1,661)	(1,661)	0
Operational Costs (excluding financing)	-	-	-
Net Income (excluding financing)	(1,661)	(1,661)	0
Financing Costs	1,211	1,211	-
Net Income (including financing)	(450)	(450)	0

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Report of	Meeting	Date
Director (Finance) (Introduced by Executive Member (Resources))	Executive Cabinet	15/06/2023

Is this report confidential?	No
------------------------------	----

Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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2022/23 Corporate Capital Programme and Balance Sheet Monitoring Report Position at 31st March 2023

Purpose of the Report

1. To report the financial position of the Council in respect of the capital programme at 31st March 2023, highlighting key issues and explaining key variances, and to provide an overview of various elements of the Council's Balance Sheet at 31st March 2023.

Recommendations to Executive Cabinet

2. To approve the revised capital programme as attached at **Appendix A**, which includes approved amendments to the programme, as detailed in point 12 to 14 of this report, since the last Capital Monitoring report was approved by Cabinet in February 2023.
3. To note the variations to the programme (which are detailed by scheme at **Appendix B** and referenced within the body of the report);
4. To note the position in the Balance Sheet monitoring section of the report, in respect of cash, investment and loan balances and debtors, at 31st March 2023.

Reasons for recommendations

5. To ensure the Council's Capital Programme is monitored effectively.

Other options considered and rejected

6. None

Corporate priorities

7. The report relates to the following corporate priorities:

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

Background to the report

8. The capital budget for 2022/23 was set at £24.2m at Council in February 2022. This was increased following approval of the 2021/22 outturn to £32.2m, then further amended in subsequent quarterly Capital Monitoring Reports through to Quarter 3 at 31st December 2022 to £15.8m.
9. Following the changes detailed in this report, the total programme for 22/23 now stands at £13.5m, the detail of which is shown in Appendix B.

Section A: Capital Programme

Key issues

10. The total cost of the Council's capital investment programme for 2022/23 has decreased since the Quarter 3 report approved by Cabinet, from £15.8m to £13.5m as at 31st March 2023. The net decrease of £2.3m reflects variations approved since the last monitoring report, along with those contained within this report, and variations in respect of the reprofiling of budgets within the existing programme
11. A summary of the total costs of the programme, and the funding of this, is detailed at **Appendix A**, with a more detailed breakdown on a scheme by scheme basis detailed at **Appendix B**
12. The report reflects an overall increase in the capital programme of **£429k** as below.

Table 1: Budget changes

	Increase / (Reduction) 2022/23 £'000	Increase / (Reduction) 2023/24 and future years £'000	Virement From	Virement To	Approved by	Date approved
Clean, safe and healthy homes and communities						
Market Walk Extension			(34)		Subject to approval in this report	N/A
Markets - work to existing markets				34	Subject to approval in this report	N/A
Whittle Surgery	(44)				Approval requested in this report	N/A
ICT Networks				95	Approval requested in this report	N/A
ICT Mobile Devices, Citrix, CCTV, Software and Cloud-based upgrades			(95)		Approval requested in this report	N/A
Chorley Adaptation Grant	70	104			Increase budget to match actual grant allocations . Subject To approval in this report	N/A
Play and Open Space Longfield Avenue And King George the V Playing Fields	21	26			Approval requested in this report	N/A
Properties for Refugees			(2)		Subject to approval in this report	N/A
Purchase of Affordable Housing				2	Subject to approval in this report	N/A
Tatton	238				Paper to be presented to July Council meeting	18th July 2023
Bank Hall Restoration	14				Increase budget to match actual grant allocations . Subject To approval in this report	N/A
TOTAL	299	130	(131)	131		

13. A re-profiling of budgets between 2022/23 and 2023/24 has been undertaken. The total movement of budgets from 2022/23 amounts to **£2.648m**. The movements are shown in **Appendix B** and explanations are contained in the major variations section of the report that follows.

Table 2: Slippage and reprofiling across years

Scheme	Slippage and Reprofiling £'000
Strawberry Meadows Development	(456)
Asset Improvements	(20)
Buckshaw Village Rail Station	1
Chapel St and Surrounding Public Realm	50
Digital Office Park	111
Market Walk Extension	75
Public Realm Town Centre	206
Town Hall and White Hart Works	189
Unit Above Iceland	15
Delivering Green Agenda	(15)
Town Hall Decarbonisation	10
ICT Mobile Devices, Citrix, CCTV, Software and Cloud-based upgrades	388
Chorley Adaptation Grant (Formerly DFG)	(83)
Land for Tree Planting	250
Leisure Centre Transfer	244
Leisure Centres Improvements	99
Leisure Centres Improvements - New Contract	296
Play, Recreation and Open Space Projects	784
Properties for Refugees	175
Chorley Lodge	(40)
Astley/Astley Cottage	249
Westway Playing Fields Sports Campus	120
Total	2,648

14. As at 31st March the actual capital expenditure across the programme was **£13.5 million**, which represents 85.4% of the forecast position as at quarter 3.

Major variations in the 2022/23 Capital Programme since the previous report

A strong local economy

15. Strawberry Meadows Development – A budget of £456k was brought forward from 2023/24 to cover costs incurred in year for the business and industrial hub works.

16. Asset Improvements - £20k has been reprofiled from the 2023/24 programme into 2022/23 to reflect the spend incurred.
17. Chapel St and Surrounding Public Realm – £50k has been reprofiled into 2023/24 as anticipated works were not progressed prior to the financial year end.
18. Digital Office Park – £111k has been reprofiled into 2023/24 to fund the completion costs of these works.
19. Market Walk Extension – A budget virement of £34k is requested from the Market Walk Extension scheme to the Covered Market project for completion of the alteration work. The remaining budget on the scheme of £75k has been reprofiled into 2023/24.
20. Public Realm Town Centre – It was anticipated that the resurfacing works at Queens Street Car Park would commence before the end of the financial year, however this has not been the case. A report will be presented to the Executive Cabinet in relation to this scheme. This delay has resulted in a reprofile budget of £206k into 2023/24.
21. There are several other schemes where budgets have been slipped into 2023/24 to more accurately reflect the likely spending profile including the Town Hall and White Hart Works (£189k).

An ambitious council that does more to meet the needs of residents and the local area

22. Delivering Green Agenda - £15k has been brought forward from 2023/24 to reflect the full spend incurred in 2022/23.
23. Whittle Surgery – This scheme is now complete. At 31st March 2023 there was a credit balance totalling £44k relating to an over accrual of the final account figure at the 2021/22 year end. This credit balance has now been adjusted in the year and used to offset costs across the 2022/23 capital programme.
24. ICT Mobile Devices, Citrix, CCTV, Software and Cloud Based Services – A virement of £95k from this scheme to the ICT networks budget is required to cover the full costs of the ICT network, including the costs to upgrade the server and network room. Following this virement it was expected that £1.025m would be incurred in 2022/23, however the actual expenditure at 31st March 2023 was £637k; as such the balance on the scheme budget has been reprofiled into 2023/24.

Clean, safe and healthy homes and communities

25. Chorley Adaptation Grant – There is an increase to budget of £70k in 2022/2023 and £104k in 2023/24 to reflect the additional grants and contributions received for the works undertaken, and to be undertaken next year.
26. Land for Tree Planting – At 31st March 2023 a land transaction had not been concluded, resulting in the reprofiling of budget of £250k into 2023/24.

27. Leisure Centre Transfer and Leisure Centre Improvements – Budget of £343k has been reprofiled into 2023/24; an Executive Cabinet report will follow detailing the recommended leisure centre improvements for approval.
28. Leisure Centre Improvements – It was expected that the restoration works at Brinscall Baths would commence prior to the financial year end. However these have not yet progressed and as such, budget of £296k has been slipped into 2023/24.
29. Play, Recreation and Open Space Projects – There is an increase to the budget of £21k, fully funded from S106 contributions, for works at the Hawthorns, Station Road Croston, Heather Hill Cottage, Twinlakes, Foxcote and Longfield Avenue.
- Slippage of £784k into 2023/24 is also reported, mainly relating to delays on the King George V playing fields scheme, due to utility connection problems and bad weather. A small budget pressure of £26k has been identified on this scheme and a request to increase the budget to cover this is now made. The overspend is a result of increased costs on additional electric and water pipe works, and inflationary increased costs. This will be funded from available resources within capital receipts.
30. Properties for Refugees –£2k has been vired to the purchase of affordable housing scheme for the costs incurred in year on a number of affordable housing properties.
- A further unspent budget of £175k has been reprofiled into 2023/24 as anticipated purchases had not completed prior to the financial year end 2023/24.
31. Chorley Lodge – the purchase of the lodge was completed prior to 31st March 2023 at a cost of £40k, the budget remaining in 2023/24 is for the required refurbishment works.
32. Tatton – As at 31st March 2023 there is a reported overspend of £238k relating to costs for furniture, fixtures and fittings, and architect fees. Further details will be presented on the scheme to the July Council meeting for consideration and approval.

Section B: Balance Sheet Monitoring

Overview

33. Strong balance sheet management assists in the effective use and control over the Council's asset and liabilities. Key assets comprise of the Council's tangible fixed assets, debtors, investments and bank balances, and key liabilities include long and short-term borrowing, creditors and reserves.

Non-current Assets

34. Tangible, non-current assets include property, plant and equipment held by the Council for use in the production or supply of goods and services, for rental to others or for administrative purposes. One fifth of all assets are re-valued every year, and annual reviews are undertaken to establish whether any impairment or other adjustments need to be applied. New assets and enhancements to existing assets are managed through the Capital Programme as reported in Appendices A and B.

Borrowing and Investments

35. Long-term borrowing requirements flow from the capital programme. Regular dialogue and meetings take place between the Director of Finance, her staff and the Council's

independent Treasury Consultants, Link Treasury Services, and options for optimising treasury management activities are actively reviewed.

36. Both short and long-term borrowing interest rates have risen over the last few months following the increases in the Bank of England Base Rate, and this trend is predicted to continue until at least September 2023. Debt interest payable was £391k lower than the 2022/23 Budget. There is an underspend on the Minimum Revenue Provision (MRP) budget of £348k due to changes made in the mix of funding used to fund the capital programme in 2021/22, compared to that assumed in the budget setting process for 2022/23, and in the slippage of some schemes from 2021/22 into 2022/23.

Interest returns on investments have also increased in line with the rise in interest rates, with a yield of £96k compared to the budget of £3k.

	Outturn at 31st March 2023 £'000s	Original Budget 2022/23 £'000s
Interest and Investment Income	(96)	(3)
Debt Interest Payable	1,554	1,945
Minimum Revenue Provision (MRP)	1,293	1,641
TOTAL	3,032	3,583

37. The current borrowing and investment position, compared to the position at the same point last year, is as follows;

	As at 31st March 2023	As at 31st March 2022
Short term borrowing	£11.838m	Nil
Long term borrowing	£66.503m	£70.265m
Total Borrowing	£78.341m	£70.265m
Investments made by the Council	Nil	Nil
Cash Balances Held	£1.25m	£9.317m

Debtors

38. The Council has a corporate debt policy as well as other specific policies for the management of debt in the key areas of council tax, business rates and housing benefit overpayments. The table below summarises the collection performance of the various debts and the total outstanding debt in the respective areas as at 31st March 2023. The table also shows the corresponding level of debt at the same point in the last financial year.

	Position at 31st March 2023 £'000s	Position as at 31st March 2022 £'000s
Council Tax		
Expected Council Tax Collectable in 22/23 (21/22)	78,973	75,471
Current year balance outstanding	1,856	2,161
Previous years balance outstanding	3,728	3,503
Total Council Tax balance outstanding	5,584	5,664
Collection Rates Current Year	97.19%	97.16%
Business Rates		
Expected Business Rates Collectable in 22/23 (21/22)	24,981	22,283
Current year balance outstanding	807	702
Previous years balance outstanding	766	737
Total Business Rates balance outstanding	1,573	1,439
Collection Rates Current Year	96.26%	96.75%
Housing Benefit		
Overpayment balances outstanding	911	861
Sundry Debtors		
Balance Outstanding - General	328	395
Balance Outstanding - Commercial	1,016	768

39. Business rates collection can fluctuate month-on-month but collection is broadly in line with expectations.
40. In respect of the figures above, the Council's share represents approximately 9% of Council Tax income and 40% of Business Rates income.
41. The Sundry Debtors figure reflects the position compared to the same period last year. The outstanding Commercial debt reflects agreements reached on deferred rent during the pandemic and lease agreements that have now been confirmed, at Market Walk. An increase to the bad debt provision was required in 2022/23 due to a number of backdated rent assessments.

Climate change and air quality

42. 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

43. N/A

Risk

44. Risks are broadly addressed in the body of the report however recent tender results and cost changes have been seen due to inflationary pressures. These will be monitored on an individual project basis and any budget changes reported when necessary.

Comments of the Statutory Finance Officer

45. The financial implications are contained within the body of this report.

Comments of the Monitoring Officer

46. No Comment.

Background documents

There are no background papers to this report.

Appendices

Appendix A – Capital Programme Summary

Appendix B – Scheme Variations

Report Author:	Email:	Telephone:	Date:
Neil Halton	Neil.Halton@chorley.gov.uk	N/A	14/05/2023
Gaynor Simons	Gaynor.Simons@chorley.gov.uk	N/A	14/05/2023

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Capital Programme 2022/23 - position as at 31st March 2023

APPENDIX A

	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budget (to)/from future years	Quarter 4 2022/23 Variations	Revised Budget 2022/23 as at 31st March 2023
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COSTS

A strong local economy	9,451	4,226	(171)	-	4,055
An ambitious council that does more to meet the needs of residents and the local area	1,570	1,278	(383)	(44)	851
Clean, safe and healthy homes and communities	12,724	9,168	(1,726)	330	7,772
Involving residents in improving their local area and equality of access for all	489	1,176	(369)	14	821
Total Forecast Expenditure	24,234	15,849	(2,648)	299	13,500

RESOURCES

Disabled Facilities Grants	775	560	83	70	712
Brownfield Release Fund	-	-	-	-	-
Homes England	930	930	-	-	930
Rural Prosperity Fund	-	-	-	-	-
LEP Grants		3,570		10	3,580
Other Grants	72	277	(30)	114	360
Total Grants	1,776	5,337	53	193	5,583
Capital Receipts	1,000	-		507	507
Community Infrastructure Levy (CIL)	1,534	584	(549)		35
Reserves and Revenue	1,795	1,511	(340)	(321)	850
Section 106	2,819	2,322	(433)		1,889
Unsupported Borrowing	15,310	6,096	(1,379)	(81)	4,636
Total Forecast Resources	24,234	15,849	(2,648)	299	13,500

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 4 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st March 2023
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1,300	11,715	171	-	11,887
-	2,189	383	-	2,572
875	8,373	1,726	130	10,229
-	-	369	-	369
2,175	22,277	2,648	130	25,056

776	1,883	(83)	104	1,905
-	1,100	-	-	1,100
-	-	-	-	-
-	400	-	-	400
-	-	-	-	-
-	285	30	-	315
776	3,669	(53)	104	3,720

-	-	-	26	26
-	1,070	549	-	1,619
-	554	340	-	894
-	951	433	1,042	2,426
1,400	16,033	1,379	(1,042)	16,370
2,176	22,277	2,648	130	25,056

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2022/23 Capital Programme - Scheme Variations as March 2023

APPENDIX B

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budget (to)/from future years	Quarter 4 2022/23 Variations	Revised Budget 2022/23 as at 31st March 2023
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Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budgets (to)/from 2022/233	Quarter 4 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st March 2023
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A strong local economy

Strawberry Meadows Development	1,000	3,000	456	-	3,456
Asset Improvements	500	122	20	-	142
Buckshaw Village Rail Station	696	1	(1)	-	-
Chapel St and Surrounding Public Realm	1,800	50	(50)	-	-
Chorley Borough Service Centres	500	-	-	-	-
Digital Office Park	120	255	(111)	-	144
Market Walk Extension	192	129	(75)	(34)	21
Markets - Works to Existing Markets	-	123		34	156
Park Rd Car Parking	-	-	-	-	-
Public Realm Town Centre	3,223	300	(206)	-	94
Town Hall and White Hart Works	1,220	232	(189)	-	43
Town Hall Mezzanine	-	-	-	-	-
Bengal Street	-	-	-	-	-
Unit Above Iceland	200	15	(15)	-	-
A strong local economy	9,451	4,226	(171)	-	4,055

-	1,608	(456)	-	1,152
300	943	(20)	-	923
-	695	1	-	696
1,000	2,747	50	-	2,797
-	500	-	-	500
-	-	111	-	111
-	-	75	-	75
-	-	-	-	-
-	-	-	-	-
-	2,984	206	-	3,190
-	1,053	189	-	1,242
-	-	-	-	-
-	1,100	-	-	1,100
-	85	15	-	100
1,300	11,715	171	-	11,887

An ambitious council that does more to meet the needs of residents and the local a

Chorley Health Centre	250	-	-	-	-
Delivering Green Agenda	300	23	15	-	38
Town Hall Decarbonisation	-	63	(10)	-	52
Health Hub - Whittle Surgery	-	-	-	(44)	(44)
ICT Networks	-	73	-	95	168
ICT Mobile Devices, Citrix, CCTV, Software and Cloud-based upgrades	1,020	1,120	(388)	(95)	637

-	250	-	-	250
-	411	(15)	-	396
-	1,528	10	-	1,538
-	-	-	-	-
-	-	-	-	-
-	-	388	-	388

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budget (to)/from future years	Quarter 4 2022/23 Variations	Revised Budget 2022/23 as at 31st March 2023
An ambitious council that does more to mee	1,570	1,278	(383)	(44)	851

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budgets (to)/from 2022/233	Quarter 4 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st March 2023
-	2,189	383	-	2,572

Clean, safe and healthy homes and communities

Chorley Adaptation Grant (Formerly DFG)	775	560	83	70	712
Duxburry Park Site	-	8	-	-	8
Land for Tree Planting	-	250	(250)	-	-
Leisure Centre Transfer	244	244	(244)	-	-
Leisure Centres Improvements	100	146	(99)	-	47
Leisure Centres Improvements - New Contract	2,000	300	(296)	-	4
Play, Recreation and Open Space Projects	2,423	1,757	(784)	21	994
Properties for Refugees	2,070	1,000	(175)	(2)	823
Purchase of Affordable Housing	-	5	-	2	8
Chorley Lodge	-	-	40	-	40
Tatton	5,112	4,898	-	238	5,136
The Willows	-	-	-	-	-
Yarrow Meadows	-	-	-	-	-
Clean, safe and healthy homes and communi	12,724	9,168	(1,726)	330	7,772

775	1,883	(83)	104	1,905
-	-	-	-	-
-	-	250	-	250
-	-	244	-	244
100	200	99	-	299
-	1,700	296	-	1,996
-	1,000	784	26	1,810
-	1,200	175	-	1,375
-	2,000	-	-	2,000
-	390	(40)	-	350
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
875	8,373	1,726	130	10,229

Involving residents in improving their local area and equality of access for all

Astley/Astley Cottage	350	929	(249)		681
Bank Hall Restoration	-	112	-	14	125
Westway Playing Fields Sports Campus	139	135	(120)	-	15
Involving residents in improving their local ar	489	1,176	(369)	14	821

-	-	249	-	249
-	-	-	-	-
-	-	120	-	120
-	-	369	-	369

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budget (to)/from future years	Quarter 4 2022/23 Variations	Revised Budget 2022/23 as at 31st March 2023
Total	24,234	15,849	(2,648)	299	13,500

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for the 9 months to December 2022	Slippage and reprofiling of budgets (to)/from 2022/233	Quarter 4 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st March 2023
2,175	22,277	2,648	130	25,056

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Report of	Meeting	Date
Director (Change and Delivery) (Introduced by Executive Member (Resources))	Executive Cabinet	Thursday, 15 June 2023

Quarter Four Performance Report 2022/23

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy during the fourth quarter of 2022/23, covering 1st January 2023 to 31st March 2023.

Recommendations to Executive Cabinet

2. That the report be noted.

Reasons for recommendations

3. To ensure the effective performance monitoring of the Corporate Strategy and safeguard its delivery across 2022/23.

Other options considered and rejected

4. No other options have been considered or rejected. This is because the report does not present any items for decision.

Executive summary

5. The Corporate Strategy was approved in November 2022 setting out a refreshed programme that incorporated new priorities and performance measures. This report provides an update on the progress achieved at the end of Quarter 4 in the 2022/23 financial year and reflects delivery between January and March 2023.
6. Overall performance of the Corporate Strategy projects is good, with 11% (2) classified as complete and 84% (16) of projects rated green, meaning they are progressing according to schedule. One project (5%) has been rated amber, which provides an early warning sign of potential delays. An action plan for this project is contained within this report.

- 7. It should be noted that performance indicators related to the Corporate Strategy approved in November 2022, will be reported at the end of Quarter 1, 2023/2024 covering April-June 2023.
- 8. A final outturn of performance indicators related to the previous Corporate Strategy and priorities is included at Appendix A.
- 9. An update is provided on additional key measures of organisational performance. At the end of quarter 4, four (67%) are performing on or above target, one (17%) is performing below target but within the 5% threshold, and one (17%) is performing below target and outside of threshold.

Corporate priorities

- 10. The report relates to the following corporate priorities:

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

- 11. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and projects that focus on delivering the Council’s four priorities.
- 12. The Corporate Strategy was approved by the Council in November 2022 and includes 19 corporate projects.
- 13. Key performance measures for each service have been set so that targets remain challenging and reflective of the Council’s ambitions. These are reviewed annually as part of the service level business planning process.

Housing where residents can live well



Our commitments:

- Deliver affordable and green housing,
- Strive for good quality housing for all,
- Work with partners supporting new ways to prevent homelessness,
- Support our most vulnerable residents.

Delivering Our Commitments in Quarter Four

14. The new extra care facility at Tatton Gardens was officially opened in February 2023 by Sir Linsey Hoyle MP, the mayor of Chorley Councillor Julia Berry, and the Chair of the Lancashire Enterprise Partnership. The development is an example of the Council delivering specialist housing solutions to meet the unique needs of residents, with the facility featuring 62 assisted living apartments for those aged 55 and above, of which 25 have now been occupied with a further 9 provisional offers having been made. The development includes a community centre, which is now welcoming community organisations such as youth, dance, and baby groups, as well as a fully operational GP surgery and nursery, supporting our residents to start, live, and age well. The site also has units for a community café and a hair salon. Negotiations between potential tenants for both opportunities are in progress. The project is now completed and its day to day operations are part of normal service delivery. Remaining issues with contractors are to be resolved but are out of scope of future reporting and this project is now considered complete against its original scope.
15. Following completion of major schemes like Tatton, the Council has committed in its Corporate Strategy to develop further options for the delivery of solutions for high quality, affordable and green housing. The scope of the activity this year is to develop options and proposals that can be taken forward to support delivery of affordable and specialist housing. Options that are being developed for further consideration include the direct development or acquisition of properties to increase the availability of affordable housing and investigation into the requirements for specific housing types to accommodate unique needs and prevent homelessness, such as transitional accommodation and specialist housing.
16. Energy costs remain high, particularly as the financial support provided by the Government came to an end in June. To mitigate rising energy costs and support positive action on climate change, a service is being developed that will provide an offer to households particularly impacted by fuel poverty through enabling households to access energy saving measures and support through to other grants and energy-based support. Interventions will include providing small devices and measures such as LED bulbs, advice around utilising slow cookers, and installation of draft proofing measures, as well as providing up to 25 community awareness drop-in 'clinics' to provide bespoke advice and support.
17. The project to deliver the Local plan has made significant progress during quarter, with the first phase of consultations on the preferred Local Plan options concluding in February 2023, with over 2,000 responses received providing feedback. The consultation involved drop-in sessions at sites across the borough such as community centres, libraries, and schools, an online survey, email and telephone enquiries, and

representations from key stakeholders, statutory bodies, and partners. The analysis of the consultation is currently underway to identify findings and themes, with results scheduled to be published over the summer of 2023. This will ensure that the plan reflects the needs of our growing communities throughout the borough and that future developments going into the next decade can effectively accommodate that growth. Land Use Consultants are currently undertaking an Integrated Assessment, which will seek to make recommendations to enhance potential positive outcomes and minimise negative impacts of the proposed plan.

Performance of key projects



- 18. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter four overall performance is good.
- 19. One project has been classified as completed, indicating that it has delivered the milestones planned for this year:
 - Open the extra care scheme at Tatton Gardens.
- 20. Three projects have been rated as green, meaning they are progressing according to timescales and plan:
 - Deliver affordable housing,
 - Deliver flexible housing solutions,
 - Implement the home energy support scheme,
- 21. One project is rated as amber, which is an early warning sign of delays within the project:
 - Deliver the Local Plan.

Project title:		Project status:
Deliver the Local Plan		Amber
Explanation:	<p>Whilst delivery in the quarter has progressed according to plan, vacancies with the Local Plan Team is a risk to the programme continuing to deliver against the planned programme.</p> <p>There are three vacant posts which provide essential capacity to deliver the project and therefore low resourcing poses a significant risk to the proposed delivery schedule.</p> <p>The reduced capacity has further been impacted by the significant number of responses received (over 2,000) to the first phase of consultations. Each response is being carefully</p>	

	<p>analysed to ensure that the plan proposals are meaningfully shaped by our residents.</p>
<p>Action required:</p>	<p>Recruitment to the Local Plan Team is underway. Job descriptions for each vacant post have been updated and evaluated. The posts are currently out for recruitment, which will mitigate any potential risks caused by lack of capacity and will secure delivery progress.</p> <p>It is anticipated that these roles will be filled in quarter one following the recruitment process, which will increase the resources for the project. Following this, timescales for the development of the Local Plan will be assessed and reprofiled to ensure that resourcing is fully considered and that sufficient progress is achieved.</p>

A green and sustainable borough



Our commitments:

- Work towards our commitment to be carbon neutral by 2030,
- Support waste reduction, reuse and recycling,
- Work with partners to retain natural habitats and improve air quality,
- Promote sustainable transport and infrastructure.

Delivering Our Commitments in Quarter Four

22. Improving parks and open spaces as well as enhancing the natural environment remains a key priority for the Council. At the end of Quarter Four the Council reached and exceeded its target of planting a tree for every resident, with over 117,000 trees now planted or provided to residents and groups. During the quarter, the Westway Nature Reserve enhancement scheme was completed, which has involved improvements to the pathways, removal of dead trees, as well as the implementation of natural enhancements to the pond. Further work will be done to install information boards on the site to promote engagement in the natural environment. The planning, preparation, and sowing of the annual wildflower meadows programme was completed, with meadows planted at high profile sites throughout the borough as part of the initiative to promote biodiversity, such as at Ackhurst Lodge and along Preston Road. The tow path enhancement scheme has delivered improvements around the Whins Lane and Withnell Fold area making paths safer and more accessible for residents.
23. The project to provide a package of support for businesses to undertake energy adaptations commenced during the quarter, with the design and approval of the Business Energy and Road Net Zero Support Scheme in March 2023. The project aims to address the challenge of rising energy costs for businesses by launching grants that can support energy efficiency measures as well as support business in distress. The scheme provides a grant of up to £2,000 towards the costs of purchasing energy reduction equipment identified by free certified energy audits and will be open from quarter one. A dedicated web page will be established to provide information for business on the energy saving and net zero support available in addition to a directory of local companies offering products and services related to energy saving measures. The project will ensure that small businesses continue to survive and thrive despite the economic landscape and contribute to the Council's carbon neutral ambitions.
24. A Bus Shelter improvement plan has been developed, which is part of the commitment to improving public transport networks. The programme will cover a 5-year phased programme to replace 83 bus shelters in poor condition, with the replacement of 19 in year one. This includes at sites such as at Southport Road adjacent to Parklands Academy, Preston Road outside Chorley Hospital, and Wigan Road opposite Crofters Green, which will be installed from quarter two 2023/24 following the procurement process. The replacement of the shelters will seek to encourage public transport use

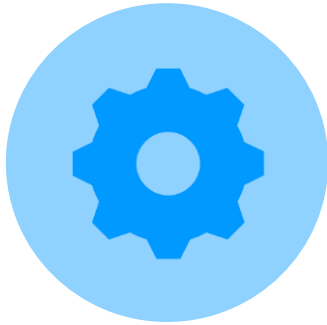
by transforming bus stops into modern, safe, and inviting spaces that all residents throughout the borough can utilise for their sustainable transport needs.

Performance of key projects



25. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter four overall performance is excellent.
26. All five projects have been rated as green, meaning they are progressing according to timescales and plan:
 - Deliver natural green initiatives,
 - Launch sustainable energy package for business,
 - Improve our Council buildings,
 - Develop the use of green energy in the borough,
 - Deliver improvements to public transport networks.

An enterprising economy with vibrant local centres in urban and rural areas



Our commitments:

- Support business growth and expansion across the borough,
- Work with partners to support skills, development and innovation,
- Work with partners to promote the district as a visitor destination and attract investment in our local service centres,
- Promote the green economy.

DELIVERING OUR COMMITMENTS IN QUARTER FOUR

27. Strawberry Meadows employment site was completed, following the official opening of the new facility in October 2022. Its day to day operation has now been handed over to the Property Management Team, who will ensure the long-term management of the facility and tenants. The site hosts a mixture of light industrial units, hybrid units containing workshop and office space, and larger units capable of being expanded, helping to provide a strong and expanding business sector across the borough. Demand for the units has been high with leases offered to a variety of tenants, which include a florist, an online auctioneer, a scaffolder, and an engineering firm promoting the diversity of businesses in Chorley and future job opportunities.
28. The Council remains committed in preserving Astley Hall as a valuable community asset and promoting it as a visitor destination and attraction. Following on from conservation in previous years, the project will focus on further enhancing the visitor experience and delivering wider improvements works to the Hall complex. In quarter four, maintenance was completed to the former servants' quarters at the rear of the Hall, which included a new roof. This will ensure the structural integrity of the building and secure it for future generations and will allow the area to be opened to the public for the first time. Going forward, feedback collected from visitors since the reopening of the hall will be used to further enhance the visitor journey and experience. This will influence the content of the information boards and signage to make the hall informative but accessible. Work will also be undertaken to reopen the gallery space to showcase the Hall's art collection.
29. Working with our partners to support skills, development, and innovation, the project to launch a skills and job programme commenced in the quarter to promote future career pathways and provide a local skills pipeline. Several events were hosted in partnership with local schools aimed at promoting training opportunities to broaden the career aspiration of young people. This includes a career focus day at Albany Academy for Year 8 students, two careers fairs at Parklands Academy and Holy Cross High School for Year 10 and 11 students, as well as careers event at Town Hall in March 2023, which was attended by 500 students and job seekers and included up to 30 businesses such as a furniture business, a civil engineering firm, and representatives from national companies. Two recruitment workshops were also hosted in partnership with a local business, which invite local business to discuss how to attract and retain talent to address the issues of recruitment that is being experienced across sectors.

30. In response to the government's decision not to support the Council's levelling up Town Centre bid, several schemes to improve local service services are being developed. The schemes will include areas outside of the Chorley Town Centre and be focussed around improving the local environment and public realm. The schemes and options will be developed for consideration by members later this year.

Performance of key projects



31. There are four projects included in the 2022 Corporate Strategy under this priority and at the end of quarter four overall performance is excellent.
32. One project has been classified as completed, indicating that it has delivered the milestones planned for this year:
- Open Strawberry Meadows.
33. Three projects have been rated as green, meaning they are progressing according to timescales and plan:
- Continue development of Astley Hall,
 - Launch a skills and jobs programme,
 - Deliver improvements to local service centres.

Health, safe and engaged communities



Our commitments:

- Support and encourage active lifestyles and health and wellbeing,
- Support development of leisure services and facilities meeting the needs of residents,
- Deliver events and places to go for everyone,
- Ensure all residents of all ages can access the services they need physically and digitally,
- Promote resilient, cohesive neighbourhoods by listening and responding,
- Work with partners to join up public services so that they make sense for everyone.

DELIVERING OUR COMMITMENTS IN QUARTER FOUR

34. The project to provide support for family and young people to start and live well achieved progress in the quarter with the delivery of several events aimed at networking with partners and stakeholders as well as strengthening pathways for support. This included a Big Early Help event in partnership with the Children and Young Family Wellbeing Service. The event was attended by organisations such as Homestart, Chorley Women's Centre, and representatives from local schools and was used to scope current parenting support across local and wider providers. A Winter Play Day was also hosted in collaboration with Inspire Youth Zone. This included activities such as arts and crafts, baking, and sports, with young people and parents liaised with in order to identify key themes of support that will be used to inform the project. Additionally, a plan for a parenting programme was scoped, which will deliver sessions on the local level in order to provide reassurance, tips and guidance to young families. Overall, the project aims to work with local partners to enhance the existing Social Prescribing Service by providing bespoke support for families and early years whilst delivering initiatives on a local level in order to provide targeted support.
35. The Cost of Living Action Plan continues to deliver a range of activities that will be support residents with pressures on food and energy prices. Since its launch in October 2022, the action plan has delivered the warm spaces programme, which provided warm and friendly places for over 2,800 residents at key venues across the borough in response to rising energy costs. The programme will be expanded over the summer as part of the 'welcome spaces' initiative that will offer meals and household essentials for residents in need. Additionally, 6,744 households have been supported financially through the Household Support Fund between December 2022 and March 2023, with the three biggest areas of support being energy and water (46%), food (21%), wider essentials (18%). In quarter four, work has been done to identify which residents can benefit from key funds and a communication plan prepared to inform communities of the options available. The uniform swap shop scheme has been expanded with schools, and a delivery partner has been identified for confidence and independence course aimed at vulnerable residents to be hosted at Chorley Sheds.

36. The project to deliver a health and wellbeing programme commenced in the quarter, with the relaunching of the Weight Management programme. Having been successfully delivered for a number of years, the programme has been expanded to include regular walking sessions delivered at sites across the borough reflecting research that low-level activity is the best gateway into a healthy lifestyle. In addition, a comprehensive directory based on each ward area is being developed to outline the activities available for residents to participate in order to increase awareness of existing opportunities that have holistic and physical health benefits. Work has also been delivered in developing webpages that will showcase health and wellbeing opportunities in the borough, with best practice examples being reviewed across other local authorities and organisations in order to develop a success criteria for displaying information accessibly whilst identifying key themes on the type of activities available.
37. The Council has an ambitious transformation programme that includes delivering improvements to ensure high quality and responsive services. In quarter four, a single operating model for Property and Development as well as Pest Control was successfully implemented, with both teams now operating on a shared basis with South Ribble Borough Council. This forms part of the wider programme of shared services, which will provide greater capacity, more resilience, and create development opportunities for staff. As part of the transition, team building sessions were delivered by an external training provider in order to establish connections, promote shared understanding, and develop relationships within the merged teams. Listening sessions have also been hosted, which have identified key priorities, development opportunities and celebrated past achievements in collaboration with officers and managers.

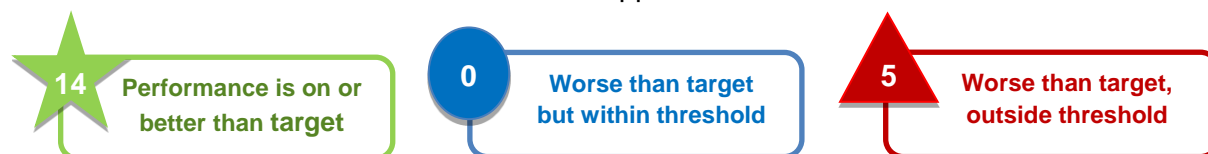
Performance of key projects



38. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter four overall performance is excellent.
39. All five projects have been rated as green, meaning they are progressing according to timescales and plan:
- Increase digital connectivity in rural areas,
 - Provide support for families and young people to start and live well,
 - Deliver the Cost of Living Action Plan,
 - Deliver the health and wellbeing programme,
 - Deliver high quality, responsive council services.

Performance of Corporate Strategy measures 2022/2023

40. Indicators agreed as part of the strategy approved by Council in November 2022 will be reported from Quarter 1 2023. At the end of Quarter Four, a final summary against the indicators related to the previous strategy as approved November 2021 is provided below and the full outturn is included in Appendix A.




41. Of those five indicators which are performing below target and outside of threshold, all have been carried forward to monitor performance against the new priorities and will continue to be reported from Quarter One 2023. Further information on those indicators and their performance is detailed below:


- Number of people who participate in volunteering opportunities (as a result of intervention by the Employment Service).
- Growth in business rate base,
- Median Workplace Earnings better than the North West average,
- Number of affordable homes delivered.
- Overall Employment Rate


Indicator	Polarity	Target	Q4 2021/22	Q4 2022/23	Symbol	Trend
Number of people who participate in volunteering opportunities (as a result of intervention by the Employment Service).	Bigger is better	75	142	34		Worse than Q4 2021/22
Reason below target:	<p>Pathways into volunteering were strengthened during the pandemic in order to facilitate the community support effort. Therefore, our residents are less reliant on Council intervention to access volunteering opportunities, which has reduced the number of people participating in volunteering opportunities as a result of intervention by the Employment Service.</p> <p>Volunteering is a challenge throughout the voluntary sector. Fewer people are offering their time to volunteer in contrast to the spike during the pandemic when people were motivated to volunteer as a result of the national call for help. This downward trend could be explained, for example, by a decline in motivation or people having less availability now that the furlough scheme has ended, which accounts for the decrease in the number of residents participating in volunteering opportunities compared to uptakes in previous comparable quarters.</p>					
Action required:	<p>In January 2023, we launched the new internal Volunteering Policy in order to increase the number of high-quality volunteering opportunities being provided by the Council.</p>					

	<p>The policy is in its first phase of implementation and is focused on working with a number of services to identify the volunteer opportunities. The services involved include, Streetscene, Property and Development, Operational Assets, Communities and Housing, and Public Protection.</p> <p>Regular meetings have taken place with local partners to address the volunteer deficit and put actions in place to improve volunteer engagement. This includes providing support in creating engaging advertisements and distributing the within key target venues as well as advertising the roles within our own networks including the social prescribing service.</p> <p>During volunteering week in June 2023, we will be launching a campaign to promote volunteering opportunities available, including outlining the benefits and routes into roles.</p>
Trend:	The indicator is performing worse than the 142 reported in Q4 2021/22.


Indicator	Polarity	Target	Q4 2021/22	Q4 2022/23	Symbol	Trend
Growth in business rate base	Bigger is better	0.5%	0.1%	-0.03%		Worse than Q4 2021/22
Reason below target:	The existing Chorley Local Plan period is coming to an end and there are a limited number of allocated sites for employment /business uses that are available.					
Action required:	<p>We are undertaking a review of the Local Plan including looking at the existing employment land allocations and barriers to those coming forward. There is a new emerging Central Lancashire Local Plan that will include a suite of new employment land allocations which will create choice and opportunity for growth and therefore are likely to lead to new investment into the borough.</p> <p>The Council has increased its work to promote economic growth through business round tables, business events, advice and a new economic strategy. This included six round table events across 2022/23 such as at the Brindle Distillery for rural businesses in January and at Salisbury Hall in March for retail, leisure, and hospitality businesses to discuss topics such as skills and recruitment as well as grants and financial support. This work will continue to support business growth in advance of and alongside the development of a new local plan.</p>					
Trend:	The indicator is performing worse than the 0.1% reported in Q4 2021/22, which was also below target and outside of threshold.					

Indicator	Polarity	Target	Q4 2021/22	Q4 2022/23	Symbol	Trend
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Median Workplace Earnings better than the North West average	Bigger is better	£602.3	£562.30	£539.40		Worse than Q4 2021/22
Reason below target:	This indicator is currently below the North West Average. However, 89.4% of Chorley based enterprises are small (less than 10 employees) and therefore are more likely to be self-employed and not recorded in these 'sampled' figures. The average self-employed wage in Chorley is £31,319, which is higher than the national average salary of £27,756.					
Action required:	The support currently being provided to businesses by the Council is aiming to grow all types of businesses and create high quality employment opportunities. The Business Engagement Team are starting to focus on skills and employment with the new Corporate Strategy project. This will contribute to higher earnings in the borough by delivering initiatives that will promote future career pathways and provide skills pipelines that will meet the needs of local enterprises whilst fostering local talent					
Trend:	The indicator is performing worse than the £562.30 reported in Q4 2021/22, which was below target but within the 5% threshold, and better than the £498 reported in Q4 2020/21.					

Indicator	Polarity	Target	Q4 2021/22	Q4 2022/23	Symbol	Trend
Number of affordable homes delivered	Bigger is better	111	63	77		Better than Q4 2021/22
Reason below target:	<p>The delivery of new affordable housing is subject to a number of external factors that are beyond the Council's control. Overall, there are currently 290 affordable homes with planning permission across the borough that are yet to be built.</p> <p>A large proportion of the units delivered this quarter have been delivered by the Council as developer and registered provider in its own right. This demonstrates the commitment to the delivery of new affordable homes in the borough.</p> <p>As we are approaching the end of the existing Local Plan period, there are few allocated housing sites left to be brought forward for delivery. This is impacting the number of homes that can be built as designated land is limited.</p>					

Action required:	<p>Work to progress the new Central Lancashire Local Plan is continuing, with the first consultation on the preferred options being held over quarter three and four 2022/23. The new plan will increase the availability of developable land suitable for affordable housing.</p> <p>The next steps are to continue to prepare a draft local plan that will including a suite of sites for all land uses ready for further consultation with residents, local stakeholders and statutory bodies.</p> <p>Additionally, the corporate project to deliver affordable homes will be delivered over 2022/23, which will explore options to increase the availability of affordable housing, such as in building or acquiring properties.</p>
Trend:	The indicator is performing better than the 63 reported in Q4 2021/22 and the 47 reported in Q4 2020/21.

Indicator	Polarity	Target	Q4 2021/22	Q4 2022/23	Symbol	Trend
Overall employment rate	Bigger is better	80%	74.8%	71.8%		Worse than Q4 2021/22
Reason below target:	The indicator is performing below the target of 80% and is below the regional (73.5%) and national (75.6%) averages. Chorley has a higher than average number of self-employed people and small businesses, which are more vulnerable to economic pressures such as the increasing cost of business. This has been the main contributing factor towards the decrease in the overall employment rate compared to the previous quarter.					
Action required:	<p>The Council will continue to deliver grants that are linked to job creation, such as the Choose Chorley and the BIG grants. The Council will be taking forward initiatives to support businesses to take on apprenticeships, further increasing the variety of high-quality employment opportunities in the borough.</p> <p>A priority focus for the Business Engagement Team is to ensure that Chorley businesses are sustainable and able to grow, which in turn will lead to the creation of more employment opportunities in the Borough.</p> <p>From quarter one 2023/24, the indicator will be measured against the north west average in order to more accurately review performance within the regional economic context. According to this, the figure for quarter four 2022/23 would be performing below the north west average of 73.5% but within the 5% threshold permitted</p>					
Trend:	The indicator is performing worse than the 74.8% reported in Q4 2021/22.					

42. The full outturn information is available at appendix A.

Performance of key service measures

43. There are some important indicators that are not included within the Corporate Strategy but are measured locally as indicators of service performance. Of these, seven can be reported at the end of the fourth quarter. The full outturn of information is presented at appendix B. Note that of the seven indicators one is being baseline and therefore does not have a performance rating.



44. Four indicators are performing above or on target:

- Percentage of Council Tax collected,
- Percentage of minor planning applications decided within 8 weeks or agreed time extension,
- Percentage of major planning applications decided within 13 (16 fir EIA) weeks or agreed extension of time,
- Average time taken to process new council tax support, housing benefit claims and change in circumstances.

45. One indicator is performing below target but within the 5% threshold:

- Percentage of Business Rates (NNDR) collected.

46. One indicator is performing below target and outside of threshold:

- Town centre vacancy rate,

Indicator	Polarity	Target	Q4 2021/22	Q4 2022/23	Symbol	Trend
Town centre vacancy rate	Smaller is better	8%	10.6%	13.56%	▲	Worse than Q4 2021/22
Reason below target:	<p>The town centre vacancy rate has been impacted by the current cost of living crisis, which was reduced the volume of footfall visiting the town centre and the spending power of shoppers. This has placed additional pressures on businesses, with anecdotal feedback indicating that the challenges as a result of the cost of living and is one of the main factors impacting business closures.</p> <p>Over quarter four, there were ten new vacancies in the town centre whilst five new businesses opened including two</p>					

	barbers, a micropub as well as two food stalls at the covered market.
Action required:	<p>Proactive marketing of vacant units is continuing to be undertaken and the Council works in association with local agents in order to market and manage vacancies in the town centre as well as handling direct enquiries from prospective businesses.</p> <p>New town centre assets, such as 1498 @ The Markets, are also being advertised in order to encourage residents into the centre. This advertisement campaign will seek increase footfall and provide a boost to businesses through visitors, preventing further vacancies.</p> <p>Going into 2023/24, the indicator will be reported against the North West average in order to better understand local performance within a context of the regional business and economic landscape.</p>
Trend:	The indicator is performing worse than the 10.6% reported in Q4 2021/22 and the 10.3% reported in Q4 2020/21. It is also performing above the north west average of 10.4% and the national average of 11%.

Climate change and air quality

- 47. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda: net carbon zero by 2030, reducing waste production, limiting non sustainable forms of transport, working with sustainable and green accredited companies, limiting or improving air quality, limiting water waste and flooding risks, improving green areas and biodiversity.

Equality and diversity

- 48. An Impact Assessment (IA) was completed in October 2022, which was considered as part of the approval process for the Corporate Strategy 2022. IAs have also been individually conducted for each corporate project as part of the planning and documentation process. This has ensured that the impact on equality, our communities, and the environment has been fully considered and addressed. The completed IA for the Corporate Strategy is available under background documents within this report.

Risk

- 49. Each corporate project has a risk register established on the GRACE risk management system to ensure the effective identification, monitoring, and mitigation of risks to the Corporate Strategy and its delivery. These will inform the wider risk assessment for the Corporate Strategy on an ongoing basis.

Comments of the Statutory Finance Officer

- 50. There are no directly financial implications arising from this report. There is, however, a direct impact between performance outcomes and the financial position of the

Council. The Council's financial position is reported quarterly within the relevant finance monitoring reports

Comments of the Monitoring Officer

51. There are no direct legal implications arising from this report. Performance against the Corporate Strategy and key service delivery measures is set out. This can be seen as part of our commitment to acting in an open and transparent manner.

Background documents

52. The following documents are background items to this report:

- [Corporate Strategy 2022](#),
- [Corporate Strategy 2022 Cover Report](#),
- [Corporate Strategy 2022 Impact Assessment](#).

Appendices

53. The following appendixes are included with the report:

- Appendix A – Performance of 2021 Corporate Strategy key measures,
- Appendix B – Performance of key service delivery measures.

Report Author:	Email:	Telephone:	Date:
Jon-James Martin (Performance and Policy Officer)	jon-james.martin@chorley.gov.uk	01257515151	19/05/2023

This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.

Appendix A – Performance of 2021 Corporate Strategy key measures

Indicator Name	Polarity	Target	Previous Reported Period	Q4	Symbol	Trend
Involving residents in improving their local area and equality of access for all						
The number of SOAs in the worst 10%	Smaller is better	3	Last published 2019 – no update available		-	-
Number of claimants as a proportion of resident population of the area aged 16 to 64	Smaller is better	Better than the NW Avg. (4.3%)	2.6% (Q3 22/23)	2.7%	★	Worse than Q4 2021/22
Number of people attending online digital skills sessions	Bigger is Better	300	205 (Q3 22/23)	359	★	Better than Q4 2021/22
% population with NVQ level 3 or above	Bigger is Better	57%	69.9% (Q4 21/22)	Not published	-	-
Number of people who participate in a volunteering opportunity (as part of the Employability Pathway)	Bigger is Better	75	13 (Q3 22/23)	34	▲	Worse than Q4 2021/22
Clean Safe and Healthy Homes and Communities						
Number of visitors to Council leisure centres	Bigger is Better	Baseline	243,149 ¹ (Q3 22/23)	325,012	-	Better than Q4 2021/22
Number of affordable homes delivered	Bigger is Better	100	10 (Q2 22/23)	77	▲	Better than Q4 2021/22
Number of volunteer community groups supported to improve by the Council	Bigger is Better	100	143 (Q3 22/23)	175	★	Better than Q4 2021/22
Number of long-term empty properties in the borough	Smaller is better	150	125 (Q3 22/23)	133	★	Better than Q4 2021/22
Percentage of household waste sent for refuse, recycling or composting	Bigger is Better	Better than 20/21 (46.9%)	45.3% (Q2 22/23)	46.2% ²	●	Worse than Q3 2021/22
Number of improvements to parks, open spaces and playing pitches linked to strategy delivery	Bigger is Better	15	-	15	★	-
Strong Local Economy						
Overall employment rate	Bigger is Better	80%	75.4% (Q3 22/23)	71.8%	▲	Worse than Q4 2021/22
Number of projected jobs created through Chorley Council support or intervention	Bigger is Better	200	220 (Q3 22/23)	316.5	★	Better than Q4 2021/22
The % of 16-17-year olds who are not in education, employment or training (NEET)	Smaller is better	3%	2.4% (Q3 22/23)	2.5%	★	Better than Q4 2021/22

¹ Revised cumulative figure reported at Quarter Three.

² This indicator is reported in arrears and reflects quarter three 2022/23 performance. Its previous performance relates to quarter two.

Indicator Name	Polarity	Target	Previous Reported Period	Q4	Symbol	Trend	
Growth in business rate base	Bigger is Better	0.5%	0.1% (Q4 21/22)	-0.03%	▲	Worse than Q4 2021/22	0.1%
% increase in visitor numbers	Bigger is Better	2%	-	113%	★	Better than Q4 2021/22	-69.40%
Median workplace earnings in the borough	Bigger is Better	Better than the NW Avg. (£602.3)	£552.8 (Q4 21/22)	£539.40	▲	Worse than Q4 2021/22	£552.8
Median earnings by place of residence	Bigger is Better	Better than the NW Avg. (£603.7)	£645.1 (Q4 21/22)	£649.8	★	Better than Q4 2021/22	£645.1

An ambitious council that does more to meet the needs of residents and the local area

% Households living in fuel poverty	Smaller is better	Better than the NW Avg. (14.40%)	11.9% (Q2 21/22)	11.6% (Q2 22/23)	★	Better than Q2 2021/22	11.9%
Percentage of service requests received online	Bigger is Better	40%	60.65% (Q3 22/23)	59.17%	★	Better than Q4 2021/22	50.5%
Percentage of customers dissatisfied with the service they received from the Council	Smaller is better	20%	17.52% (Q3 22/23)	17.41%	★	Worse than Q4 2021/22	14.94%
Number of people referred to social prescribing, including Population Health Management	Bigger is Better	700	1,501 (Q3 22/23)	1,846	★	Better than Q4 2021/22	1,178

Appendix B – Performance of key service delivery measures

Indicator Name	Polarity	Target	Q3 2022/2023	Q4 2022/23	Symbol	Trend	
Town centre vacancy rate	Smaller is better	8%	11.05%	13.56%	▲	Worse than Q4 2021/22	10.6%
Percentage of minor planning applications decided within 8 weeks or agreed time extension	Bigger is better	85%	98%	100%	★	Same as Q4 2021/22	100%
Percentage of major planning applications decided within 13 (16 fir EIA) weeks or agreed extension of time	Bigger is better	80%	100%	87%	★	Worse than Q4 2021/22	100%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	To be Baselined 2023	8.23 days	9.01 days	-	Worse than Q4 2021/22	3.27 days
Percentage of Council Tax collected	Bigger is better	97.16%	85.09%	97.19%	★	Better than Q4 2021/22	97.16%
Percentage of Business Rates (NNDR) collected	Bigger is better	96.75%	79.9%	96.26%	●	Worse than Q4 2021/22	96.75%
Average time taken to process new council tax support, housing benefit claims and change in circumstances	Smaller is better	3.52 days	3.86 days	3.5 days	★	Better than Q4 2021/22	3.52 days

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