

Executive Cabinet

Wednesday, 13th September 2023, 6.30 pm
Council Chamber, Town Hall, Chorley, and YouTube

Agenda

Apologies for absence

1 **Minutes of meeting Thursday, 13 July 2023 of Executive Cabinet** (Pages 5 - 10)

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 Monitoring Q1** (Pages 11 - 30)

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

5 **Capital and Balance Sheet Monitoring Report Q1** (Pages 31 - 42)

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

6 **Chorley Quarter One Performance Monitoring Report 2023-24** (Pages 43 - 64)

To receive and consider the report of the Chief Executive.

7 **Queens Road Car Park Enhancement Scheme - Procurement Strategy** (Pages 65 - 68)

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

**Item of Executive Member (Customer, Streetscene and Environment)
(Introduced by Councillor Adrian Lowe)**

8 **Climate Change Business Accreditation** (Pages 69 - 82)

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

9 **Exclusion of the Public and Press**

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

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

Information is not exempt if it is required to be registered under-
The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

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

The Charities Act 1993

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

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

**Item of Executive Member (Customer, Streetscene and Environment)
(Introduced by Councillor Adrian Lowe)**

10 **Climate Change Business Accreditation (confidential appendices to item 8)** (Pages 83 - 98)

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

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

11 **Bengal St Depot Relocation - Procurement Strategy** (Pages 99 - 104)

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

12 **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.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or chorley.gov.uk

[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](#)

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Minutes of **Executive Cabinet**

Meeting date **Thursday, 13 July 2023**

Members present: Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood, Margaret France and Adrian Lowe

Officers: Chris Sinnott (Chief Executive), Chris Moister (Director (Governance)), Asim Khan (Director (Customer and Digital)), Caroline Winstanley (Transformation Co-ordinator), Abbey Pearce (Communications Assistant) and Nina Neisser-Burke (Democratic and Member Services Officer)

Apologies: Councillor Alex Hilton and Michelle Le Marinel

Other Members: Councillor Jean Sherwood, Julia Berry, Mark Clifford, Alan Cullens, Gordon France, Danny Gee, Tommy Gray, Samantha Martin, June Molyneaux, Dedrah Moss and Craige Southern

23.EC.7 Minutes of meeting Thursday, 15 June 2023 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 15 June 2023 be confirmed as a correct record for signature by the Executive Leader.

23.EC.8 Declarations of Any Interests

There were no declarations of any interests.

23.EC.9 Public Questions

There were no public questions.

23.EC.10 Key Partnerships Update

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Change and Delivery which provides an update on the performance of the council's key partnership arrangements.

The key partnerships performance report is produced in accordance with the requirements of the council's key contracts and partnership framework. Members noted that overall, the performance of all key partnerships is strong, and the financial

assessment of the partnerships are positive with the financial standing of all key partnerships monitored.

New contracts have been included in the reporting for the Key Contracts and Partnerships framework for the first time in 2023/24. Objectives have been set for 2023/25 and an update on progress will be brought against these in July 2024.

Members requested an update on Brinscall Baths and a potential opening date and discussed the reporting of council-owned limited companies going forward.

Decision:

That the report be noted.

Reasons for recommendations:

To ensure effective monitoring of the council's key contracts and partnerships.

Other options considered and rejected:

No other options have been considered as this report is for information only.

23.EC.11 Content Management System

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Customer and Digital which seeks agreement on the future for Chorley Council's Content Management System (CMS).

Members noted that GOSS is the CMS system that is used to manage and modify content on several council owned websites. The current contract with GOSS is a shared contract with South Ribble Council, using separate instances to manage each councils' different websites.

Discussions with GOSS have highlighted that the council should expect a significant cost increase upon contract renewal in July 2023. However, GOSS have suggested that more attractive pricing would be available if the councils had a shared iCM administrator and production environment.

A one-year contract extension until July 2024 with GOSS has been agreed via Executive Member Decision whilst further negotiations take place. Members welcomed this approach to achieve the best value and supported that the council will undertake a full market procurement exercise if favourable commercial terms cannot be achieved.

Decision:

- 1. To agree a direct award to GOSS through a compliant procurement framework, only if favourable commercial terms can be agreed including transparency on future costs for a period of up to 5 years from July 2024, for a joint GOSS iCM platform with South Ribble Council.**
- 2. In the absence of the above i.e., not obtaining favourable commercial terms directly with GOSS, the council will undertake a full market procurement exercise which will include open-source software currently being explored.**
- 3. To approve the delegation of the outcome and final sign off for either recommendation (a) or (b) to the Leader of the Council and Executive Member (Resources).**

Reasons for recommendations:

To ensure that the council maintains and develops its online presence and delivery of online services to residents.

Other options considered and rejected:

Other options to be considered are detailed within the report.

23.EC.12 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.13 Key Partnerships Update (confidential appendices to item 4)

This item was considered earlier in the meeting.

23.EC.14 Content Management System (confidential appendices to item 5)

This item was considered earlier in the meeting.

23.EC.15 Property and Assets Management System - Contract Award

Councillor Peter Wilson, Executive Member for Resources presented the confidential report of the Chief Executive and Director of Customer and Digital which updates Members on the requirement for a Property and Assets Management system, seeks approval to award the contract, and advises Members on the additional resourcing required to support the adoption of the system.

Decision:

- 1. To approve the award of contract to Civica Property Management (CPM) via a direct award utilising the Crown Commercial Services Framework on a five-year contract term.**
- 2. To note the requirement for the creation of two new temporary shared posts within the Commercial Services directorate to support data validation, data capture, data entry and overall adoption of the Property and Assets Management system.**

Reasons for recommendations:

1. Chorley Council and South Ribble Borough Council Property and Assets teams now operate within the Shared Service model.
2. To make further improvements in the efficiency and effectiveness of the service across both Councils there is a clear need to introduce a property asset management solution. Currently each authority operates with a series of stand alone databases, utilising different systems of records management. The benefits of a single property management system are detailed later in this report.
3. A report to both Chorley Council and South Ribble Borough Council Executive Cabinet meetings in November 2022 sought approval of the procurement routes for numerous ICT software solutions, including the procurement route for a Property and Assets Management system.

4. Included in this report was the procurement of Civica Property Management (previously known as Technology Forge) with procuring the solution via a direct award approved at the cabinet meeting.
5. Discussions have now taken place with Crown Commercial Services (CCS) regarding a direct award utilising their framework. CCS have confirmed that a direct award via their framework is permissible and a compliant route to market due to the software being intrinsically linked as Technology Forge, which is now known as Civica Property Management already in use at Chorley Council.

Other options considered and rejected:

1. A further competitive procurement exercise was considered but rejected. This was rejected as Technology Forge (now known as Civica Property Management) is already in use at Chorley Council. Time is of the essence with a direct award saving time on the procurement of a Property and Assets Management system.
2. A specification document and a series of questions have been sent to Civica Property Management to ensure the solution meets both Councils requirements. The responses were acceptable, and there is confidence that the solution allows for best value to be achieved in line with Contract Procedure Rules via a direct award to Civica Property Management
3. The current financial system used at both Councils is a Civica product. With the Property and Assets system also being a Civica product this allows for more simplified integration between the two systems. Should the Council procure an alternative property and asset management system there would be additional costs associated with integrating with our financial system. As a result, awarding direct to Civica allows for savings to be made on integration elements.
4. The council has had conversations with two customers of Civica Property Management to understand their experience of implementation and use of the system as a reference to help in decision making. Both councils consulted (South Ayrshire and North East Lincolnshire Council) Civica Property Management is also in use by Lancashire County Council, Newcastle City Council and Edinburgh City Council.

23.EC.16 Grant of a Lease - Units 1 and 2 Flat Iron Parade, Market Walk

Councillor Peter Wilson, Executive Member for Resources presented the confidential report of the Chief Executive which seeks Members authorisation for the grant of a new lease of Units 1 and 2 Flat Iron Parade to a new Tenant, Domino's Pizza UK & Ireland Limited subject to terms provisionally agreed by the Council's Consultant Surveyor.

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 a recent marketing exercise the proposed terms have been provisionally agreed and recommended by the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases which have been recently agreed / completed. This proposal is also seen as a good opportunity to attract another national multiple retailer into the Market Walk Shopping Centre.

Other options considered and rejected:

An offer to lease was also received from the Vaccination Centre who currently occupy Unit 13 Market Walk on licence but the current offer is seen as a better offer in terms of the proposed use being more compatible with the prominent location of this unit and an improved financial offer.

Chair

Date

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Report of	Meeting	Date
Director (Finance) (Introduced by Executive Member (Resources))	Executive Cabinet	13/09/2023

2023/24 Corporate Budget Monitoring Report and Reserves for the 4 months to 31st July 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 forecast for 2023/24 for the Council, based on the position as at 31st July 2023.

Recommendations to Executive Cabinet

2. To note the 2023/24 forecast outturn for revenue and the level of reserves, based on the position as at 31st July 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 as at 31st July 2023, the forecast outturn is for an overspend of £0.542m however based on the current position of the 2023/24 pay award negotiations, an unfunded budget pressure is anticipated of £0.146m; this has been built into the figures presented below and as such the revised forecast outturn is for an overspend of £0.688m, as detailed in **Appendix 1**.
7. The forecasts are based on the actual income received and expenditure incurred for the 4 months to 31st July 2023 and on assumptions and projections made for these over the

remaining 8 months of the year. As is expected at this point in the year, these are early forecasts and the position may change over the coming months, however the figures presented provide the best estimate based on the current position and information available. The Council will work to contain net costs within the budget available and to reduce the overspend over the coming months.

- 8. The Council’s Medium-Term Financial Strategy reported that the minimum level of general fund reserves should be maintained at £4.0m to cushion against any potential, future financial risks that may face the Council.
- 9. Based on the above forecast overspend, the level of general fund balances as at 31st March 2024 will be £3.583m however as noted above, all efforts will be made to contain net costs within budget and to reduce the current forecast overspend. As such we will monitor the position during the year and report to members accordingly.

Corporate priorities

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

- 10. The current net revenue budget for 2023/24 is £15.538m.
- 11. **Appendix 3** provides further information about the specific earmarked reserves that the Council holds at 31st July 2023.

Current Outturn Position – Revenue

- 12. The forecast revenue outturn, based on the position at 31st July 2023, shows a provisional overspend against the Council’s budgets of £0.688m. 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;

13. Variations from Budget

Directorate	Budget 2023/24 £'000	Forecast 2023/24 at 31 st July 23 £'000	Variance (Under)/ Overspend 2023/24 £'000
Property	947	1,376	429
Communities and Leisure	3,008	2,961	(47)
Customer and Digital	6,351	6,388	37
Planning	967	1,003	36
Policy and Governance	5,781	6,148	367
Major Projects	(5,149)	(4,776)	373
Financing and Other Budgets	3,633	3,126	(507)
Total Net Expenditure	15,538	16,226	688
Funding	Budget 2023/24 £'000	Forecast 2023/24 at 31 st July 23 £'000	Variance (Under)/ Overspend 2023/24 £'000
Council Tax	(7,807)	(7,807)	0
Business Rates	(7,265)	(7,265)	0
New Homes Bonus	(297)	(297)	0
Government Grants	(119)	(119)	0
Reserves	(50)	(50)	0
Total Funding	(15,538)	(15,538)	0
Net Outturn	0	688	688

14. With regard to the pay award for 2023/24, the National Employers have made a pay offer of £1,925 on all NJC pay points 1 and above for the period 1 April 2023 to 31 March 2024 which has been rejected by the Trades Union. As it is highly unlikely that the final pay award will be less than this amount, provision has been made in the forecast at this rate. The table below shows the overall implications of the pay award for 2023/24 should the pay offer of £1,925 be accepted, compared to the provision of 5% included in the base budget.

Directorates	Proposed Pay Award including NI & Pension	Pay Award Budget at 5%	Net increase in cost
Property	110,838	90,197	20,641
Communities and Leisure	88,588	81,282	7,306
Customer & Digital	314,349	217,296	97,053
Major Projects	47,274	30,985	16,289
Planning	81,613	77,171	4,442
Policy & Governance	154,931	154,720	211
Total	797,593	651,651	145,942

15. With regard to utilities, based on current assumptions, there are pressures on gas, electricity and water across all of our properties, resulting in an overspend of £353k. Although the utility budgets were increased by 50% compared to the levels set in 2022/23, they assumed that the price cap introduced by the government in 2022/23 would remain in place for 2023/24, unless energy prices significantly fell and such a cap was not required. After the budget was approved however, the government announced that they did not intend to continue with the price cap for 2023/24 and so whilst the forecast reflects the recent reduction in costs, as gas and electricity prices have started to slowly reduce, the impact of the withdrawal of the cap has offset this.
16. Although in the last few weeks the government has announced the reintroduction of the price cap for domestic customers, there is no further news on the position for non-domestic consumers; if the cap is extended to all users, then the council's costs will fall and the forecast will need to be refined and the level of overspend reduced, however at this early point in the year we are erring on the side of caution in our projections.
17. The Council has variable rate energy contracts meaning that financial forecasting is difficult as prices are volatile with changes in the energy market. Whilst the forecast overspend is based on the latest information available, this could change over the coming months both with changes in cost and in any change in position on the price cap.
18. A proportion of the overall increase in costs, and therefore the overspend (£110k), will be recovered as utility costs are recharged to our tenants where applicable; this is reflected in the figures in the table at point 13 above.

Explanation of key variances by Directorate are as follows:

19. Property – forecast £429k overspend

The key variances to note are:

- £55k net overspend on staffing costs across the directorate. This overspend includes the cost of the proposed pay award for 2023/24 compared to the 5% provision included in the base budget (£21k), with the balance due to the cost of using agency staff and a reduction in the level of salary capitalisation compared to budget. These overspends have been partly offset by savings on posts that are currently vacant.
- £56k reduced income from market rental income due to vacant units, particularly in the food and beverage area.
- £31k reduction in income from car parking fees and charges, parking permit income and parking fines compared to budget. This is partly due to the NHS moving out of Lingmell House, hence the reduced permit income; however, the parking fines appear to be increasing as there are more enforcement staff patrolling the car parks in recent months.
- £116k overspend on utility costs as noted in point 15 above. As stated, these forecasts are based on current estimated rates but as the council is on variable rates, the position could move as the year progresses.
- £118k overspend relating to reactive and planned maintenance within the directorate; this is mainly due to legacy issues which the Property Services Team have been

working to resolve. A review of the building repair and maintenance budget will be undertaken in the coming months based on the findings of stock condition surveys that are currently being commissioned, to assess if there is an ongoing requirement for a budget increase in 2024/25.

- £51k net increase in income relating to increased recharge income for heating and lighting, rental and service charge income and grants received in respect of Cotswold Supported Housing.
- £51k overspend due to an increase in the provision for bad debts in line with the council's accounting policy which makes 100% provision for all debts over one year old. If the debts are recovered, then the provision will be reduced and the charge to the revenue budget will be reversed.
- £53k overspend relates to reduced rental income, grounds rent non-domestic income within the wider investment portfolio and other non-staffing variances.

20. **Communities and Leisure – forecast £47k underspend**

The key variances to note are:

- £15k net overspend on staffing costs across the directorate compared to the budgets for 2023/24. In the main this is due to the use of agency staff and the costs of the proposed pay award for 2023/24 compared to the 5% provision included in the base budget.
- £80k underspend on temporary accommodation compared to budget as there has been a reduction in the demand on the homelessness budget. This underspend is largely due to the additional £70k, non-recurring, budget uplift provided for in 2023/24 for homelessness.
- £18k overspend relating to professional fees, general subscriptions, bailiff's fees in relation to traveller encampments, and various other non-staffing variances.
- The Communities directorate is carrying forward various significant grants, totalling £865k, either into their revenue budget for 2023/24 or by holding them in ear-marked reserves. At present, £100k of these grants have been utilised, and this figure is expected to rise throughout the year. It is important to note that some of these grants must be used by March 2024 or they must be returned to the relevant body.

21. **Customer and Digital – forecast £37k overspend**

The key variances to note are:

- £66k net overspend on staffing costs across the directorate. This is mainly due to the staff vacancy rate provision of 2.5% that has not been achieved in several teams within the directorate as they are fully staffed, and the costs of the proposed pay award for 2023/24 compared to the 5% provision included in the base budget for this. These overspends have been offset to some extent by savings made whilst vacant posts are filled within ICT Services and Customer Services.

- £38k unbudgeted income received in respect of New Burdens funding and DWP payments.
- £73k underspend due to the fact that the notification of the Council Tax Admin Support grant confirmed a greater amount than that budgeted.
- £100k overspend due to various IT costs such as computer software purchases, annual licences, maintenance security and support services. Whilst some of the overspend reflects inflationary pressures following retender exercises as contracts have expired, some of this is non-recurring as there have been one-off set-up costs associated with the new contracts and/or some overlap in costs whilst moving from the old contract to the new, to ensure a seamless continuity of service.
- £33k underspend in the FCC waste contracts compared to budget as there has been a reduction in some payments made across the first 4 months in line with the terms of contract.
- £15k overspend relating to various small variances within the directorate.

22. Planning – forecast £36k overspend

The key variances to note are:

- £107k net underspend on staffing costs across the directorate compared to the budget for 2023/24. This is mainly due to vacancies which have been partly offset by the use of agency staff within Enforcement Services and Development Control. The forecast also includes the proposed pay award for 2023/24 compared to the 5% provision included in the base budget.
- £106k forecast overspend on consultant fees, professional fees, statutory notices, and legal fees within the Planning Services budget, which reflects the external commissions taken due to vacancies as noted above and the utilisation of £70k of the Planning Appeals ear-marked reserve in relation to costs incurred within Planning Services specifically related to appeals.
- £10k reduced level of income compared to budget on pre-plan applications, as the service is not fully operational.
- £27k overspend due to an increased cost in consultant fees incurred on development of the Local Plan – the reserves held for the Local Plan development are now fully exhausted.

23. Policy and Governance – forecast £367k overspend

The key variances to note are:

- £13k net staffing overspend across the directorate compared to the budget for 2023/24. This is mainly due to agency staff temporarily employed to cover current vacancies within the Procurement Team, and the fact that the staff vacancy rate provision of 2.5% will not be achieved across several teams within the directorate who are now fully staffed. These overspends are partly offset by a vacant post within the Finance Team. The forecast also includes the proposed pay award for 2023/24 compared to the 5% provision included in the base budget.

- £168k overspend compared to budget due to the increased cost of utilities, as detailed in point 15 above.
- £100k forecast overspend/under-recovery of income on the events and tourism budget.
- £34k forecast overspend on non-staffing costs compared to budget within the Finance Team, including IT software and maintenance following re-procurement.
- £24k forecast overspend within the Legal Services Team relating to legal fees, licence fees and non-staffing costs.
- £43k net increase in costs over the amount budgeted within the Human Resources Team due to the increase in recruitment costs together with additional IT software annual licence costs following re-procurement of contracts which has meant an overlap in the running of the contracts.
- £34k increase in income relating to new lease for office space within the Union Street office.
- £19k net overspend relating to various other small variances within the directorate.

24. Major Projects – forecast £373k overspend

Further details of the major projects, including Market Walk, Strawberry Fields, the industrial units at Strawberry Meadows and the Extra Care schemes at Tatton Gardens and Primrose Gardens, are outlined in **Appendix 4**.

The key variances to note are:

- £69k forecast overspend on the Market Walk investment – this includes;
 - £19k overspend on staffing due to the proposed pay award for 2023/24 compared to the 5% provision included in the base budget and the fact that at this point in time, the forecast would indicate that the staff vacancy rate provision of 2.5% will not be achieved;
 - £9k forecast increase in electricity costs;
 - £51k overspend due to an increase in the provision for bad debts in line with the council's accounting policy;
 - £10k net underspend relating to an increase in rental income compared to budget, offset by a reduction in income from tenant's service charges due to management fee caps, temporarily void units and tenant's excluding elements from their agreed services charge such as seasonal decorations;
- £51k overspend for Primrose Retirement Living - this includes;
 - £23k overspend on staffing, mainly due to an additional post that is being carried over and above the budgeted establishment, the proposed pay award for 2023/24 compared to the 5% included in the base budget and the fact that it appears unlikely at this point in time that the staff vacancy rate provision of 2.5% will be achieved;
 - £42k overspend on utility costs;
 - £5k net overspend relating to various small variances across several budget lines;
 - £19k net increase in service charge and rental income.

- £114k overspend for Strawberry Meadows - this includes;
 - £104k reduced rental income due to the timing of the letting of several of the units compared to budget, along with marketing concessions made. 86% of the floor space is now occupied and discussions are in train to fill the remaining floor space shortly;
 - £10k overspend on electricity costs, promotional expenses and legal fees.
- £51k overspend for Tatton Gardens - this includes;
 - £9k overspend on staffing costs due to the proposed pay award for 2023/24 compared to the 5% provision included in the base budget and the fact that based on current staffing levels, it is unlikely that the staff vacancy rate provision of 2.5% will be achieved;
 - £29k overspend due to maintenance costs incurred as part of the contract and the purchase of fixtures and fittings and tools and equipment;
 - £5k net overspend relating to various small variances across several budget lines;
 - £8k net under recovery of income due to the timing of the letting of the commercial units compared to the budget assumptions, offset by income from rent and service charges on the residential properties compared to budget.
- £88k overspend for Strawberry Fields - this includes;
 - £24k overspend on staffing due to staff cover and the proposed pay award for 2023/24 compared to the 5% budget provision;
 - £28k overspend on security services due to the timing of the transfer to the in-house CCTV service compared to that budgeted;
 - £18k overspend on reactive and planned maintenance and various other smaller variances;
 - £18k net reduction in rental income from the offices, meeting rooms, hot desks and pods and from service charges, compared to budget. 96% of the offices are occupied with a further office to be filled in early September; this equates to 85% of the floor space, and discussions continue to let the remaining new glass office spaces.

25. **Financing and Other Budgets – forecast £507k underspend**

- This includes a £100k underspend on interest payable; given slippage in the capital programme in 2022/23, the budget for 2023/24 has been refined to reflect that borrowing has been deferred compared to the cashflow forecast on which the interest payable budget was constructed. Whilst £10m of short-term borrowing was taken in March 2023, further borrowing has been deferred until required.
- Due to further Bank of England interest rate increases since the budget was set, Interest receivable is over-recovered against the budget by £180k due to a better rate of return on cash balances; the figures also includes £24k in respect of finance leases. Depending on cash flow demands over the remainder of the year, this may increase further.
- There is also an underspend of £103k on the Minimum Revenue Provision as a result of both changes made after the budget was set for the mix of funding used to finance capital schemes in 2022/23 and to reflect the slippage in the capital programme in 2022/23, as reported to Executive

Cabinet in the 2022/23 Revenue Outturn Report in June 2023.

- £185k of the underspend relates to the release of the contingency budget that was created to cushion the impact of inflationary increases, over and above those specifically budgeted for in relation to the council’s energy costs, pay award and other cost pressures.
- £61k overspend due to a required increase in the Bad Debt Provision in line with the council’s accounting policy for bad debts.

Other supporting information

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

Appendix 4 – Property - Major Projects

27. Planned Reserves movement

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

General Fund Resources and Balances

28. The Council’s Medium-Term Financial Strategy reported that the minimum level of general fund reserves should be maintained at £4.0m to cushion against any potential, future financial risks that may face the Council.
29. The forecast level of general fund balances as at 31st March 2024 based on the detail covered in this report will be £3.583m.
30. The forecast is based on the actual income received and expenditure incurred for the 4 months to 31st July 2023 and on assumptions and projections made for these over the remaining 8 months of the year. As is expected at this point in the year, these are early forecasts and the position may change over the coming months however the figures presented provide the best estimate based on the current position and information available. The Council will work to contain net costs within the budget available and to reduce the overspend over the coming months.
31. Whilst the forecast level of general fund balances at 31st March 2024 is forecast to be less than the £4.0m minimum that is reported in the MTFs, as noted above, all efforts will be made to contain net costs and to reduce the current forecast overspend. As such we will monitor the position during the year and report to members accordingly.
32. As detailed at **Appendix 3**, as at 1 April 2023 the Council held a £4.271m in General Fund reserves to manage budget risks not covered by earmarked reserves or provisions within the budget. The movement based on the forecast outturn for 2023/24 identifies that the General Fund closing balance will be £3.583m as detailed below:

Movement in General Fund Reserve

Summary of Movement in General Reserves	£'m
General Fund Reserves at 1 st April 2023	(4.271)

Forecast 2034/24 outturn revenue budget (surplus) / deficit	0.688
General Fund Reserve Closing Balance 2023/24	(3.583)

33. **Appendix 3** provides further information about the specific earmarked reserves and provisions available for use throughout 2023/24.

Movement in Earmarked Reserves

34. Taking account of the adjustments highlighted in **Appendix 3**, the level of Earmarked reserves held for discretionary use by the Council at 31st July 2023 is £6.458m compared to a balance of £8.059m at 31st March 2023.

Summary of Movement in Earmarked Reserves	£'m
Earmarked Reserves at 1 st April 2023	(8.059)
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)	0.312
Use of revenue reserves for Capital Financing	0.884
Transfers to reserves	(0.055)
Use of other specific Earmarked Reserves	0.460
Earmarked Reserves Closing Balance 2023/24	(6.458)

35. The £0.460m use of other specific Earmarked Reserves shown in the table above includes the following items:

- £140k use of Business Investment for Growth, Choose Chorley grant and Retail grant Programme.
- £48k use of Climate Change reserves.
- £30k use of Communities reserves.
- £86k use of Apprentices and Graduates reserves.
- £38k use of Elections reserves.
- £16k use of the Local Plan reserve.
- £70k use of the Planning Appeals reserve.
- The remainder of the movements are various, smaller adjustments related to revenue spending.

36. Transfers to reserves of £55k are due to increases in income generation reserves.

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

Climate change and air quality

38. 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

39. Not applicable.

Risk

40. The forecasts above are based upon four months of the financial year and contain significant assumptions around pay awards, energy costs and interest rates. The volatility in these figures means it is likely there will be a significant movement in the financial position over the course of the year which will be reflected in the Quarterly Revenue Monitoring Reports. These risks will be managed through budget monitoring and reporting and a cost centre level.
41. There are potential risks around Housing Benefit overspends due to the opening of schemes related to Exempt Accommodation. The costs are as yet unknown but are outside of the Council control.

Comments of the Statutory Finance Officer

42. The Financial implications are contained within this report.

Comments of the Monitoring Officer

43. None

Background documents

There are no background papers to this report.

Appendices

- Appendix 1 – Revenue 2023/24 - position as at 31st July 2023
 Appendix 2 – Revenue Budget Movements at 31st July 2023
 Appendix 3 – 2023/24 Reserves Programme position at 31st July 2023
 Appendix 4 – 2023/24 Major Projects position at 31st July 2023

Report Author:	Email:	Telephone:	Date:
Hemangini Chevli, Neil Halton, Gaynor Simons	Hemangini.Chevli@chorley.gov.uk,	N/A	31/08/23
	Neil.Halton@chorley.gov.uk, gaynor.simons@chorley.gov.uk	N/A	31/08/23

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APPENDIX 1

Revenue 2023/24 - Forecast based on the position as at 31st July 2023

Directorate	Department / Section	Original Budget	Budget at 31st July 2023	Forecast Outturn based on position at 31st July 2023	Variance (Under)/ Overspend
		£'000	£'000	£'000	£'000
Property	Director - Commercial Services	107	107	47	(60)
	Employment, Skills & Business Support	92	92	115	23
	Facilities Management	222	222	271	49
	Income Generation	117	117	117	-
	Markets & Town Centre	149	149	299	150
	Property Services	694	276	516	240
	Housing Accommodation	(15)	(15)	12	27
	Property Total		1,365	947	1,376
Communities and Leisure	Communities	797	797	789	(8)
	Director - Communities	232	232	232	-
	Housing & Public Protection	1,212	1,212	1,173	(39)
	Leisure	350	768	768	-
Communities and Leisure Total		2,591	3,009	2,961	(47)
Customer & Digital	Customer Transformation	777	777	705	(72)
	Director of Customer & Digital Services	63	63	64	2
	ICT Services	1,293	1,293	1,391	98
	Waste & Streetscene Services	4,218	4,218	4,228	10
Customer & Digital Total		6,351	6,351	6,388	37
Planning	Director of Planning & Development	55	55	-	(55)
	Enforcement Services	327	327	391	64
	Planning Services	74	44	46	1
	Spatial Planning	510	540	566	26
Planning & Total		967	967	1,003	36
Policy and Governance	Change & Delivery	237	237	225	(12)
	Chief Executives Office	246	246	229	(17)
	Communications & Events	678	678	887	209
	Director - Governance	144	144	143	(1)
	Legal and Governance	2,489	2,496	2,610	114
	Performance & Partnerships	786	836	882	46
	Shared Financial Services	1,014	1,028	1,040	12
	Transformation Management	26	26	41	15
	Transition Fund	90	90	90	-
Policy and Governance Total		5,710	5,781	6,148	367
Major Projects	Investment Properties	(68)	(68)	(68)	-
	Market Walk	(1,762)	(1,762)	(1,693)	69
	Primrose Gardens Retirement Living	(368)	(368)	(318)	51
	Strawberry Meadows	(700)	(700)	(586)	114
	TVS Logistics	(1,661)	(1,661)	(1,661)	-

Directorate	Department / Section	Original Budget	Budget at 31st July 2023	Forecast Outturn based on position at 31st July 2023	Variance (Under)/ Overspend
		£'000	£'000	£'000	£'000
	Tatton Gardens	(249)	(256)	(205)	51
	Strawberry Fields	(334)	(334)	(246)	89
Major Projects Total		(5,142)	(5,149)	(4,776)	373
Financing and Other Budgets	Benefit Payments	(4)	(4)	(4)	-
	Financing	3,707	3,707	3,324	(383)
	Pensions Account	218	218	218	-
	Corporate	(349)	(414)	(538)	(124)
	Transition Fund	125	125	125	-
Financing and Other Budgets Total		3,697	3,633	3,126	(507)
Funding	Collection Fund	(15,072)	(15,072)	(15,072)	-
	New Homes Bonus	(297)	(297)	(297)	-
	Reserves	(50)	(50)	(50)	-
	Government Grants	(119)	(119)	(119)	-
Funding Total		(15,538)	(15,538)	(15,538)	-
Net (Surplus) / Deficit		-	-	688	688

APPENDIX 2

Revenue 2023/24 - Position as at 31st July 2023

Directorate	Property £'000	Communities and Leisure £'000	Customer and Digital £'000	Planning £'000	Policy and Governance £'000	Major Projects £'000	Financing/Other Budgets £'000	Funding £'000	TOTAL £'000
Budget approved by Council 28th Feb 2023	1,365	2,591	6,351	967	5,710	(5,142)	3,697	(15,538)	0
Transfers between directorates									
Realignment of budgets following Directors review	(418)	418							0
Miscellaneous correction of budgets					65		(65)		0
Transfer of Insurance budgets to General Insurance					7	(7)			0
Realignment of budgets following Management changes									
									0
									0
Transfers (to)/from Earmarked reserves									
									0
									0
									0
Transfers (to)/from General Fund reserves									
									0
									0
									0
Revised Budget as at 31st July 2023	947	3,009	6,351	967	5,781	(5,149)	3,633	(15,538)	0

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APPENDIX 3

2023/24 Forecast Reserves position as at 31st July 2023

Reserves	Opening Balance 1st April 2023 £000s	Forecasted Movements				Forecast Balance 31st March 2024 £000s
		Capital Financing £000s	Movement between Reserves £000s	Transfers from Reserves £000s	Transfers to Reserves £000s	
General Fund Balance	(4,271)	-	-	688		(3,583)
Corporate Reserves						
Change Management Reserve	(238)			13		(226)
Capital Expenditure Reserves	(313)	252	(7)			(68)
Market Walk / DOP Works	(301)					(301)
ICT Capital Programme Reserves	(215)	215				0
Capital Bad Debts Reserve	(104)					(104)
Climate Change Reserves	(641)	417	7	48		(169)
Support for Apprentices, Graduates, Training Posts	(222)			86		(136)
Investment in Play & Open Space Across the Borough	(77)					(77)
Support for the recovery from the pandemic and the cost of living crisis - com	(1,269)					(1,269)
Market Walk - Asset Management	(104)					(104)
Income Generation Reserve	(314)				(55)	(369)
	(9)					(9)
VAT Shelter Income - Capital/revenue financing						
Neighbourhood Working (pump priming)	(43)					(43)
Business Investment for Growth (BIG) Grants	(302)			75		(227)
Choose Chorley Grants	(105)		(43)	15		(133)
Other Investment Projects	(43)		43			-
Retail Grants Programme	(171)			50		(121)
IDOX Migration	(78)					(78)
NHS CCG Covid Support Project	(111)					(111)
Communities - Neighbourhood	(525)			30		(495)
ICT/Streetscene Modernisation Reserve	(62)					(62)
Customer & Digital - Slippage & other transfers	(123)					(123)
Government & other Grant Funding	(30)					(30)
Waste Mobilisation	(67)					(67)
Maintenance of Grounds	(44)			12		(32)
Planning Appeal Costs	(199)			70		(129)
Mayoral Charities	(5)			5		0
Policy & Governance General	(137)		(0)			(137)
Check Out Chorley	(30)			3		(27)
Elections	(156)			38		(118)
Market Walk - Income Equalisation Reserve	(332)					(332)
Logistics House Income Equalisation Reserve	(450)					(450)
Business Rates Exceptional Payments Reserve	(1,222)			312		(910)
Reserves used in Year						
Local Plan Reserve	(16)			16		-

Reserves	Opening Balance 1st April 2023 £000s	Forecasted Movements				Forecast Balance 31st March 2024 £000s
		Capital Financing £000s	Movement between Reserves £000s	Transfers from Reserves £000s	Transfers to Reserves £000s	
Transfers between Reserves						-
Total Earmarked Reserves	(8,059)	884	(0)	772	(55)	(6,458)
Total Reserves - General and Earmarked	(12,330)	884	(0)	1,460	(55)	(10,042)

APPENDIX 4

Major Projects 2023/24 - Forecast based on the position as at 31st July 2023

Market Walk

	2023/24 Budget £000s	2023/24 Outturn £000s	2023/24 Variance £000s
Rental Income	(1,668)	(1,794)	(126)
Service Charge Operational budget	444	481	36
Service Charge Income	(538)	(431)	107
Provision for Anticipated Lease Reductions	-	-	-
Net Income (excluding financing)	(1,762)	(1,744)	17
Financing Costs	915	915	-
Net Income (including financing)	(847)	(830)	17
Income Equalisation Reserve (Annual Contribution)	(50)	-	50
Asset Management Reserve (Market Walk)	50	-	(50)
Net Income	(847)	(830)	17

Strawberry Meadows

	2023/24 Budget £000s	2023/24 Outturn £000s	2023/24 Variance £000s
Rental Income	(750)	(646)	104
Operational Costs (excluding financing)	50	60	10
Net Budget/Income (excluding financing)	(700)	(586)	114
Financing Costs	390	390	-
Net Budget (including financing)	(310)	(196)	114

Strawberry Fields

	2023/24 Budget £000s	2023/24 Outturn £000s	2023/24 Variance £000s
Rental Income	(788)	(769)	18
Operational Costs (excluding financing)	453	592	138
Net Budget/Income (excluding financing)	(334)	(178)	157
Financing Costs	168	168	-
Net Budget (including financing)	(166)	(9)	157

Primrose

	2023/24 Budget £000s	2023/24 Outturn £000s	2023/24 Variance £000s
Rental Income	(747)	(769)	(21)
Operational Costs (excluding financing)	379	451	72
Net Income (excluding financing)	(368)	(318)	51
Financing Costs	-	-	-
Net Income (including financing)	(368)	(318)	51

Tatton Gardens

	2023/24 Budget £000s	2023/24 Outturn £000s	2023/24 Variance £000s
Rental Income	(654)	(648)	6
Operational Costs (excluding financing)	398	443	44
Net Income (excluding financing)	(256)	(205)	51
Financing Costs	247	247	-
Net Income (including financing)	(9)	42	51

Chorley BC Property Ltd (TVS)

	2023/24 Budget £000s	2023/24 Outturn £000s	2023/24 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	13/09/2023

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

Is this decision key?	Yes
-----------------------	-----

Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
---	---

2023/24 Corporate Capital Programme and Balance Sheet Monitoring Report outturn Position at 31st July 2023

Purpose of the Report

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

Recommendations to Executive Cabinet

2. To approve the revised capital programme as attached at Appendix A, which includes an amendment to the programme of £5.684m, as detailed at point 11 of this report.
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 July 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:

An enterprising economy with vibrant local centres in urban and local areas	Green and sustainable Borough
Housing where residents live well	Healthy, safe and engaged communities

Background to the report

8. The capital budget for 2023/24 was set at £21.103m at Council in February 2023. This was increased following approval of the 2022/23 outturn to £22.998m.

Section A: Capital Programme

Key issues

9. The total cost of the Council’s capital investment programme for 2023/24 has decreased since the 2022/23 outturn report approved by Cabinet, **from £22.998m to £18.191m** as at 31st July 2023. The change reflects variations approved since the last report, along with those contained within this report. A summary of the total costs of the programme, and the funding of this, is detailed at **Appendix A**.

10. The breakdown of the net decrease in the programme of **£4.807m** is detailed in **Appendix B**. The net variation includes those variations approved since the previous monitoring report and variations in respect of the reprofiling of budgets within the existing programme

11. Budget variations approved since the last monitoring report have resulted in a total increase of **£5.580m** to the capital programme. The table below details the changes.

Table 1: Approved budget changes since the last monitoring report

	Increase / (Reduction) 2023/24 £'000	Increase / (Reduction) 2024/25 and future years £'000	Virement From	Virement To	Approved by	Date approved
Asset Improvements			(85)		This report	N/A
Strawberry Fields				85	This report	N/A
Queens Road Car Park				321	Council	18/07/23
Public Realm Town Centre			(321)		Council	18/07/23
Relocation of the Bengal St Depot	2,000	1,750			Council	18/07/23
Leisure Centre Transfer			(244)		This report	N/A
Leisure Centre Improvements				244	This report	N/A
Play, Recreation and Open Space Projects	75				This report	N/A
Chorley Adaptation Grant		775			This report increase in grant	N/A
Tatton Gardens	980				Council	18/07/23
TOTAL	3,055	2,525	(650)	650		

12. A re-profiling of budgets from 2023/24 to future years has been undertaken. The total movement of budgets from 2023/24 amounts to **£7.862m**. The movements are shown in Appendix B and explanations are contained in the major variations section that follows.

Table 2: Slippage and reprofiling across years

Scheme	Slippage and Reprofiling £'000
Buckshaw Village Rail Station	696
Chapel St and Surrounding Public Realm	2,297
Public Realm Town Centre	2,379
Town Hall and White Hart Works	1,000
Chorley Health Centre	250
Leisure Centres Improvements - New Contract	1,240
Total	7,862

13. As at 31st July 2023 the actual capital expenditure across the programme was **£549K**, which represents 3% of the forecast position as at period 1.

Major variations in the 2023/24 Capital Programme since the previous report

An Enterprising Economy With Vibrant Local Centres In Urban And Local Areas

14. Asset Improvements – A request is made to vire £85k from the Asset Improvements scheme into the Strawberry Fields scheme to cover the costs to complete the reconfiguration works to replace the hot desking area with more office space to meet demand.
15. Other schemes have been reprofiled across years to reflect when spend is more likely to occur given likely planning and procurement requirements. These include £696k for Buckshaw Village Rail Station, £2,297k for Chapel St and Surrounding Public Realm, £2,379k Public Realm Town Centre, £1,000k Town Hall and White Hart Works.

Green And Sustainable Borough

16. Chorley Health Centre – The £250k budget has been reprofiled into 24/25 as discussions are still ongoing regarding this scheme.

Housing Where Residents Live Well

17. Chorley Adaptation Grant (Formerly DFG) – There is an increase in future years of £775k to reflect the MTFS budget approved at Council in February 2023.
18. Leisure Centre Transfer and Leisure Centre Improvements – A Virement of £244k from Leisure Centre Transfer to Leisure Centre Improvements is requested to combine these schemes.

£1.240m has been reprofiled to future years on the Leisure Centre Improvements Scheme to reflect when the costs will be incurred. A proposal and specification is currently being drawn up for the decarbonisation and refurbishment of the Council owned leisure centres.
19. King George V Playing Fields – There is a forecast overspend of £75k on this scheme a request is made to increase the budget by this value to cover the costs to complete the scheme, this will be funded from capital receipts already held.

Section B: Balance Sheet Monitoring

Overview

20. 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

21. 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

22. 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.

23. 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. Interest rates on investments have also increased in response to this. The £55k forecast overspend on debt interest payable is covered by the forecast increase on interest and investment income. There is an underspend on the MRP budget of £345k due to the differences in the mix of funding used to fund the capital programme in 2022/23 and the slippage of schemes into 2023/24.

	Original Budget 2023/24 £000s	Forecast Outturn at 31st July 2023 £000s
Interest and Investment Income	(20)	(200)
Debt Interest Payable	2,197	2,097
Minimum Revenue Provision (MRP)	1,530	1,427
TOTAL	3,707	3,324

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

	As at 31st Jul 2023	As at 31st Jul 2022
Short term borrowing	£11.731m	£1.904m
Long term borrowing	£66.094m	£59.758m
Total Borrowing	£77.825m	£61.662m
Investments made by the Council	£5m	Nil
Cash Balances Held	£6.661m	£11.351m

25. 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 July 2023. The table also shows the corresponding level of debt at the same point in the last financial year.

	Position at 31st Jul 2023 £000s	Position as at 31st Jul 2022 £000s
Council Tax		
Expected Council Tax Collectable in 23/24 (22/23)	82,678	79,032
Current year balance outstanding	49,095	46,948
Previous years balance outstanding	5,018	4,552
Total Council Tax balance outstanding	54,113	51,500
Collection Rates Current Year	37.05%	37.15%
Business Rates		
Expected Business Rates Collectable in 23/24 (22/23)	25,826	25,137
Current year balance outstanding	16,010	16,080
Previous years balance outstanding	1,332	1,329
Total Business Rates balance outstanding	17,342	17,409
Collection Rates Current Year	32.73%	32.07%
Housing Benefit		
Overpayment balances outstanding	869	978
Sundry Debtors		
Balance Outstanding - General	489	403
Balance Outstanding - Commercial	1,151	1,208

26. Business rates collection can fluctuate month-on-month but collection is broadly in line with expectations.
27. In respect of the figures above, the Council's share represents 9% of Council Tax income and 40% of Business Rates income.
28. The Sundry Debtors figure reflects the position compared to the same period last year. Regular meetings are being held to review the Commercial outstanding debt, currently there is outstanding debt of £594k that is over 394 days old which, based on accounting practice, will be fully provided for in the Bad Debt Provision. As a result, an increase to the bad debt provision of £164k is required.

Climate change and air quality

29. 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

30. N/A

Risk

31. 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

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

Comments of the Monitoring Officer

33. 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:
Gaynor Simons	Gaynor.Simons@chorley.gov.uk	N/A	14/08/23

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Capital Programme 2023/24 - position as at 31st July 2023

APPENDIX A

	Budget 2022/23 Approved at Council Feb 2023	Budget 2023/24 Approved by Cabinet for Outturn 2022/23	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2023/24 Variations	Revised Budget 2022/23 as at 31st July 2023
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COSTS

An Enterprising Economy With Vibrant Local Centres In Urban and Local Areas	11,415	11,587	(6,372)	2,000	7,214
Green And Sustainable Borough	2,189	2,572	(250)	-	2,322
Housing Where Residents Live Well	7,499	8,471	(1,240)	1,055	8,286
Healthy, Safe and Engaged Communities	-	369	-	-	369
Total Forecast Expenditure	21,103	22,998	(7,862)	3,055	18,191

RESOURCES

Disabled Facilities Grants	1,109	1,130	-	-	1,130
Brownfield Release Fund	1,100	1,100	-	-	1,100
Homes England	-	-	-	-	-
Rural Prosperity Fund	400	400	-	-	400
LEP Grants	-	-	-	-	-
Other Grants	285	285	-	-	285
Total Grants	2,894	2,916	-	-	2,916
External Contributions	-	30	-	-	30
Capital Receipts	-	26	-	75	101
Community Infrastructure Levy (CIL)	1,070	1,617	(646)	-	971
Reserves and Revenue	554	894	-	-	894
Section 106	1,517	2,311	(696)	-	1,615
Unsupported Borrowing	15,068	15,203	(6,520)	2,980	11,663
Total Forecast Resources	21,103	22,998	(7,862)	3,055	18,191

Budget 2023/24 and Future Years Approved at Council Feb 2023	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2022/23	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2023
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300	300	6,372	1,750	8,422
-	-	250	-	250
1,650	875	1,240	775	2,890
-	-	-	-	-
1,950	1,175	7,862	2,525	11,562

1,550	775	-	775	1,550
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,550	775	-	775	1,550
-	-	-	-	-
-	-	-	-	-
-	-	646	-	646
-	-	-	-	-
-	115	696	-	811
400	285	6,520	1,750	8,555
1,950	1,175	7,862	2,525	11,562

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2023/24 Capital Programme - Scheme Variations as July 2023

APPENDIX B

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2023/24 Approved by Cabinet for Outturn 2022/23	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2023/24 Variations	Revised Budget 2023/24 as at 31st July 2023
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Budget 2024/25 and Future Years Approved at Council Feb 2023	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2022/23	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 1 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2023
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An Enterprising Economy With Vibrant Local Centres In Urban and Local Areas

Strawberry Meadows Development	1,608	1,152			1,152
Asset Improvements	643	623		(85)	538
Buckshaw Village Rail Station	695	696	(696)		-
Chapel St and Surrounding Public Realm	2,747	2,797	(2,297)		500
Chorley Borough Service Centres	500	500			500
Strawberry Fields	-	111		85	196
Market Walk Extension	-	75			75
Public Realm Town Centre	2,984	3,190	(2,379)	(321)	490
Town Hall and White Hart Works	1,053	1,242	(1,000)		242
Bengal Street	1,100	1,100			1,100
Relocation of Bengal Street				2,000	2,000
Queens Road Car Park				321	321
Unit Above Iceland	85	100			100
A strong local economy	11,415	11,587	(6,372)	2,000	7,214

-				-
300	300			300
-	-	696		696
-	-	2,297		2,297
-	-			-
-				-
-				-
-		2,379		2,379
-		1,000		1,000
-				-
			1,750	1,750
-				-
300	300	6,372	1,750	8,422

Green And Sustainable Borough

Chorley Health Centre	250	250	(250)		-
Delivering Green Agenda	411	396			396
Town Hall Decarbonisation	1,528	1,538			1,538
ICT Mobile Devices, Citrix, CCTV, Software and Cloud-based upgrades	-	388			388
An ambitious council that does more to mee	2,189	2,572	(250)	-	2,322

-		250		250
-				-
-				-
-				-
-	-	250	-	250

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2023/24 Approved by Cabinet for Outturn 2022/23	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2023/24 Variations	Revised Budget 2023/24 as at 31st July 2023
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Housing Where Residents Live Well

Chorley Adaptation Grant (Formerly DFG)	1,109	1,130			1,130
Land for Tree Planting	-	250			250
Leisure Centre Transfer	-	244		(244)	-
Leisure Centres Improvements	100	199			199
Leisure Centres Improvements - New Contract	1,700	1,996	(1,240)	244	1,000
Play, Recreation and Open Space Projects	1,000	1,810		75	1,885
Properties for Refugees	1,200	1,375			1,375
Purchase of Affordable Housing	2,000	2,000			2,000
Chorley Lodge	-	350			350
Tatton	390	(883)		980	97
Clean, safe and healthy homes and communi	7,499	8,471	(1,240)	1,055	8,286

Healthy, Safe and Engaged Communities

Astley/Astley Cottage	-	249			249
Westway Playing Fields Sports Campus	-	120			120
Involving residents in improving their local ar	-	369	-	-	369

Total	21,103	22,998	(7,862)	3,055	18,191
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Budget 2024/25 and Future Years Approved at Council Feb 2023	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2022/23	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 1 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2023
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1,550	775		775	1,550
-				-
-				-
100	100			100
-		1,240		1,240
-				-
-				-
-				-
-				-
1,650	875	1,240	775	2,890

-		-	-	-
-		-	-	-
-	-	-	-	-

1,950	1,175	7,862	2,525	11,562
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Report of	Meeting	Date
Chief Executive (Introduced by Executive Member (Resources))	Executive Cabinet	13 September 2023

Chorley Quarter One Performance Monitoring Report 2023-24

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 and key performance indicators during the first quarter of 2023/24, covering 1 April 2023 to 30 June 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 2023/24.

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. This report sets out the performance against the Corporate Strategy and key service delivery measures for the first quarter of 2023/24. Performance is assessed based on the delivery of the 2022 Corporate Strategy along with the key service delivery measures for individual services.
6. Overall performance of the Corporate Strategy projects is excellent with 95% (18) rated as complete or 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. Performance of the Corporate Strategy indicators and key service delivery measures continues to be closely monitored, with 75% of Corporate Strategy measures and 100% of key service delivery measures performing on or above target or within the 5% threshold.

Corporate priorities

- 8. 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

- 9. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and projects that focus in delivering the Council’s four priorities.
- 10. The Corporate Strategy was approved by the Council in November 2022 and includes 19 corporate projects. This includes projects with a focus on the delivery of large-scale ambitious schemes that will have a significant impact on local outcomes and ensuring that Chorley is in the best possible position for the future.
- 11. 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 energy efficient 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 One

12. Since the completion and official opening of the new extra care facility at Tatton Gardens in quarter four, the project was shortlisted for three awards in this year's North West Regional Construction Awards and was awarded Sub-regional Project of the Year Lancashire. This is an outstanding achievement for everyone involved in what is now a fantastic facility providing extra care accommodation for the over 55's, healthcare provisions, and community facilities, whilst transforming the area and most of all bringing value to the local community. A community event has also been planned to take place during quarter two where residents will have the opportunity to help shape the activities and services that are run from the new Tatton Community Centre. Remaining snagging issues, including to the recreation ground, will continue over the coming quarters.
13. 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 proposal is to take forward this priority through a new Housing Strategy and action plan. A Housing fact file has been produced in quarter one and includes key information and statistics to inform wider discussions on housing related activity. Over the next quarter, the development of a new Housing Strategy and action plan will take place, initially identifying priorities that can be developed into more tangible actions and projects.
14. As part of the Council's commitment to supporting residents with the high cost of energy and support positive action on climate change, progress has been made on the implementation of a home energy support scheme. Over the quarter, work has been underway to develop a comprehensive two-year programme, which will include conducting energy audits with households at high risk of fuel poverty and delivering recommendations, providing residents will access to home energy advice and practical support to install energy saving measures. The council will also deliver community energy saving awareness and networking events to residents as part of the project. Over the next quarter, work will be carried out to agree the energy audit process, recruit a Support Advisor to aid the delivery of the scheme and meetings will be held with commissioned partners to support the delivery of energy saving measures
15. The project to deliver the Local Plan continued during the quarter with the successful recruitment of a Local Plan Assistant Planning Policy Officer. The analysis of the Preferred Options consultation responses has now been completed and the Statement produced, which will go to the Local Plan Working Group and the Joint Advisory Committee in quarter two before being published. Discussion have taken place to agree the process for assessing the heritage impact of sites. An outline structure of the new Central Lancashire Local Plan has been developed and a desktop assessment of all remaining and new sites for housing and employment has been undertaken. The sites for housing and employment have been assembled and mapped ready for the site assessment process with a clear roadmap developed.

Performance of key projects



- 16. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter one, overall performance is good.
- 17. One project was classified as completed in quarter four 2022/23 indicating that it has delivered all milestones planned for this year:
 - Open the extra care scheme at Tatton Gardens.
- 18. Three projects are 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.
- 19. One project is rated as amber, which is an early warning sign of delays with the project:
 - Deliver the local plan.

Project Title:		Project Status:
Deliver the Local Plan		Amber
Explanation:	<p>There has been significant progress on the Local Plan delivery during the quarter, however vacancies within the Local Plan Team continue to pose a risk to deliver against the planned programme.</p> <p>One of the three vacant posts have now been successfully recruited to, however two remain vacant and as these posts will provide essential capacity to deliver the project the current low resourcing continues to pose a significant risk to the proposed delivery schedule.</p>	
Action required:	<p>To mitigate any potential risks caused by the lack of capacity within the team and to ensure that progress can continue on the Local Plan delivery, the contract to provide additional plan making capacity in lieu of the remaining vacant posts has been extended.</p> <p>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>	

Performance of corporate strategy measures

20. At the end of quarter one, it is possible to report on two of the three corporate performance indicators under this priority.
21. Both indicators are performing on or better than target:
 - The number of long-term empty properties in the borough
 - The percentage of households living in fuel poverty.

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 One

22. Chorley Council remains committed establishing an environmentally friendly and sustainable borough. Progress continues in quarter one with the focus on implementing natural green initiatives including the completion to the enhancement work at Westway Ponds Nature Reserve, the preparation and sowing of wildflower meadows and planning has begun for the wildflower bulb locations for autumn planting. Work on the towpath enhancement delivery plan continues to deliver improvements to enhance safety and accessibility for residents. Progress has been made on the Whins Lane and Withnell Fold area and additional locations have been scoped for future phases of the towpath enhancement. Quarter two will see the launch of a new tree giveaway initiative, strategically aligned with promotion during the Chorley Flower Show for widespread visibility and engagement.
23. The project to launch a sustainable energy package to support businesses to thrive despite the current economic climate has made progress this quarter with discussions commencing with the Chamber of Commerce to establish a new streamlined grant process ensuring that businesses can quickly access grant funding and implement the energy saving measures recommended from the energy audit. In early June, a soft launch of the grants scheme was carried out with a press release and promotion on social media. The Council website has been updated with details of the grant, and following agreement on the new process with the Chamber of Commerce, the energy grant scheme is set to launch to local businesses in quarter two
24. As part of the Council's commitment to delivering improvement to key Council building, work has progressed in quarter one with site visits and discussions taking place with external consultants to develop potential future heating options for the Town Hall. An accommodation working group has been established bringing together different services across the council to take forward the heating options at the Town Hall and oversee improvement works to Council buildings. The project will ensure that the Council buildings are modern, fit for purpose and support the Council's ambitious net zero targets.
25. The project to explore the feasibility of green energy in Chorley has progressed with work being undertaken towards the production of two options papers looking at further Electric Vehicle (EV) Charge Point across the Council's assets (commercial, residential and car parks) and the production of low carbon green energy. Site visits have been carried out contributing to the Electric Vehicle (EV) Charge Point Study. The study will enable the council to set a future budget and ensure that a definitive plan is in place for future Electric Vehicle charging points to be installed. A low carbon options paper is being drafted and once complete will be presented to the Climate Change Working Group for review in quarter two.

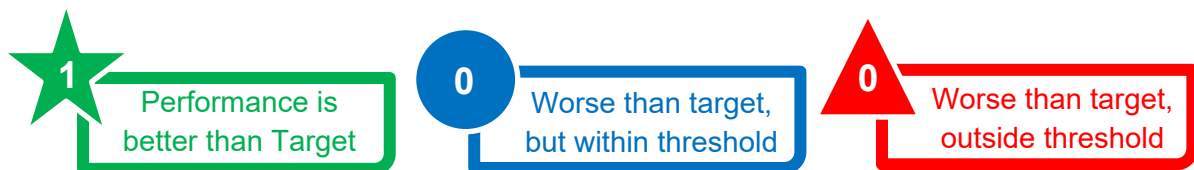
26. The project to undertake a programme of bus shelter upgrades across the borough as part of the council commitment to improving public transport networks has progressed with a procurement route identified and tender documents drafted for year one of the five year programme to replace 19 shelters. Commercial discussions have concluded, and an Executive Member Decision received to undertake the installation of five living roof bus shelters next year (2024/25). Scoping work has also commenced to develop an options paper identifying opportunities for a community car-based scheme in areas where bus services are limited. Looking ahead at quarter two, a procurement exercise will be undertaken for the supply and installation of the bus shelters and phasing of year one of the installation programme will be agreed.

Performance of key projects



27. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter one overall performance is excellent.
28. All five projects are rated as green, meaning they are progressing according to timescale 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.

Performance of corporate strategy measures



29. At the end of quarter one, it is possible to report on one of the four corporate performance indicators under this priority.
30. One indicator is performing on or better than target or within the 5% threshold:
- The percentage of household waste sent for reuse, recycling, or composting.

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 One:

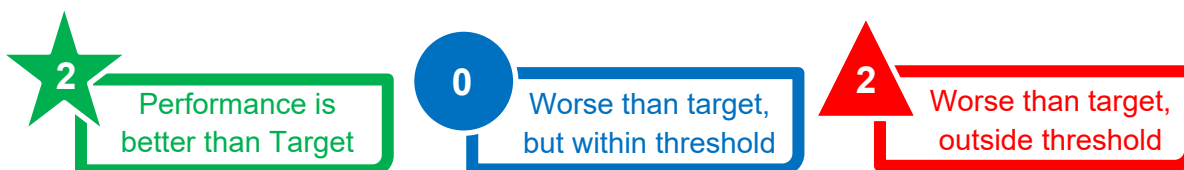
31. As part of the council's commitment in preserving Astley Hall as a valuable community asset and promoting it as a visitor destination and attraction. Work has been undertaken during the quarter to develop and cost a plan of wider improvement works to the Hall to further enhance the visitor experience. Activities within the improvement programme include the conversion of the Conference Room into a new Workshop and Activity Room for educational visits, re-opening of the art gallery, and opening of the servant's rooms and oak dressing room in the Hall. Staff have been relocated back into the cottage at the rear of Astley Hall during quarter one, a newly created space with a mixture of areas to accommodate and enable hybrid working. Over the next quarter, the artwork will be moved back into the art store, and detailed plans will be produced for projects to be delivered.
32. Working with our partners to support skills, development, and innovation, the project to launch a skills and job programme continued in the quarter to promote future career pathways and provide a local skills pipeline to meet the needs of local enterprise. Early engagement has taken place with liaison meetings held with schools and other key stakeholders and plans are underway for a new academic year event. An Employment and Skills Officer has now been successfully recruited, who will support the delivery of the Skills and Jobs Programme for Chorley and enable the development of a comprehensive programme of support allowing aspiring local businesses to stay and grow in the borough.
33. 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. During this quarter initial site investigations have taken place to help identify the work required and the indicative costs. The project plan will be developed in the next quarter with a view to presenting the schemes and options for consideration by members during quarter three.

Performance of key projects



- 34. There are four projects included in the 2022 Corporate Strategy under this priority and at the end of quarter one, overall performance is excellent.
- 35. One project was classified as completed previously in quarter four, indicating that it has delivered its milestones:
 - Open Strawberry Meadows.
- 36. Three projects are 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.

Performance of corporate strategy measures



- 37. At the end of quarter one, it is possible to report on four of the five corporate performance indicators under this priority.
- 38. Two indicators are performing on or better than target or within the 5% threshold:
 - The number of projected jobs created through Chorley Council support or intervention,
 - Number of business engagements by the Council.
- 39. Two indicators are performing below target and outside the 5% threshold:
 - The percentage of 16-17 year olds who are not in education, employment, or training (NEET),
 - The number of people who participate in a volunteering opportunity (as a result of an intervention by the Employment Service)

Indicator	Polarity	Target	Q1 2022/23	Q1 2023/24	Symbol	Trend
The percentage of 16-17-year olds who are not in education, employment, or training (NEET)	Smaller is better	3%	3.4%	3.5%	▲	Worse than Q1 2022/23

Reason below target:	The figure of 3.5% reflects that there are 92 known NEETs at the end of quarter one (June 2023). The NEET figure has worsened when compared to the figure of 3.4% at the same time last year (Q1:2022/23). This quarter, submissions were made from schools and other institutions informing Lancashire County Council that students have left and have either become NEET or they do not know what they have moved onto. Examining the detailed breakdown of the full 16 and 17 year cohort, the numbers in full time education have increased slightly when compared to the same time last year. The numbers in apprentices and employment have also increased in Chorley, with 34 more apprenticeships as a destination as well as more people moving into employment without training.
Action required:	Lancashire County Council (LCC) continue to work with the 16 and 17 year olds who are not in education, employment or training and signpost them to other partner agencies. In July 2023, LCC have recruited 3 employees to work with partners to support NEET young people and it is expected that with their support the number of NEETs will reduce. Chorley Council will work with local partners to support young people into work and training opportunities. This includes supporting Inspire Youth Zone to promote their Mentor Scheme, recruiting volunteer mentors and identify young people who would benefit through the Chorley network. This scheme along with others aims to support young people in difficulty to strive towards good, fulfilling careers. In addition to this an employability event “Raising Aspirations”, delivered in partnership with Lancashire Adult Learning (LAL) and the Job Centre is scheduled to take place in September 2023 at the Town Hall in Chorley.
Trend:	The indicator is performing slightly worse than the 3.4% reported in Q1 2022/23, which was also worse than target, then performed better than target from quarter two onwards. This indicator also performed below target at quarter one 2021/22.

Indicator	Polarity	Target	Q1 2022/23	Q1 2023/24	Symbol	Trend
The number of people who participate in a volunteering opportunity (as a result of an intervention by the Employment Service)	Bigger is better	18	5	9	▲	Better than Q1 2022/23
Reason below target:	<p>Central Government funding has led to a significant increase in employment sector resource and as such, while the Council’s employment service offer remains the same, engagement is largely signposting and referring individuals and partners into this existing provision.</p> <p>Support is provided to the employment network, working alongside the Department for Work (DWP) and Pensions and Lancashire Adult Learning (LAL) to deliver the events ‘Raising Aspirations’ in September 2023 and ‘50+ Mid-Life MOT’ in October 2023.</p>					
Action required:	The council continues to recognise and support the impact of volunteering and its role in strengthening community capacity and resilience (as outlined within the Community Resilience Framework) via other mechanisms within the Service.					

	<p>Alongside the revised Volunteering Policy, the Community Volunteering Referral Partnership formalises the support offered to the Voluntary, Community and Faith Sector (VCFS) and volunteer organisations to recruit volunteers and supports them in offering a high-quality volunteering experience.</p> <p>Tempo Time Credits in Chorley is celebrating its 10th year this year and the council have developed an action plan that reinvigorates the earn and spend sides of this offer, bringing the Food Clubs into the network and securing additional high quality spend opportunities, including an improved leisure offer. A celebration event is currently being planned to take place in November, with a robust communications plan in the preceding month that will highlight to residents and organisations the impact of time credits, the value of volunteering in Chorley’s communities and routes into volunteering in Chorley. The event will also help to showcase the community wide impact of the time credits volunteering model to key local stakeholders.</p> <p>The council continues to routinely support community groups to provide training opportunities for their volunteers through the community training calendar, delivering bereavement support training in July and August 2023.</p>
<p>Trend:</p>	<p>The indicator is performing better than the five reported in Q1 2022/23, which was also worse than target.</p>

Healthy, 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 One

40. The project to provide support for families and young people to start and live well progressed during the quarter with a consultation with pupils and parents taking place to find out what is important to them. The pupil groups were made up of 10-15 students from the higher year groups, and the feedback gathered will help shape what the programme will cover, identifying the key areas of challenge and concern for young people and their families. The results from the consultation will help identify key areas and themes for schools' speakers, and potential delivery partners will be approached to deliver the advice and information. Delivery of the school speakers programme will commence in September 2023 with a launch event at the Town Hall in Chorley to support parents in navigating the key challenges young people face.
41. The Cost of Living Action Plan continues to deliver a range of activities that will support residents with pressures on food and energy prices. Following on from the success of the warm spaces programme, the programme was expanded over the summer as part of the 'welcome spaces' initiative working with local groups and organisations to support residents through the summer months with cost of living challenges, offering meals and household essentials for residents in need, and also providing them with information or referrals where required. The Household Support Fund phase 3 was completed in quarter four with 6,744 households supported financially, and during quarter one the delivery for phase 4 was agreed with distribution of the £640,000 commencing in quarter two. The Good Food clubs which aim to reduce food waste by saving food that would have gone into landfill and offering a supportive space for people within the community have been supported during the quarter to consider opportunities to integrate time credits in a way that supports their programme delivery.
42. The project to deliver a health and wellbeing programme continued in the quarter supporting and encouraging active lifestyles and health and wellbeing. The walking sessions linked to the Weight Management programme now take place every Thursday at sites across the borough, these are regularly attended by up to 20 people both those currently on the programme and those who have already completed the programme helping to provide a sense of belonging, encouragement and peer support. The HAF programme was agreed within the quarter with delivery partners, with uptake already set at around 50% of all available spaces by the end of quarter one and these will be delivered throughout the summer during quarter two. New links

have been established for the PASTA (Play and Skills at Teatime Activities) programme to be delivered in Clayton le Woods North and this fun, friendly activity programme where families can cook, play and spend time together will begin in the area at the start of the new school year at the end of quarter two. A delivery partner has been identified to deliver suicide prevention community-based training 'orange button' which will provide learners with the confidence and tools to understand the impact of suicide and using a first aid approach, take someone who is experiencing thoughts of suicide from a place of danger and isolation to a place of safety and support.

43. In quarter one the focus of the project to increase digital connectivity in rural areas has changed. The Rural England Prosperity Fund seeks to help support specific challenges in rural areas including lower productivity, poor connectivity, and access to services. Options for the delivery of the rural element of the prosperity funding have been considered including rural broadband to address gaps in connectivity and a rural grants scheme to promote growth and sustainability. Given the timescales for the funding and feedback received from local businesses, taking forward the digital connectivity was no longer feasible. The proposal is to offer a rural grants scheme to enable eligible businesses to make capital improvements to their operations. During quarter two consultation with businesses is underway to test demand and help refine the scope and parameters of the scheme aligned to local priorities and needs, as well as the exploration of options for administrating the scheme.
44. The Council has an ambitious transformation programme that includes delivering improvements to ensure high quality and responsive services. This quarter the focus has continued with the joint operating model for Property and Development with South Ribble Council. Individual development discussions have been undertaken to ensure that staff are positively engaged and involved in the shared services implementation process and are using the engagement process for opportunities to identify areas for further development and support. To ensure that services are more accessible for residents, external forms for the Council website have been reviewed. Next quarter, work will continue with ICT and services to deliver channel shift improvements by enhancing the capability for online self-serve bringing forward new web forms and technology.

Performance of key projects



45. There are five key projects included in the 2022 Corporate Strategy under this priority and at the end of quarter one overall performance is excellent.
46. All five projects are 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



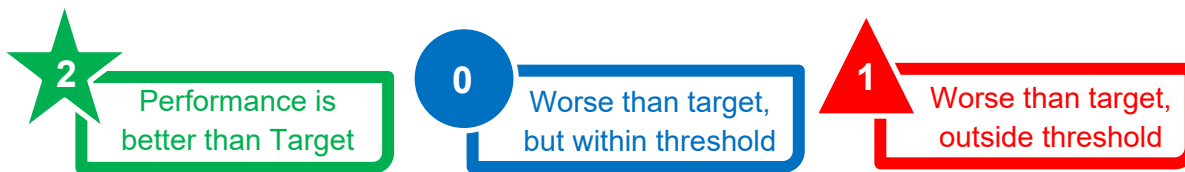
47. At the end of quarter one, it is possible to report on five of the six corporate performance indicators under this priority.
48. Four indicators are performing on or above target:
- The number of referrals to the Social Prescribing service,
 - The percentage of service requests received online,
 - The percentage of customers dissatisfied with the service they received from the Council.
 - No. of volunteer community groups supported to improve by the Council
49. One indicator is performing below target and outside the 5% threshold:
- Number of visits to council leisure centres

Indicator	Polarity	Target	Q1 2022/23	Q1 2023/24	Symbol	Trend
The number of visits to Council leisure centres	Bigger is better	117,00	86,354	89,854	▲	Better than Q1 2022/23
Reason below target:	Participation for quarter one has increased year on year based on the data from 2022/23 showing the company's actions are having a positive impact to the levels of participation across the leisure centres. Performance has been impacted by the closure to Brinscall Baths and the Leisure Centre improvement works. The target for 2023/24 was established with the expectation that the improvement works to the leisure Centres and Brinscall Baths would have concluded and therefore expanding the current offer within the centres and driving an increase in visitor numbers.					
Action required:	The following actions have been identified to improve the number of visitors to the Council's leisure facilities: <ul style="list-style-type: none"> • Recruitment has commenced for a Commercial Activity Manager, who once in post will work across the four sites, driving participation and increasing the activity offering for leisure centre users through the creation of new programming with a particular focus to be placed on programming for juniors and those aged 65 and over. • A range of new classes are set to launch from September 2023, and will include Yoga at West Way Hub, Antenatal fitness and Spin Shred at Clayton Green and Circuits and Social at All Seasons. 					

	<ul style="list-style-type: none"> The café at All Seasons will be opening for 'Grab and Go' in September 2023 and additional swim lessons will be added to the timetable to meet the current demand and accommodate the current waiting list.
Trend:	The indicator is performing better than Q1 2022/23, and this quarter also represents the highest number of visits in quarter over the last twelve months.

PERFORMANCE OF NATIONAL AND REGIONAL COMPARATORS

50. In addition to delivery indicators under each of the key priorities, the Council also measures outcomes compared to national and regional performance indicators within the Corporate Strategy.



51. At the end of quarter one, it is possible to report on three of the six corporate performance indicators under this category, and the full outturn information is available at appendix A.

52. Two indicators are performing on or above target:

- The number of claimants as a proportion of resident population of the area aged 16-64,
- Town Centre vacancy rate.

53. One indicator is performing below target and outside the 5% threshold:

- Overall employment rate

Indicator	Polarity	Target	Q1 2022/23	Q1 2023/24	Symbol	Trend
Overall employment rate (better than the regional average)	Bigger is better	73.6%	74.5%	67.5%	▲	Worse than Q1 2022/23
Reason below target:	<p>The overall employment rate has performed below target this quarter and represents the lowest rate for Chorley in many years and is tracking below the regional and national average.</p> <p>One key factor affecting employment rates is the performance of the wider economy. High inflation rates, labour costs, interest rates, and the pandemic have all impacted on businesses across the country with growth being constrained and businesses closing, add to this the impact on public services, with reduced budgets. The result has been redundancies and a rise in unemployment nationally over the past few years. Chorley has not experienced anything unusual in the previous quarter which could affect these figures and therefore further investigation will be required and monitoring will take place over the next few months to see if this is an ongoing trend.</p> <p>In comparison, when considering employment activity Chorley performs well with unemployment currently at 3.4% compared with a national rate of 3.6% and regional 3.9%. Economic inactivity is another factor to take into consideration when looking at overall employment and this has increased substantially nationally during and since the pandemic. The Lancashire Skills and Employment Hub has commissioned research to gain a better understanding of the reasons for the unusually high percentage of economically inactive people in Lancashire (i.e. those that could work who are not working) that could possibly affect the reported figures, with reasons such as health, caring responsibilities and being financially stable and therefore not needing to work provided.</p>					

<p>Action required:</p>	<p>A full-time Employment and Skills officer has been successfully recruited to enable the development of a comprehensive and ongoing programme of support. The work carried out by Chorley Council seeks to encourage businesses to create employment opportunities in the borough alongside Lancashire County Council and the LEP, Job Centre Plus, education and many others. The council works with partners to ensure that residents are able to access opportunities that are available through funded or specialist programmes, apprenticeships, training, and skills development.</p> <p>Work has already started on the development of an Employment and Skills programme for Chorley, which will create pathways into employment regardless of where a resident is on their journey. This will include activity around employability as well as upskilling people already in employment and those that are seeking work or the next step in their career, and in addition working with businesses to identify their skills needs, vacancies and types of roles that they will need in the future. Current training provision is being mapped and gaps are being identified to ensure that we can source the types of training required to ensure that we can match opportunities with residents. A successful Employers and Careers Fair was held in March with another planned for October. The council have engaged with Chorley High Schools and the Job Centre for careers focus days and similar work with students and jobseekers. The council continue to work with delivery partners to support local businesses to encourage employment opportunities, and the Choose Chorley inward investment grant is available for businesses relocating to Chorley and bringing job opportunities with them. Work continues to ensure that Skills and Employment plans are implemented into any new developments in order to provide job opportunities.</p>
<p>Trend:</p>	<p>This indicator is performing worse than the 74.5% reported in Q1 2022/23.</p>

PERFORMANCE OF KEY SERVICE MEASURES

54. There are some important indicators that are not included within the Corporate Strategy but are measured locally as indicators of service performance.



55. At the end of quarter one it is possible to report on all of the seven key service measures. The full outturn information for this is available at Appendix B.

56. Six indicators are performing on or above target:

- Percentage of minor planning applications decided within 8 weeks or agreed time extension,
- Percentage of major planning applications decided within 13 (16 for EIA) weeks or agreed time extension,
- Average working days per employee (FTE) per year lost through sickness absence,
- Percentage of Business Rates (NNDR) collected,
- Contact Centre inbound calls answered within wait time of < 5 minutes
- Percentage of inbound calls to the Contact Centre answered within 90 seconds.

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

- Percentage of Council Tax collected.

Climate change and air quality

58. 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

59. 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

- 60. 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

- 61. There are no direct financial implications of this report. The impact of this report is seen within the quarterly financial reports where updates on revenue and capital are reported.

Comments of the Monitoring Officer

- 62. This report is for noting. Essentially it reports on performance against the Corporate Strategy. It enables monitoring and scrutiny in this regard. There are no direct legal implications arising.

Background documents

- 63. The following documents are background items to this report:
 - [Corporate Strategy 2022](#),
 - [Corporate Strategy 2022 Cover Report](#),
 - [Corporate Strategy 2022 Impact Assessment](#).


Appendices


- 64. The following appendices are included with the report:
 - Appendix A – Performance of Corporate Strategy key measures,
 - Appendix B – Performance of key service delivery measures.


Report Author:	Email:	Telephone:	Date:
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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 Corporate Strategy key measures






 Performance is better than target

 Worse than target but within threshold







 Worse than target, outside threshold





Indicator Name	Polarity	Target	Previous Reported Period	Quarter 1 2023/24		Trend	
 Housing where residents can live well							
Number of long-term empty properties in the borough	Smaller is better	150	133 (Q4 2022/23)	129		Worse than Q1 2022/23	122
% of households living in fuel poverty	Smaller is Better	14.6%	-	11.1%		Better than Q1 2022/23	11.6%
No. of affordable homes delivered	Bigger is Better	55	77 (Q4 2022/23)	To be reported Q2 2023/24		-	-

 A green and sustainable borough							
Number of bus shelters improved	Bigger is better	14	NEW	To be reported Q3 2023/24		-	-
Number of Trees Planted	Bigger is better	93500	(Q4 2022/23)	To be reported Q4 2023/24		-	-
Number of improvements to parks, open spaces and playing pitches linked to strategy delivery	Bigger is better	10	15 (Q4 2022/23)	To be reported Q4 2023/24		-	-
% of household waste sent for reuse, recycling, or composting (Q4 data)	Bigger is better	44.1%	46.2% (Q3 2022/23)	45.4% ¹		Better than Q4 2021/22	44.1%

 An enterprising economy with vibrant local centres in urban and rural areas							
Number of projected jobs created through Chorley Council support or intervention	Bigger is better	50	316.5 (Q4 2022/23)	95		Better than Q1 2022/23	40
The % of 16-17 year olds who are not in education, employment or training (NEET)	Smaller is better	3.0%	2.5% (Q4 2022/23)	3.5%		Worse than Q1 2022/23	3.4%
Number of people who participate in a volunteering opportunity (as a result of an intervention by the Employment Service)	Bigger is better	18	62 (Q4 2022/23)	9		Better than Q1 2022/23	5
Number of Business Engagements by the Council	Bigger is better	225	NEW	235		NEW for 2023/24	-
Growth in business rate base	Bigger is better	0.5%	-0.03% (Q4 2022/23)	To be reported Q4 2023/24		-	-

¹ This indicator is reported in arrears and reflects quarter four 2022/23 performance. Its previous performance relates to quarter three.

Indicator Name	Polarity	Target	Previous Reported Period	Quarter 1 2023/24		Trend	
 Healthy, safe and engaged communities							
The number of visits to Council's leisure centres	Bigger is better	117,000	325,012 (Q4:2022/23)	89,854		Better than Q1 2022/23	86,354
Number of people referred to social prescribing, including Population Health Management	Bigger is better	175	1846 (Q4 2022/23)	253		Worse than Q1 2022/23	512
Number of volunteer community groups supported to improve by the Council	Bigger is better	25	175 (Q4 2022/23)	51		Better than Q1 2022/23	38
% of service requests received online	Bigger is better	40%	59.17% (Q4 2022/23)	61.02%		Better than Q1 2022/23	57.73%
% of customers dissatisfied with the service they have received from the council	Smaller is better	17%	17.54% (Q4 2022/23)	12.1%		Better than Q1 2022/23	16.46%
% increase in visitor numbers to Chorley	Bigger is better	2%	113% (Q3 2022/23)	To be reported Q3 2023/24		-	-

 National and Regional Comparators							
Overall employment rate	Bigger is Better	73.6% (Regional Average)	71.8%	67.5%		Worse than Q1 2022/23	74.5%
The number of claimants as a proportion of resident population of the area aged 16-64	Smaller is Better	4.20% (Regional Average)	2.7%	2.4%		Better than Q1 2022/23	2.6%
Town Centre Vacancy Rate	Smaller is better	10.9% (National Average)	13.56%	10.2%		Worse than Q1 2022/23	9.6%
Median Workplace Earnings better than the North West Average	Bigger is better	Regional average	£552.80 (Q4 2022/23)	To be reported Q4 2023/24		-	-
Earnings by place of residence (better than the North West average)	Bigger is better	Regional average	£645.10 (Q4 2022/23)	To be reported Q4 2023/24		-	-
% of the population with NVQ level 3 and above	Bigger is better	Regional average	69.9% (Q4 2022/23)	To be reported Q4 2023/24		-	-

Appendix B: Performance of key service delivery measures

★ Performance is better than target
 ● Worse than target but within threshold
 ▲ Worse than target, outside threshold

Indicator Name	Polarity	Target	Comparison (previous quarter)	Quarter 1 2023/24		Trend	
				Value	Status	Comparison	Value
% MINOR planning applications decided within 8 weeks or agreed time extension	Bigger is Better	85%	100% (Q4 2022/23)	98%	★	Worse than Q1 2022/23	100%
% MAJOR planning applications decided within 13 (16 for EIA) weeks or agreed time extension	Bigger is Better	80%	87% (Q4 2022/23)	100%	★	Same as Q1 2022/23	100%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is Better	2.79	9.01 (Q4 2022/23)	1.96 days	★	Better than Q1 2022/23	2.79
Percentage of Council Tax collected	Bigger is Better	28.25%	97.19% (Q4 2022/23)	28.09%	●	Worse than Q1 2022/23	28.25%
Percentage of Business Rates (NNDR) collected	Bigger is Better	24.56%	96.26% (Q4 2022/23)	25.68%	★	Better than Q1 2022/23	24.56%
Contact Centre inbound calls answered within wait time of <5 minutes	Bigger is Better	40%	NEW	76.49%	★	New for 2023/24	-
Percentage of inbound calls to the Contact Centre answered within 90 seconds *	Bigger is Better	40%	NEW	45.66%	★	New for 2023/24	-



Report of	Meeting	Date
Interim Deputy Chief Executive (Introduced by Executive Member (Resources))	Executive Cabinet	Wednesday, 13 September 2023

Queens Road Car Park Enhancement Scheme - Procurement Strategy

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

- To seek approval for the procurement strategy and delegate contract award for the Queens Road car park enhancement scheme.

Recommendations to Executive Cabinet

- To approve the procurement strategy and evaluation criteria for the enhancement works.
- To delegate the award of the contract for the Queens Road car park scheme to the Executive Member for Resources.

Reasons for recommendations

- To provide a modern car parking facility for members of the public which maximises the use of space whilst providing an improved experience for visitors.

Other options considered and rejected

- To carry out no enhancement works and undertake essential maintenance such as patch repairing. This option was rejected due to the requirement for improved parking facilities, wider parking bays and current on-site hazards.

Corporate priorities

- 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

- 7. The procurement of the contract is being undertaken in accordance with Chorley Councils procurement regulations for high value contracts.
- 8. The procurement and evaluation criteria proposed comprise a single stage open tender with suitability questionnaire 60% cost, 25% quality and 15% Social Value split.
- 9. A competitive open tender is being undertaken through the Chest. All the requirements of CPRs will be followed. Subsequently a formal contract will be entered into with the successful bidder.
- 10. The tender is currently live on the Chest based on the proposed procurement strategy in order to meet desired timescales as stipulated in the July 2023 Council report.
- 11. Contract award is to be delegated to the Executive Member for Resources.

Funding

- 12. The Council approved the budget for the scheme in July 2023.

Climate change and air quality

- 13. The work noted in this report impacts positively on the following areas of climate change and sustainability targets of the Councils’ Green Agenda.:
 - a. net carbon zero by 2030
 - b. limiting or improving air quality,
 - c. improving green areas and biodiversity.

Equality and diversity

- 14. An impact assessment has been completed with the scheme providing positive Equality, Health, Social and Environmental impacts.

Risk

- 15. The key risks are summarised below:

Risk	Mitigation measures
Health & Safety	Appoint a contractor to undertake the enhancement works to mitigate any health and safety risks due to the current condition of the car park surface.
Construction Costs	Procure contractor in a timely manner after approval to avoid an increase in overall construction costs due to market volatility.
Disruption to town centre car parking provision	Clear public communications will be undertaken to direct users to other available car parks. Monitoring will take place during the construction period to identify any car parks that are reaching capacity to direct users to other car parks.

Comments of the Statutory Finance Officer

- 16. The costs of these works are within the existing, approved, capital programme as part of the Public Realm Town Centre schemes.

Comments of the Monitoring Officer

- 17. What is proposed here is high value procurement as classified by our Contract Procurement Rules (CPRs). We will undergo a competitive open tender through the Chest. All the requirements of CPRs will be followed. Subsequently a formal contract will be entered into with the successful bidder.

Report Author:	Email:	Telephone:	Date:
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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.

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Report of	Meeting	Date
Interim Deputy Chief Executive (Introduced by Executive Member (Customer, Streetscene and Environment))	Executive Cabinet	Wednesday, 13 September 2023

Climate Change Business Accreditation

Is this report confidential?	Partly (confidential appendices – 1, 2 & 5) Information relating to the financial or business affairs of any particular person (including the authority holding that information)
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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. To provide an overview of the proposed climate change business accreditation scheme, including the application process, judging format and support materials produced.
2. To provide information of financial spends projected for the scheme and planned promotion of the scheme.
3. To provide overview of feedback and comments provided by the Climate Change Working Group regarding the scheme.
4. To seek approval of the climate change business accreditation scheme for publication and execution.

Recommendations to Executive Cabinet

5. To approve the scheme for public release, associated spend and supported documentation.

Reasons for recommendations

6. As an additional method for the Council to support and raise awareness of businesses in the borough who are working above the expectation of their field to support in the mitigation of climate change and thus the council's overall ambitious goal to be net zero by 2030.

Other options considered and rejected

- 7. To reject the scheme as it stands for review and changes

Executive summary

- 8. The formation of a Climate Change Business Accreditation Scheme was an original action from Overview and Scrutiny which was integrated into the Climate Change Strategy and expanded following support requests from local businesses.
- 9. The accreditation scheme has been devised to allow all businesses to enter without focus on specific sectors or business size. The scheme has been developed alongside the business engagement team and relevant documentation has been produced including application and marking forms and terms and conditions.
- 10. The current proposal for the scheme will allow for annual release and is currently estimated to have a low expenditure cost of ~£2000 per scheme run.

Corporate priorities

- 11. 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

- 12. The establishment of an Accreditation Scheme for businesses was a recommendation of the Overview and Scrutiny Green Task Group and is included in the Council’s Climate Change Strategy as the action:
 “Develop a ‘green accreditation’ system for Chorley businesses”
- 13. This accreditation scheme is a project within the larger focus of increasing collaboration and engagement within the climate change programme through the strategy.

Overview of the Climate Change Business Accreditation Scheme

- 14. The climate change business accreditation scheme is designed to allow businesses of all sizes and sector type to apply and to be successful in the judging process, ensuring scheme equality. With over 3000 businesses in Chorley, uptake is expected to be high.
- 15. Following the launch, businesses will apply with the open format application, shown in Appendix 1. The accreditation and the application criteria are focused on what measures businesses have taken towards climate mitigation and sustainability including lowering their carbon footprints, improving recycling rates, community engagement and innovative actions or methods to support specialist sustainability work within their sector.

16. An accreditation support document has been developed alongside the application informed by engagement with our businesses to provide a guide to judges whilst marking applications. The support document provides a reference guide to support businesses in covering all important information whilst applying and will also form as a guide for businesses who are in the early stages of making climate conscious decisions or were unsuccessful during the application process. The support document is provided within Appendix 2.
17. To ensure the scheme remains competitive and meaningful, of all applications received, only 10 will be selected per year to be accredited. Once accredited, businesses will not need to renew the accreditation but as a council we will review and be kept up to date on the progress of accredited businesses in their work to address climate change which will be used as case studies over the coming years as examples of best practice.
18. Whilst the scheme is led by Chorley Council, Council officers and Elected Member input will be limited during the judging stages of the scheme to ensure impartiality. This recommendation is upon advice from the Business Engagement Team and previous Red Rose Judges.
19. Currently no sponsors are required for the scheme due to the low costs and judging being voluntary.
20. Once established, this scheme can be run annually, with dates and deadlines kept largely the same.
21. The awarded businesses will be informed through either direct calls or emails depending on business preference. Those businesses will have the opportunity to have their award plaque presented to them by a relevant Elected Member at their place of business with photos taken.
22. Awarded businesses will be announced publicly on the Council's social media pages and through a press release, along with the list of accredited businesses kept on the Council's Climate Change webpage. It is expected that local news outlets such as the LEP will also generate interest following winners announced. Awarded businesses will be provided with a digital version of the plaque award for online promotion, a physical plaque to display, information of the businesses on the Council's website and relevant case studies produced.
23. Terms and conditions and a Governance Framework for the scheme have been developed to ensure protection and continuance of the scheme. These documents are within Appendix 3 and 4, respectively. All data will be held by the council following an agreed privacy notice with the accreditation being a voluntary scheme.
24. The Climate Change Business Accreditation scheme currently has no finalized name for the scheme however officers propose a number of recommended titles below:
 - a. Chorley Climate Commercial Champion
 - b. Sustainable Business Chorley
 - c. Sustainable business achiever Chorley
 - d. The Chorley Sustainability Quality Mark
 - e. Chorley Business Eco Accreditation

- f. Chorley Business Green Accreditation
 - g. Chorley Climate Change Commercial Accreditation
 - h. Climate Action Enterprise Accreditation
 - i. Chorley Climate Change Enterprise Accreditation
 - j. Chorley Business Pathway to Net-Zero Accreditation
25. Members within the Climate Change Working Group voted and were in favour of the title 'Chorley Business Pathway to Net-Zero Accreditation'.

Overview of the Judging Format

26. The scheme will be open to applications for a period of 10 weeks. The scheme will be promoted prior to release in order for businesses to prepare and applications will be submitted through the climate change email address.
27. Of all applications submitted, a longlist of finalists will be determined. The scoring for longlist is a drafted excel spreadsheet, with a series of questions which directly correlates to the application and support document. The longlist scoring form is within Appendix 5. A final number score for each application will be provided and the top 20 scoring will be a top 20 finalist and progress to the short-listing interviews.
28. Long list scoring will be completed by volunteer university students from relevant courses. The local universities have agreed to contact relevant students in courses, most students will be master's students due to required experience, Edge Hill and Lancaster feel the uptake for this will be high. This will be voluntary and completed in the Town Hall over a 2 day period, with applications divided equally between the students and each application will be judged twice with an average score calculated. The number of students needed will depend on uptake of the scheme it is expected to be between 20 and 40 students. Students will run through an example application with officers to understand requirement and a random number of applications scored from each student will be spot checked to ensure accuracy in scoring. Upon completion students will be provided with a letter of recommendation and recognition for work completed for the Council.
29. Shortlist judging for the top 10 to be accredited will be determined by 20 minute interviews with each of the long list businesses for judges to ask questions, judge their knowledge and progression of the environmental aims. Judges will be provided with the support document and each businesses application in order to support the judging process however the top 10 will be decided based on the knowledge and intuition of the judges. Ideally the decision of the top 10 will be unanimous, however if a decision cannot be made the Chorley Council Business Engagement Judge will be the chair and veto decision maker.
30. There will be a total of 5 short list judges which will be from different sectors and different locations of employment. The majority of judges will be from outside of the Chorley borough as an additional effort to maintain impartiality. The following judges have provisionally agreed to be judges, following confirmation of judging days;
- a. Phil Owen, Chorley Council, Senior Business Engagement Officer
 - b. Christopher Dent, SustainNet lead, Edge Hill University Environment and Business Professor

- c. Nicola Roberts, Lancaster University, Project Delivery Manager for Eco-Innovation
- d. David Richardson, UCLAN, McCAW Project Delivery Officer
- e. Robin Jones, North West Net Zero Hub, Senior Project Officer for Low Carbon Technology and Renewable Energy
- f. Backup Judges: Stephen Sykes (Low Carbon Chamber Board Member), Ian Wright (Eco-I Project), 3 Professors from Edge Hill University Business School.

Projected timeline following approval

31. The current timeline subject to approval is as follows:
 - a. September 2023 for final designs from the design team and initial promotion of the scheme online
 - b. October 2023 release of the scheme and acceptance of applications for a 10 week period.
 - c. January 2024 closure of applications, and long list judging down to 20 applicants
 - d. January 2024 long list applicants are informed and advised to prepare for short list interviews
 - e. February 2024 long list interviews take place over a 2 day period in person at Strawberry Fields DOP. Decisions of the top 10 will be made at the end of the second day in person.
 - f. Announcements of those accredited and awarding of the plaques will be completed in March 2024.
32. The final dates will be confirmed following the approval of the scheme as dates are cascading from due to the firm application period.

Projected Financial Cost

33. With this scheme being completed largely online with no awards ceremony, it is envisaged that costs will be below £2,000 including a prudent amount for sponsored social media posts.
34. Estimated costs are covered below, however final prices will be collected and presented to this group following approval of the scheme:
 - a. Hospitality costs for student and final judges - £300
 - b. Design work - £500
 - c. Production of the plaques - £500
 - d. Sponsored media posts and any in person promotion - £300
 - e. Additional printing costs for supporting documents for judges and students £50

Promotion of the Climate Change Business Accreditation Scheme

35. Following approval of the scheme this work will run through design to ensure all application and support documentation is correctly branded for the Council and the plaques and award material is also designed for production.
36. Following the launch, this work will be promoted online with the council's social media pages, directed emails, press releases, promotion through the relevant channels and networks and if required sponsored social media posts.

37. With the application period being either 10 or 12 weeks, this will allow for sufficient time to evaluate interest and run further in person promotion events or sponsored posts.

Comments from the Climate Change Working Group

38. The final iteration of the format and documentation of the Climate Change Business Accreditation was presented to the members of the Climate Change Working Group in July 2023.
39. Overall Members approved the scheme and found that it would be beneficial to the community and will support the Council's net-zero goals and climate change community engagement.

Climate change and air quality

40. The work noted in this report has an overall **positive impact** on the Council's Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
41. In particular the report impacts on the following activities:
 - a. **net carbon zero by 2030,**
 - b. energy use / renewable energy sources
 - c. waste and the use of single use plastics,
 - d. sustainable forms of transport,
 - e. air quality,
 - f. flooding risks,
 - g. green areas and biodiversity.
42. This work promotes the progression of businesses within the borough to take steps to lower their personal footprints which will in turn lower the overall footprint of the borough.

Equality and diversity

43. No impact, this work is looking to improve equality and diversity across the borough by addressing the impacts of climate change and promoting sustainability to its residents and businesses.
44. All work completed within the Climate Change Programme is covered within the Climate Change Strategy Integrated Impact Assessment.

Risk

45. The risks associated with this work are concerning the failure to mitigate the impact of climate change locally, and the challenge to achieve the targets and ambitions of the Council to deliver on the net zero carbon emissions goal of 2030. Possible delays in delivering the actions relating to nature recovery and sustainability in the environment when working with external stakeholders.
46. Any portion of this work which requires in person working such as judging interviews will have a detailed risk assessment completed to ensure the safety of all those involved.

Comments of the Statutory Finance Officer

- 47. The costs of this scheme will be met from Climate Change reserve. If the scheme becomes established there may be a requirement to establish a budget to cover any regular costs, but this is not envisaged in the near future.

Comments of the Monitoring Officer

- 48. The scheme does not involve contractually binding arrangements with participating businesses. Processing of any personal data will be done on the basis of legitimate interests because the Council intends to retain any personal data provided, following termination of accreditation. Such personal data will be considered should the business re-apply in future for accreditation. The person involved in running the business should also be referred to an appropriate privacy notice.

Background documents

There are no background papers to this report all relevant information is attached within the appendices

Appendices

- Appendix 1- Climate change business accreditation application form
- Appendix 2- Support document for climate change business accreditation
- Appendix 3 – Terms and Conditions of the scheme
- Appendix 4 – Governance framework of the scheme
- Appendix 5 – Long list marking criteria

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Sally Green (Climate Change Officer)	Sally.Green@chorley.gov.uk	01257 515845	08/08/2023

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.

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Climate Change Accreditation terms and conditions

Introduction:

Entering terms and conditions:

Entries will open on ***** 2023.

1. All businesses seeking Accreditation must have a Chorley Borough presence, this will be shown by having a Chorley address or presence will have to be otherwise proven and agreed with the judges of the accreditation scheme.
2. The award is exclusively for all businesses within the Chorley Borough (**charities and community groups are excluded from this award**). All sizes and sectors will be eligible for entry.
3. All entries for the Accreditation should provide the name of the company involved, as well as any campaign, project, or individual you would like to appear on the shortlist.
4. All entries should be primarily focused on achievements from the past 18 months. However previous achievements can be noted with relevant dates provided.
5. All work should be entered through email following the entry details provided via the Chorley Council website:
 - Ensure all guidance is read carefully, understood, and adhered to.
 - Ensure any word counts are adhered to.
6. Entries will be judged by a distinguished panel of experts who are not paid for their time. Decisions of the judges will be final. No correspondence will be entered into. Entries will remain strictly confidential between the entrant and the Accreditation judges.
7. The closing date for entries is ***** 23.
8. Entries arriving after the closing date will be disqualified.
9. You will be informed in ***** 23 if you have reached the short-list and be given time to prepare for the short-list interview stage. The short -list interviews will take place in December 2023. The successful businesses will be informed by the end of 2023.
10. Any entries received that are incomplete, illegible or do not comply with the entry criteria will be disqualified subject to the discretion of the chair of the judging panel.
11. If you have not received confirmation that your entry has been received, please contact the climate change team on climatechange@chorley.gov.uk . No responsibility can be accepted for entries lost during online submission. Chorley Council recommend that you keep a copy of your submission.

12. You will be informed via email if your entry has been shortlisted
13. Chorley Borough Council reserves the right to reschedule the award or change the judging panel.
14. Once Accreditation has been awarded to a specific business there will be no need for resubmission. The Accreditation will be retained as long as terms and conditions continue to be met.

1. By submitting an application to the Accreditation Scheme, the organisation/business named in the application (referred to as “you” in these conditions) agrees, if awarded Accreditation under the Scheme (“Accreditation”), to:

- a. act lawfully in operating your business, in accordance with guidance from your regulators
- b. acknowledge the Accreditation Scheme in accordance with any relevant Accredited Chorley Borough Council brand guidelines;
- c. provide the Council promptly with any information we reasonably require about your organisation relating to your Accreditation;
- d. ensure that you have and adhere to all policies, procedures and regulations that meet all relevant legal, ethical, safety, equality, environmental and planning requirements and comply with best practice in governance, reporting and operation.
- e. Keep accurate records of the schemes and work you are undertaking relating to climate change and your application for use as evidence during the judging process. Continue to keep records as reasonable but you note that follow up communication and evidence following Accreditation is beneficial during the duration of Accreditation.

2. Termination of participation in Accreditation

The Council shall be entitled to terminate your participation in Accreditation immediately without liability to the Consultant and reserving all rights to the Council, by giving notice to the Consultant at any time if:-

- a. the business is in breach of any of its obligations under these Conditions
- b. if the business, being an individual, or where the business is a firm, and partner in that firm, shall at any time become bankrupt, or shall have a receiving order or administration order made against him
- c. if the business, being a Company, shall become insolvent
- d. the Council reasonably believes that any of the above events is about to occur
- e. You do anything which might bring the Council into disrepute

3. Corrupt Gifts

You shall not offer or give, or agree to give, to any employee or representative of the Council, any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to Accreditation. with

4. Equal opportunities

You agree to comply with the Equality Act 2010 the business warrants that its own practices and procedures comply with legislation to prevent unlawful discrimination and that its employees are fully trained on matters relating to the prevention of unlawful discrimination;

5. Copyright

All reports and other documents and materials and the copyright or similar protection therein arising out of Accreditation shall belong the Council absolutely.

6. You acknowledge that:

- a. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from your participation in the Accreditation Scheme, or from non-award or removal of Accreditation status, save to the extent required by law;
- b. we may use any other information that we or the Accreditation Partners hold about you in the assessment, review and decision making on your application;
- c. any information we receive from you will be subject to the Freedom of Information Act 2000. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000.
- d. if you have any concerns, you should let us know as some information may be covered by exemptions if it is sensitive or confidential, but any decision to release information is at our absolute discretion in accordance with the Freedom of Information legislation.
- e. these terms and conditions will continue to apply until the Accreditation award expires or is removed.

I have read, understood and accept the terms and conditions that apply on submission of my application. I further understand and accept that these terms and conditions will continue to apply throughout the duration of the organisation's Accreditation award.

Signed:

Name:

Position:

Date:

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Governance Framework for Business Accreditation Scheme

As per the Terms and Conditions of the Business Accreditation Scheme once a business has been awarded with accreditation, this is a permanent award which does not require annual resubmission or re-evaluation. However, the Council reserves the right to terminate a business's accreditation if terms of the Contract are breached or if the ethos and working practices of the business no longer align with the work originally presented within the original application.

When a business is accredited, there is the expectation and understanding that the business will continue to conduct itself legally and within the ethos and actions laid out within its original application. If this is not being done, residents and businesses are within their right to raise concerns with the Council and the Council reserves the right to revoke any accreditation when deemed necessary to ensure the standard of the accreditation is upheld.

1. Raising Concerns

- a. Any concerned residents or businesses reserve the right to raise any concerns regarding accredited business at any time. Contact regarding the concerns should be made directly to the Climate Change Team by emailing climatechange@chorley.gov.uk
- b. Any raised concerns should be as detailed as possible with any evidence collected presented to the Climate Change Team when contacting them.
- c. All parties who raise concerns, all communication will be kept confidential.
- d. The Council reserves the right to contact any business or resident who has raised concerns to obtain further information.

2. Action Taken

- a. Concerns raised will initially be evaluated internally for gravitas and additional information collected.
- b. Following due process, the concerns raised, and all information will be collated and presented to the Lead Judge of the Accreditation Judges Panel. At this time, the business in question will be invited to a meeting to discuss the concerns and be provided with an opportunity to defend or provide contradictory evidence.
- c. All information will be unbiasedly evaluated by the lead judge and the Climate Change Team.
- d. A final recommendation as to the accreditation status of a business will be made by the Lead Judge with a report and final decision being made by the Executive Member for Climate Change.
- e. Once a final decision has been made, all relevant parties will be informed.

3. Following Termination

- a. Following a termination, a formerly accredited business reserves the right to reapply for the accreditation the following year.
- b. Data following termination will be stored according to the agreed privacy notice.
- c. The application process for a formerly accredited business will be the same as those businesses applying who are not accredited. The terminated business will need to complete the full application and judgement process.

4. Raising general concerns regarding the scheme

- a. If a business or resident has any concerns regarding the scheme, it's governance or functionality, which is not related to a specific business these should be raised with the Council's Climate Change Team by emailing climatechange@chorley.gov.uk
- b. All concerns raised should be detailed and as constructive as possible
- c. All concerns raised to the Council will be considered and raised with the Executive Member for Climate Change.
- d. The Council reserves the right to contact any person/s who has raised concerns to obtain further information of insight.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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