

Executive Cabinet

Thursday, 9th November 2023, 6.30 pm

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

Agenda

Apologies for absence

- 1 **Minutes of meeting Thursday, 12 October 2023 of Executive Cabinet**

(Pages 3 - 6)

- 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.

Matters Referred by the Overview and Scrutiny Committee (introduced by the Chair of the Overview and Scrutiny Committee, Councillor Aidy Riggott)

- 4 **Overview and Scrutiny Task Group Final Report - Long Term Empty Properties**

(Pages 7 - 20)

To receive and consider the report of the Chair of the Overview and Scrutiny Committee.

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

- 5 **Revenue Budget Monitoring Report Q2**

(Pages 21 - 40)

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

6	Capital and Balance Sheet Monitoring Report Q2	(Pages 41 - 52)
	To receive and consider the report of the Director of Finance.	
7	Chorley Quarter Two Performance Monitoring Report 2023-24	(Pages 53 - 72)
	To receive and consider the report of the Chief Executive.	
8	Property Valuation Services Procurement	(Pages 73 - 76)
	To receive and consider the report of the Director of Finance.	
Item of Executive Member (Customer, Streetscene and Environment) (Introduced by Councillor Adrian Lowe)		
9	Chorley Council Sustainable Building Policy - Approval of Policy	(Pages 77 - 94)
	To receive and consider the report of the Interim Deputy Chief Executive.	
10	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](#)

In summary, Chorley has 2,727 children aged 4 – 16 receiving free school meals, and the programme aimed to address child food poverty during the school holidays. In line with national requirements, the 2024-25 delivery will be delivered for a week in the Easter and Christmas holidays and four weeks in the summer holidays with a minimum of four hours of activities each day four days a week.

Members expressed concern about the levels of childhood poverty and praised the programme and hoped that it could be extended to support more than 25% of children on free school meals.

It was raised that Inspire did not just operate in the town centre but have run programmes in the surrounding areas which included Coppull and Clayton.

Decision

- 1. To approve the commencement of a procurement exercise for the management of the HAF programme from 2024-25, and for the following 2 years, subject to funding being secured for each year.**
- 2. To grant approval to receive funding from LCC to undertake the delivery of HAF 2024-25 following a successful procurement exercise.**
- 3. To accept the proposed service specifications and make any relevant recommendations.**
- 4. To grant approval for delegated authority that the Executive Member for Early Intervention be able to authorise the evaluation and awards criteria employed in the procurement exercise.**
- 5. To grant approval for delegated authority following the completion of the procurement exercise that the Executive Member for Early Intervention be able to authorise the award of the contract to the successful bidder.**

Reasons for Recommendations:

1. Completing this procurement exercise will ensure that delivery of the HAF programme complies with the Council's statutory procurement responsibilities.
2. Completing this procurement exercise will add value (as outlined within the report) for Chorley residents to the delivery of the HAF programme for up to 3 years.
3. Granting delegated authority for the Executive Member for Early Intervention to be able to authorise the evaluation and awards criteria pending the procurement exercise, and award of the contract to the successful bidder following a successful procurement exercise complies with the Council's Contracts Procedure Rules (5.4 – 5.6).
4. Granting delegated authority for the Executive Member for Early Intervention to be able to authorise the award of the contract to the successful bidder will expedite the approvals process and enable contract mobilisation to begin.

Other options considered and rejected:

To not complete a procurement exercise would put the HAF programme delivery 2024/25 at risk of non-compliance with the council's statutory procurement responsibilities.

31 Civil Penalties Policy

Councillor Bev Murray, Executive Member for Early Intervention presented the report of the Director of Communities and Leisure which sought to utilise the ability to impose the Civil Penalties Policy as contained within the Housing and Planning Act 2016 (part 2 Rogue Landlords and Property Agents in England).

A civil penalty would require the same burden of proof as a criminal prosecution but would allow a more straightforward and efficient method of tackling offences without the need for criminal proceedings. Issued penalties would be between £500 and £30,000. Criminal proceedings would still be considered for serious breaches of legislation.

Members positively vocalised that action was taken against rogue landlords and property agents, and that civil penalties would include offences in relation to licensing of Houses in Multiple Occupation (HMO).

Decision

- 1. Agree the proposed Civil Penalty Policy and Guidance Matrix for the use of civil penalties (Appendix A) and its inclusion into the Environmental Health Enforcement Policy.**

Reasons for recommendation

1. The use of these powers will support and complement the work that the Council continues to deliver to tackle rogue landlords. The civil penalties and extension of the use of rent repayment orders, could be a powerful deterrent to rogue landlords through the enforcement of significant financial penalties.
2. The Housing and Planning Act 2016 ("the Act") introduced a new financial penalty regime in April 2017, permitting local authorities to impose a Civil Penalty of up to £30,000.

Other Options considered and rejected:

To not implement the policy would continue to limit the enforcement options available to regulatory offers and reduce the deterrents available to improve the compliance of landlords and subsequently the housing standards within the borough.

Chair

Date

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Overview and Scrutiny Task Group – Empty Properties July 2023



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Introduction

From the Chair of the Empty Properties Task Group Councillor Sarah Ainsworth and Vice Chair Councillor Michelle Le Marinel.



Following the Overview and Scrutiny Committee workplan workshop, the Task Group was set up with the aim to develop and grow an understanding of residential Long Term Empty Properties in the Borough.

The Task Group met on several occasions over the course of 6 months, engaging with a variety of Chorley Council Officers that are involved in dealing with Long Term Empty Properties, Officers from neighbouring authorities, and the Executive Members for Homes and Housing, and Planning and Development.

We would like to thank all the Members involved with this Task Group and to the officers that provided their time, knowledge and support.

We hope the recommendations made within the report are acknowledged and accepted by the Executive Cabinet and then implemented effectively allowing all Members of the Council to benefit from an increased knowledge of long-term empty properties.

Summary Recommendations

The recommendations in this report are informed by the views and ideas provided by the diverse group of stakeholders engaged throughout the review.

The recommendations

1. The placement of 'empty properties' should be reviewed within the organisation structure of the council to determine the most appropriate directorate.
2. The job description of an existing officer should be amended or redefined to include empty properties, or an Empty Properties Officer should be recruited, with the contract type evaluated for its suitability and review if it could be shared with South Ribble.
3. Chorley Council to review and update its Empty Homes Policy as soon as possible. In line with the corporate strategy, the targets set for empty properties should reflect the true picture across the borough. Following this, a Member Learning Session to be conducted to raise awareness and build knowledge for Members.
4. Officers to continue to work in close collaboration, or within a multi disciplinary team, which includes quarterly meetings with key stakeholders to ensure long term properties do not become an issue in the borough.
5. The latest figures for all long term empty properties are to be broken down into wards and presented to Members at the first Neighbourhood Area Meeting of each year.
6. Chorley Council to ensure that the process of reporting suspected long term empty properties is as streamlined and simple as possible for both residents, Members and Officers.
7. Chorley Council to remain vigilant and adaptive to the introduction of new legislation in relation to long term empty properties.
8. Chorley Council, when appropriate, is to secure available funding and work with partners to promote and encourage the restoration of long-term empty properties back into use.
9. Chorley Council, in conjunction with the appropriate Executive Member, to consider the purchase of long-term empty properties on a case by case basis.
10. Chorley council will seek independent counsel opinion with regard to the appropriateness of acquiring individual empty properties using CPO powers in order to bring them back in to use as dwelling houses.
11. In the event of a significant increase in the number of long term empty properties in the borough, a new Task Group or investigation is to be launched to explore the financial and societal burden on the Council, residents and communities.

Membership of the Task Group

Councillor Sarah Ainsworth (Chair)
Councillor Michelle Le Marinel (Vice-Chair)
Councillor Aaron Beaver
Councillor June Molyneaux
Councillor Dedrah Moss
Councillor James Nevett – December 2022 – May 2023
Councillor Arjun Singh
Councillor Kim Snape
Councillor Ryan Towers

Officer Support

Adele Hayes, Head of Planning and Enforcement
Nathan Howson, Enforcement Team Leader (Licensing)
Matthew Pawlyszyn, Democratic and Member Services Officer

Approach to the Task Group

The Task Group approached the topic of Empty Properties as an overview and educational exercise, to develop and grow understanding of Empty Properties in the Borough

Scoping the review

The objectives the Task Group wished to achieve

- To gain a greater understanding of empty properties, the definition used, and the powers available to the council
- To understand the number of empty properties within Chorley and how it compares to other neighbouring borough councils
- To ensure that the council is fulfilling its required duties and exercising best practice.

The Desired Outcomes Were:

- To be updated on the number of empty properties in the borough. To understand definition used to classify long term empty properties and to understand what powers the council has in relation to empty properties, and the circumstances required for powers to be exercised.
- To benchmark the position of Chorley Council in respect of the number of empty properties in the borough.
- To understand the process of empty properties in Chorley, and to understand how each department within the council is involved with empty properties.

Terms of Reference

- To understand how the council handles empty properties in the borough.
- To establish if there is anything that the council could do to improve its empty property figures and understand the resources that will be needed.
- To develop recommendations to Executive Cabinet on how the council can make improvements.

Witnesses

The following witnesses met with the task group and/or provided information.

Chorley Council Officers

- Jennifer Mullin, Director of Communities
- Adele Hayes, Head of Planning and Enforcement
- Nathan Howson, Enforcement Team Leader (Licensing)
- Alex Jackson, Legal Services
- Laura-Jean Taylor, Head of Public Protection
- Alison Wilding, Head of Customer Services
- Andrew Bamber, Revenues & Benefits Manager

Chorley Council Executive Members

- Councillor Alistair Morwood, Executive Member for Planning and Development
- Councillor Terry Howarth, Executive Member for Homes and Housing

External Partners

- Simon O'Hara, Empty Properties Officer, Hyndburn Borough Council
- Claire Taylor, Empty Homes Officer, Lancaster City Council
- Ian Walker, Service Assurance Team Leader, Rossendale Borough Council
- Pradip Patel, Senior Strategic Housing Officer, South Ribble Borough Council

Meetings

The agendas, minutes and livestreams of each meeting can be found on the Council's website [Browse meetings - Overview and Scrutiny Task Group - Empty Properties \(chorley.gov.uk\)](https://www.chorley.gov.uk/Browse-meetings-Overview-and-Scrutiny-Task-Group-Empty-Properties)

Background and Context

At the Overview and Scrutiny Work Programme Workshop held in June 2022, Members expressed interest in learning more about empty properties and to what extent long term residential empty properties were an issue within the Borough. Due to unforeseen circumstances, the report was deferred from its place at the Overview and Scrutiny Committee in October 2022. A decision was made that instead of a report, a Task Group would be established to develop and cultivate a greater understanding of empty properties and its landscape within the Borough.

The Task Group held its first meeting 14 December 2022. Councillor Sarah Ainsworth was appointed Chair, and Councillor Michelle Le Marinel was appointed Vice Chair.

At the first meeting, Members were provided Chorley Council's Empty Property Policy, and were given the most up to date empty property figures in Chorley.

Following the first meeting, a world café event was arranged for the membership to meet with officers within Enforcement, Revenues and Customer Services, Public Protection, Legal and Housing to discuss their area's involvement with long term empty properties and to answer questions and queries from the membership. The Task Group congregated a fortnight later to share what was learnt.

What are Long Term Empty Properties, and Why Are They an Issue?

Long term empty properties are described as a property that has not been occupied and has been substantially unfurnished for a period of 24 months or more.

Council Tax legislation provides the provision for varying amounts of Council Tax to be charged for empty properties, dependent on the category of unoccupied property and the length of time it has been empty.

Some of these Council Tax charges are statutory, such as exemptions because the occupier has moved to receive care or passed away. Others can be set locally at the Council's discretion within prescribed parameters, these are summarised below:

- Empty, unoccupied and unfurnished (0-6 months)
- Empty unoccupied and unfurnished (6-24 months)
- Long Term Empty Properties (LTEP) (24+months)

These categories relate only to residential properties. Not all properties that are empty are classified as an empty property. For example, a dwelling that is the main residence of a member of the armed forces that is empty for a period greater than six months would not be considered an empty property.

The Council's current Empty Homes Policy states that the first two categories of empty property will not be the subject of proactive intervention unless a complaint is received regarding the condition of the property. For long term empty properties, the policy states that the Council will visit and risk assess each property and take action to bring it back into use.

There are several reasons as to why properties are empty, these include but are not limited to

- The death of the owner
- Issues related to inheritance and drawn out legal issues
- The owner left the property and entered care
- Financial issues with the cost of repair and upkeep
- Personal issues of owners
- Difficulties in locating the owner.

Long term empty properties represent a wasted resource and can cause a number of issues for the owner, their neighbours, and the surrounding area. Empty properties can attract antisocial behaviour, increase the risk of fly tipping, and can be the target of serious crime such as arson. Long term empty properties that are not maintained can impact the amenities of the neighbourhood and negatively impact the value of neighbouring properties.

Returning a long term empty property back into use enables the owners of the property to gain capital by selling the property or adding it to the rental market. For local residents, it reduces the appeal for antisocial behaviour. For the local economy, a property in use provides a contribution.

Empty Properties and Chorley

In 2017, Chorley Council placed the responsibility for empty properties under the umbrella of enforcement, comprising Planning Enforcement, Building Control and Licensing. A post of Enforcement Officer (Licensing and Empty Properties) was established which was a split post between the two functions. This post became vacant and dissolved in May 2021 and was replaced with the position of ‘Enforcement Officer (Licensing)’ which did not contain the enforcement of empty properties within the job description. Since May 2021 there has been no active enforcement of long term empty properties in the borough.

Recommendation 1: The placement of ‘empty properties’ should be reviewed within the organisation structure of the council to determine the most appropriate directorate.

Recommendation 2: The job description of an existing officer should be amended or redefined to include empty properties, or an Empty Properties Officer should be recruited, with the contract type evaluated for its suitability and review if it could be shared with South Ribble.

Recommendation 3: Chorley Council to review and update its Empty Homes Policy as soon as possible. In line with the corporate strategy, the targets set for empty properties should reflect the true picture across the borough. Following this, a Member Learning Session to be conducted to raise awareness and build knowledge for Members.

Year	Average empty properties in Chorley.
2017	156
2018	151
2019	142
2020	152
2021	157

Figure 1: Average number of long term empty properties in the borough by year

To encourage property owners to bring their properties back into use. The Council decided to utilise the discretion available within Council Tax legislation and apply the maximum premium permitted to Council Tax properties which have been unoccupied and unfurnished for more than 2 years, this applies as follows:

Length of Time Vacant	Council Tax Premium (additional charge on top of existing Council Tax bill)
From 01/04/19, 2-5 years	100%
From 01/04/20, 5-10 years	200%
From 01/04/21, 10+ years	300%

As of 1 April 2023, the Council had 120 long term empty properties subject to a Council Tax Long Term Empty Premium. There were 82 properties that had been empty between 2 and 5 years, 13 that had been empty between 5 and 10 years and 25 properties that had been empty for more than 10 years.

Recommendation 4: Officers to continue to work in close collaboration, or within a multi-disciplinary team, which includes quarterly meetings with key stakeholders to ensure long term properties do not become an issue in the borough.

Recommendation 5: The latest figures for all long term empty properties are to be broken down into wards and presented to Members at the first Neighbourhood Area Meeting of each year.

Recommendation 6: Chorley Council to ensure that the process of reporting suspected long term empty properties is as streamlined and simple as possible for both residents, Members and Officers.

Empty Properties and Other Local Authorities in Lancashire

A request was made in December 2022 to all other Borough Council's in Lancashire for their definition of long term empty properties and their figures of long term empty properties. Four Borough Councils responded, Hyndburn, Lancaster, Rossendale, and South Ribble.

Hyndburn Borough Council were in the process of updating their Empty Homes Strategy and told that they prioritised properties that had been empty for over two years, but were examined on a case by case basis, with a focus on the condition and neighbourhood impact of the home. As of 22 December, there were 442 empty properties that had been empty for six months or longer, which was 1.18% of the houses in the borough.

Lancaster Borough Council as of 1 October 2022, had 716 Long Term Empty Properties that had been empty for six months or more, with 230 properties that had been empty for a period of two years or longer.

Rossendale Borough Council, as of 21 December 2022, had a total of 32,418 domestic properties in the borough. 340 properties had been vacant for more than six months, but less than two years. 102 properties had been empty longer than two years but less than five years. 35 had been empty for more than five years but less than ten. And there were 32 properties that had been empty for more than ten years. It was also added that there were 63 properties that were undergoing major repair or structural alteration that been ongoing for more than a year.

South Ribble Borough Council considered an empty property to be one that was vacant for more than six months. As of 15 December 2022, there were 761 empty properties in the borough.

South Ribble updated their Empty Property Policy in 2021 and offered free independent advice to owners of empty properties to support the property being returned to use.

Where substantial work is required to make a property inhabitable, renovation grants are available, however, the property must be between Council Tax band A – D, and not meeting the required standard for a habitable dwelling.

For eligible properties, the grant available is £4500 per bedroom. South Ribble Borough Council will instruct on what renovations are to be made with the grant, and there are expectations that the owner of the property will invest their own capital into the project.

In return for the grant, the property must be let for five years from the completion of the renovation, and the landlord must accept nominations of suitable tenants from the Council. If

during the five years a tenant vacates the property, the council will expect the landlord to return to the council for the next tenant. The landlord will choose from three tenants from the waiting list. The rent level is set in line with the local housing allowance rates for the area, and the landlord must accept a written bond or a cash deposit bond from the council, and all tenants must be issued with an Assured Shorthold Tenancy (AST).

In 2021, South Ribble provided six grants, in 2022, seven grants were provided with four projects on the waiting list to be awarded the grant.

Local Councils often take the opportunity to use 'Empty Homes Week', in late February or early March to publicise activities and current incentives to reduce the number of empty homes in the area. This year, Preston City Council partnered with Community Gateway for their 'Making Homes from Houses Project'. This project aimed to renovate empty properties to be bought back into use as a home for those with a housing need. The eligible properties were empty for longer than a year and in need of repair and renovation. The project offered two options, the first was to buy the empty property, fund the work and then rent it to those with a housing need. The other option was a 'repair and lease scheme' in which the partnership funded the work in exchange for the property to be rented out at an affordable rate for an agreed number of years.

Recommendation 7: Chorley Council to remain vigilant and adaptive to the introduction of new legislation in relation to long term empty properties.

Recommendation 8: Chorley Council, when appropriate, is to secure available funding and work with partners to promote and encourage the restoration of long-term empty properties back into use.

What Can Be Done About Long Term Empty Properties?

It is to the benefit of both the council and the owner of a long-term empty property to cooperate and work positively to achieve the desired outcome. If the owner of the empty property is not in a position to complete the required work, the council may assist and provide pathways for the owner to allow the upkeep and repurposing of the empty property. Rather than to resort to formal enforcement powers, Chorley Council preferred to work in collaboration with the owner but reserves the right to exercise enforcement powers which are set out in appendix A if appropriate.

A key discussion throughout the Task Group, was the potential for the Council to purchase appropriate long term empty properties and add them to its housing stock to provide to those with a housing need. It was highlighted that Chorley Council was approaching owning 200 social dwellings, if the number were to reach 200, the council would be required to open and operate its housing stock within a Housing Revenue Account, in doing this would result in additional costs and financial restrictions for the council.

Recommendation 9: Chorley Council, in conjunction with the appropriate Executive Member, to consider the purchase of long-term empty properties on a case by case basis.

Recommendation 10. Chorley Council will seek independent counsel opinion with regard to the appropriateness of acquiring individual empty properties using CPO powers in order to bring them back in to use as dwelling houses.

Recommendation 11: In the event of a significant increase in the number of long term empty properties in the borough, a new Task Group or investigation is to be launched to explore the financial and societal burden on the Council, residents and communities.

Conclusion

The Task Group was formed to provide Members an educational overview and understanding of what defines a Long-Term Empty Property, and what factors go into the classification that makes it a long-term empty property. The Task Group wanted to discover the benchmark of long-term empty properties and where the number in Chorley sat in comparison to other areas of Lancashire. In addition to understanding what powers the council has against long term empty properties.

Through investigation and evidence gathering, and information provided by Chorley Borough Council Officers and assistance from other councils in Lancashire, the membership developed a greater understanding of the legal framework of long-term empty properties and what can be done about them.

It was concluded that Chorley did contain a few problem long term empty properties. Recommendations within this report were crafted and presented to minimise the risk of a problem developing with long term empty properties and sought to promote further engagement and cooperation with owners of long-term empty properties and external partners, to minimise the impact and to maximise the number of occupied homes in the borough.

Appendix A – Legal Powers available to the Council.

Empty Dwelling Management Order (EDMO)

If a property is empty for a period of greater than two years, causing a nuisance to the community, and there is no intention of securing voluntary reoccupation. The Council and a partner Housing Association or an arms-length management organisation (ALMO) can undertake the management of the property for up to five years.

Due to the cumbersome nature and difficulty to administer this without a voluntary agreement by the owner, EDMO's are rarely considered and exercised. The Orders that were enacted recouped the cost from rental income. An EDMO can be appealed at any stage with the likely result of the property returning to the owner, which is likely to prolong the neglect and vacancy.

Enforced Sale

The Law & Property Act 1925 (S30) allows local authorities to recover charges through the sale of the property. This option can only be utilised where there is a debt to the local authority registered as a charge on the property. There is little control available as to who acquires the property, and there is no guarantee that the property would be brought back into use.

Compulsory Purchase Order (CPO)

Compulsory Purchase Orders can be made under S:17 of the Housing Act 1985 or under S:226 (as amended by Planning and Compulsory Purchase Act 2004) of the Town & Country Planning Act 1990, for the provision of housing accommodation or to make a quantitative or qualitative improvement to existing housing. The use of these powers is subject to an extensive and protected process including sign off by the Secretary of State. The use of CPO would only ever be considered as a last resort.

Additional Statutory Powers

If a property caused specific problems to a neighbourhood, is dangerous or in a state of ruin. The council has a range of statutory enforcement powers. The timing and extent of the action depends on the individual circumstances encountered at the property.

Partnership Approach

The council can enter into a partnership with external organisations to secure funding for larger projects.

Working with Registered Providers (RSLs)

The Council can work with registered housing providers to identify appropriate opportunities where joint work could be undertaken to return empty residential properties back to use.

Voluntary Property Acquisition

The Council can consider a negotiated purchase of a property where other methods of reoccupation are unsuccessful. The acquisition, possible renovation and disposal of property would be on a case by case basis, and subject to Member Approval. Voluntary Property Acquisition should be explored as a precursor to any CPO consideration.



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Report of	Meeting	Date
Director (Finance) (Introduced by Executive Member (Resources))	Executive Cabinet	09/11/2023

2023/24 Corporate Budget Monitoring Report and Reserves for the 6 months to 30th September 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 at 30th September 2023.

Recommendations to Executive Cabinet

2. To note the 2023/24 forecast outturn for revenue and the level of reserves, based on the position at 30th September 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 30th September 2023, the forecast outturn is for an overspend of £0.423m 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 £0.569m, as detailed in **Appendix 1**.
7. The forecasts are based on the actual income received and expenditure incurred for the 6 months to 30th September 2023, and on assumptions and projections made for

these over the remaining 6 months of the year. 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 £4.202m; all efforts will be made to contain net costs within budget and to reduce the current forecast overspend. We will monitor the position during the year and report to members accordingly.

Corporate priorities

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

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

Background to the report

- 11. The current net revenue budget for 2023/24 is £15.538m.
- 12. **Appendix 3** provides further information about the specific earmarked reserves that the Council holds at 30th September 2023.

Current Outturn Position – Revenue

- 13. The forecast revenue outturn, based on the position at 30th September 2023, shows a provisional overspend against the Council’s budgets of £0.569m. 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;

14. Variations from Budget

Directorate	Budget 2023/24 £'000	Forecast 2023/24 at 30 th September 2023 £'000	Variance (Under)/ Overspend 2023/24 £'000
Property	840	1,537	697
Communities and Leisure	2,946	2,877	(69)
Customer and Digital	6,288	6,351	63
Planning	911	925	14
Policy and Governance	6,069	6,091	22
Major Projects	(5,149)	(4,581)	568
Financing and Other Budgets	3,633	3,026	(607)
Total Net Expenditure	15,538	16,226	688
Funding	Budget 2023/24 £'000	Forecast 2023/24 at 30 th September 2023 £'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)	(238)	(119)
Reserves	(50)	(50)	0
Total Funding	(15,538)	(15,657)	(119)
Net Outturn	0	569	569

15. 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

16. 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 £405k. 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, the impact of the withdrawal of the cap has offset this.
17. The Council has variable rate energy contracts meaning that financial forecasting is difficult as prices are volatile with changes in the energy market. A further update has been received which indicates that the cost of utilities is likely to reduce by the start of the new financial year. As such, based on this latest information, it would seem that the budget levels set for 2024/25 will be sufficient. This will continue to be monitored during the budget setting process over the coming months.
18. A proportion of the overall increase in costs, and therefore of the overspend, will be recovered as utility costs are recharged to our tenants where applicable (£110k); 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 £697k overspend (Month 4 - £429k overspend)

The key variances to note are:

- £134k net overspend on staffing costs across the directorate. The overspend is mainly due to use of agency staff (£160k) that is partially offset by increased recharges to South Ribble Council. The figure also reflects a reduction in the level of salary capitalisation (£18k) compared to budget and a reduction in the level of forecast Service Level Agreement income from Chorley Leisure Ltd and South Ribble Leisure Ltd (£17k combined). The overspend also includes the cost of the proposed pay award for 2023/24 (£21k) compared to the 5% provision included in the base budget.
- £56k reduced income from market rental income due to vacant units, particularly in the food and beverage area.
- £22k 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 impacting permit income. Income from Off-street parking charges has though improved. Free parking will be offered from 1 December to 24 December 2023 to support Christmas trade in the town centre and this has been built into the income forecasts.
- £162k 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. There have also been a number of unexpected invoices that have come through for previous years, particularly in respect of the markets.

- £257k overspend relating to reactive and planned maintenance within the directorate; £86k of this is due to expenditure on repairs and maintenance relating to previous years which the Property Services Team have been working to resolve. Work is ongoing to check all existing spend to ensure that it is not capital expenditure which should form part of the existing capital budget costs. It is anticipated this work will reduce the overspend by quarter three. A review of the building repair and maintenance budget will be undertaken in the coming months based on the findings of the stock condition surveys that are currently underway, to assess if there is an ongoing requirement for a budget increase in 2024/25.
- £35k overspend on Christmas lights due to the purchase of new lights, their set-up and storage for the year.
- £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.
- £83k 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 and an increase in rental income for general let/affordable housing.
- £63k net overspend at Cotswold due to the increase in the cost of the security contract, internal recharges for grounds maintenance and laundry expenses and various other non-staffing costs.

20. Communities and Leisure – forecast £69k underspend (Month 4 - £47k underspend)

The key variances to note are:

- £19k net underspend on staffing costs across the directorate compared to budget. This includes agency staff cost offset by a member of staff moving to externally funded post, and also includes the costs of the proposed pay award for 2023/24 compared to the 5% provision included in the base budget.
- £61k 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.
- £11k overspend relating to various small variances within the directorate.
- The Communities and Leisure directorate is carrying forward various significant grants, totalling £865k, either in the revenue budget for 2023/24 or in ear-marked reserves. At present, £142k of these grants have been utilised, and this figure is expected to rise over the remainder of the year. It is important to note that some of these grants must be used by March 2024 (e.g. the Homes for Ukraine Scheme ends in March 2024 - £499k) or they must be returned to the relevant awarding body.

21. Customer and Digital – forecast £63k overspend (Month 4 - £37k overspend)

The key variances to note are:

- £9k 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 (£97k) compared to the 5% provision included in the base budget for this. These overspends have largely been offset by vacancy savings within ICT Services and Customer Services.
- £38k unbudgeted income received in respect of New Burdens funding and DWP payments.
- £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.
- £54k underspend in the FCC waste contract compared to budget as there has been a reduction in the payments made across the year to date in line with the terms of contract.
- £46k overspend relating to multiple variances within the directorate.

22. Planning – forecast £14k overspend (Month 4 - £36k overspend)

The key variances to note are:

- £104k 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.
- £141k 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 the vacancies noted above. This overspend has been reduced by 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.
- £23k 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.
- £14k overspend relating to various small variances within the directorate.

23. Policy and Governance – forecast £22k overspend (Month 4 - £367k overspend)

The key variances to note are:

- £310k net underspend on staffing across the directorate compared to the budget for 2023/24. The underspend is primarily due to the centralisation and movement of the budgets and expenditure for all Directors from the individual directorates above, to the Policy and Governance directorate; across the Director budgets there is an underspend of £176k due to vacant posts. In addition to this there are vacancies in the Finance Team (£29k) and the Corporate Policy Team (£98k). These underspends are offset by agency staff costs within the Procurement team and the non-achievement of the staff vacancy provision of 2.5% across several teams within the directorate who are now fully staffed. The forecast also includes the proposed pay award for 2023/24 compared to the 5% provision included in the base budget.
- £168k overspend due to the increased cost of utilities, as detailed in point 15 above.
- £127k forecast overspend/under-recovery of income on the events (£67k) and tourism (£60k) budget.
- £40k overspend on future events over the remainder of the year, based on current levels of expected expenditure including Winter Wonderland.
- £18k increase in income compared to budget due to the support provided by government, following the Redmond Review, towards the increase in external audit fees offset by a further increase in the external audit fee of £11k, as the scale fee for 2023/24 has increased.
- £24k forecast overspend within the Legal Services Team relating to legal fees, licence fees and non-staffing costs.
- £61k net increase in costs over the amount budgeted within the Human Resources Team due to an increase in council wide recruitment fees, together with additional IT software annual licence costs following re-procurement of contracts and a subsequent overlap in the running of the contracts.
- £34k increase in income relating to the new lease for office space at the Union Street office.
- £19k of additional income compared to budget relating to work carried out within the Corporate Policy team for the Primary Care Network.
- £28k net underspend relating to various other small variances within the directorate.

24. Major Projects – forecast £568k overspend (Month 4 - £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:

- £102k forecast overspend on the Market Walk investment (Q1 £69k) – this includes;

- £15k 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;
- £17k forecast increase in electricity costs;
- £20k overspend due to an increase in the provision for bad debts in line with the council's accounting policy;
- £22k net overspend relating to 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, offset by an increase in rental income compared to budget;
- £23k overspend on reactive repairs at Market Walk and the processing of historic invoices which were not accrued for, including £9.5k invoices for works completed in 2021/22 and 2022/23;
- £5k overspend relating to a number of small variances including recharge to Streetscene for grounds maintenance works;
- £61k overspend for Primrose Retirement Living (Q1 £51k) - this includes;
 - £19k overspend on staffing, mainly due to an additional half post that is temporarily 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;
 - £55k overspend on repairs and maintenance, largely due to costs to re-decorate as well as repairs and maintenance spends relating previous years;
 - £41k net increase in service charge and rental income;
 - £14k net underspend relating to various small variances across several budget lines;
- £141k overspend for Strawberry Meadows (Q1 £114k) - this includes;
 - £134k reduced rental income due to the timing of the letting of several of the units compared to budget, along with marketing concessions made. 88% of the floor space is now occupied and discussions are in train to fill the remaining floor space;
 - £7k overspend on electricity costs, promotional expenses;
- £177k overspend for Tatton Gardens (Q1 £51K) - this includes;
 - £41k overspend due to maintenance costs incurred as part of the contract and the purchase of fixtures and fittings and tools and equipment;
 - £33k overspend on income due to the timing of the letting of the commercial units compared to the budget assumptions;
 - £91k overspend on rent and service charges on the residential properties compared to budget. This is in part due to the staggered nature of moving tenants into the facility following the building becoming operational, as well as unforeseen issues including tenants withdrawal from the tenancy the move-in dates. Also, we are currently forecasting a significant overspend (£49k) because of leaks in six of the flats leaving the rooms unlettable; options are being explored to recover the income;
 - £12k net overspend relating to various small variances across several budget lines;
- £86k overspend for Strawberry Fields (Q1 £88k) - this includes;

- £22k overspend on staffing due to staff cover provisions and the proposed pay award for 2023/24 compared to the 5% budget provision;
- £28k overspend on reactive and planned maintenance, together with various other smaller variances;
- £6k net underspend due to small variances on various codes including promotional expenses and professional fees;
- £42k net reduction in rental income from the offices, meeting rooms, hot desks and pods and from service charges, compared to budget. 98% of the offices are occupied with a further office expected to be filled in November; this equates to 87% of the floor space. New glass offices are now complete and available to let with tenants expected to start moving in from November.

25. Financing and Other Budgets – forecast £607k underspend (Month 4 - £507k underspend)

- This includes a £100k underspend on interest payable; given the 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. £10m of short-term borrowing was taken in March 2023 and further borrowing of £10m is anticipated before year end.
- Due to further Bank of England interest rate increases since the budget was set, Interest receivable is over-recovered against the budget by £280k due to a better rate of return on cash balances. 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 changes made after the budget was set for the mix of funding used to finance capital schemes in 2022/23, and also 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.

Funding – forecast £119k underspend

- £119k Revenue Support Grant income compared to budget.

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 £4.202m.
- 30. The forecast is based on the actual income received and expenditure incurred for the 6 months to 30th September 2023 and on assumptions and projections made for these over the remaining 6 months of the year. As is expected, 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. 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 and the transfer to General Fund identifies that the General Fund closing balance will be £4.202m 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 2023/24 outturn revenue budget (surplus) / deficit	0.569
Movement from Earmarked Reserves to General Fund	(0.500)
General Fund Reserve Closing Balance 2023/24	(4.202)

- 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 30th September 2023 is £5.410m 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
Transfer from Ear-Marked Reserve to General Fund Reserve re: remaining balance on the Business Rates Exceptional Payments Reserve no longer required (see point 37 below)	0.500
Transfers to Ear-Marked Reserves	(0.054)
Use of other specific Earmarked Reserves	1.007
Earmarked Reserves Closing Balance 2023/24	(5.410)

35. The £1.007m 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.
 - £442k provision of extra support to Chorley Leisure Limited
 - £49k use of Climate Change reserves.
 - £89k use of Communities reserves.
 - £35k use of NHS CCG Covid Support reserves.
 - £81k 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 into ear-marked reserves of £54k 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.
38. Movement in Reserves – the Business Rates Exceptional Payments Reserves was created in 2020/21 to hold the funding provided by the Government during the Covid pandemic to offset the Business Rates deficit for 2020/21 that was brought forward on the Collection Fund into 2022/23. Adjustments for the smoothing of the 2020/21 deficit over a 3-year period have been made over the last couple of years in the accounts, resulting in a balance on the reserve of £1.222m. Of this, the current estimate for the final year of the smoothing adjustment is approximately £312k, however a contingency has been made for a further £210k, leaving a balance of £700k. It is proposed to reallocate this balance with a transfer of £200k to the Change Management Reserves to support review and restructure costs, and £500k to General Fund Reserves.

Climate change and air quality

39. 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

40. Not applicable.

Risk

41. The forecasts above are based upon six 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.
42. 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

43. The Financial implications are contained within this report.

Comments of the Monitoring Officer

44. None

Background documents

There are no background papers to this report.

Appendices

Appendix 1 – Revenue 2023/24 - position as at 30th September 2023

Appendix 2 – Revenue Budget Movements at 30th September 2023

Appendix 3 – 2023/24 Reserves Programme position at 30th September 2023

Appendix 4 – 2023/24 Major Projects position at 30th September 2023

Report Author:	Email:	Telephone:	Date:
Hemangini Chevli, Neil Halton, Gaynor Simons	Hemangini.Chevli@chorley.gov.uk,	N/A	16/10/23
	Neil.Halton@chorley.gov.uk, gaynor.simons@chorley.gov.uk	N/A	16/10/23

APPENDIX 1

Revenue 2023/24 - Forecast based on the position as at 30th September 2023

Directorate	Department / Section	Original Budget	Budget at 30th September 2023	Forecast Outturn based on position at 30th September 2023	Variance (Under)/ Overspend
		£'000	£'000	£'000	£'000
Property	Director - Commercial Services	107	-	-	-
	Employment, Skills & Business Support	92	92	95	3
	Facilities Management	222	222	274	53
	Income Generation	117	117	117	-
	Markets & Town Centre	149	149	351	202
	Property Services	694	276	715	439
	Housing Accommodation	(15)	(15)	(15)	0
	Property Total		1,365	840	1,537
Communities and Leisure	Communities	797	797	714	(83)
	Director - Communities	232	170	180	10
	Housing & Public Protection	1,212	1,212	1,216	4
	Leisure	350	768	768	-
Communities and Leisure Total		2,591	2,946	2,877	(69)
Customer & Digital	Customer Transformation	777	777	759	(18)
	Director of Customer & Digital Services	63	-	-	-
	ICT Services	1,293	1,293	1,363	70
	Waste & Streetscene Services	4,218	4,218	4,228	10
Customer & Digital Total		6,351	6,288	6,351	63
Planning	Director of Planning & Development	55	-	-	-
	Enforcement Services	327	327	382	55
	Planning Services	74	44	(21)	(65)
	Spatial Planning	510	540	565	24
Planning & Total		967	911	925	14
Policy and Governance	Change & Delivery	237	237	217	(20)
	Chief Executives Office	246	643	467	(176)
	Communications & Events	678	678	920	242
	Director - Governance	144	89	90	1
	Legal and Governance	2,489	2,502	2,594	91
	Performance & Partnerships	786	830	748	(82)
	Shared Financial Services	1,014	973	925	(48)
	Transformation Management	26	26	41	15
	Transition Fund	90	90	90	-
Policy and Governance Total		5,710	6,069	6,091	22
Major Projects	Investment Properties	(68)	(68)	(68)	-
	Market Walk	(1,762)	(1,762)	(1,659)	102
	Primrose Gardens Retirement Living	(368)	(368)	(308)	61
	Strawberry Meadows	(700)	(700)	(559)	141

Directorate	Department / Section	Original Budget £'000	Budget at 30th September 2023 £'000	Forecast Outturn based on position at 30th September 2023 £'000	Variance (Under)/ Overspend £'000
	TVS Logistics	(1,661)	(1,661)	(1,661)	-
	Tatton Gardens	(249)	(256)	(79)	177
	Strawberry Fields	(334)	(334)	(248)	86
Major Projects Total		(5,142)	(5,149)	(4,581)	568
Financing and Other Budgets	Benefit Payments	(4)	(4)	(4)	-
	Financing	3,707	3,707	3,224	(483)
	Pensions Account	218	218	218	-
	Corporate	(349)	(414)	(538)	(124)
	Transition Fund	125	125	125	-
Financing and Other Budgets Total		3,697	3,633	3,026	(607)
Funding	Collection Fund	(15,072)	(15,072)	(15,072)	-
	New Homes Bonus	(297)	(297)	(297)	-
	Reserves	(50)	(50)	(50)	-
	Government Grants	(119)	(119)	(238)	(119)
Funding Total		(15,538)	(15,538)	(15,657)	(119)
Net (Surplus) / Deficit		-	(0)	569	569

APPENDIX 2

Revenue 2023/24 - Position as at 30th September 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
Movement of Directors budget to Policy & Governance	(107)	(62)	(63)	(55)	287				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 30th September 2023	840	2,946	6,288	912	6,069	(5,149)	3,633	(15,538)	0

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APPENDIX 3

2023/24 Forecast Reserves position as at 30th September 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)	-	(500)	569	(4,202)	
Corporate Reserves						
Change Management Reserve	(238)		(200)	13	(426)	
Capital, Repairs and Maintenance Reserves	(313)	252	(7)		(68)	
Market Walk / DOP Works	(301)				(301)	
ICT Programme Reserves	(215)	215			0	
Capital Bad Debts Reserve	(104)				(104)	
Climate Change Reserves	(641)	417	7	49	(168)	
Support for Apprentices, Graduates, Training Posts	(222)			81	(141)	
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)			442	(827)	
Market Walk - Asset Management	(104)				(104)	
Income Generation Reserve	(314)				(368)	
	(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)			14	(63)	
NHS CCG Covid Support Project	(111)			35	(76)	
Communities - Neighbourhood	(525)			89	(436)	
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)		700	312	(210)	
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	500	1,319	(54)	(5,410)
Total Reserves - General and Earmarked	(12,330)	884	(0)	1,888	(54)	(9,613)

APPENDIX 4

Major Projects 2023/24 - Forecast based on the position as at 30th September 2023

Market Walk

	2023/24 Budget £000s	2023/24 Forecast £000s	2023/24 Variance £000s
Rental Income	(1,668)	(1,749)	(81)
Service Charge Operational budget	444	522	78
Service Charge Income	(538)	(433)	105
Provision for Anticipated Lease Reductions	-	-	-
Net Income (excluding financing)	(1,762)	(1,659)	102
Financing Costs	915	915	-
Net Income (including financing)	(847)	(745)	102
Income Equalisation Reserve (Annual Contribution)	(50)	-	50
Asset Management Reserve (Market Walk)	50	-	(50)
Net Income	(847)	(745)	102

Strawberry Meadows

	2023/24 Budget £000s	2023/24 Forecast £000s	2023/24 Variance £000s
Rental Income	(750)	(616)	134
Operational Costs (excluding financing)	50	57	7
Net Budget/Income (excluding financing)	(700)	(559)	141
Financing Costs	390	390	-
Net Budget (including financing)	(310)	(168)	141

Strawberry Fields

	2023/24 Budget £000s	2023/24 Forecast £000s	2023/24 Variance £000s
Rental Income	(788)	(751)	37
Operational Costs (excluding financing)	453	502	49
Net Budget/Income (excluding financing)	(334)	(248)	86
Financing Costs	168	168	-
Net Budget (including financing)	(166)	(80)	86

Primrose

	2023/24 Budget £000s	2023/24 Forecast £000s	2023/24 Variance £000s
Rental Income	(747)	(800)	(53)
Operational Costs (excluding financing)	379	492	113
Net Income (excluding financing)	(368)	(308)	61
Financing Costs	-	-	-
Net Income (including financing)	(368)	(308)	61

Tatton Gardens

	2023/24 Budget £000s	2023/24 Forecast £000s	2023/24 Variance £000s
Rental Income	(654)	(530)	124
Operational Costs (excluding financing)	398	452	54
Net Income (excluding financing)	(256)	(79)	177
Financing Costs	247	247	-
Net Income (including financing)	(9)	169	177

Chorley BC Property Ltd (TVS)

	2023/24 Budget £000s	2023/24 Forecast £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	09/11/2023

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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2023/24 Corporate Capital Programme and Balance Sheet Monitoring Report Outturn Position at 30th September 2023

Purpose of the Report

1. To report the outturn financial position of the Council in respect of the capital programme at 30th September 2023, highlighting key issues and explaining key variances, and to provide an overview of various elements of the Council's Balance Sheet at 30th September 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 £190k, 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 30th September 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, then further amended in the Capital Monitoring Report as at 31st July 2023 to £18.190m.
- 9. Following the changes detailed in this report, the total programme now stands at £13.930m, the details of which is shown in **Appendix B**.

Section A: Capital Programme

Key issues

- 10. The total cost of the Council’s capital investment programme for 2023/24 has decreased since the 2023/24 Quarter 1 report approved by Cabinet, **from £18.190m to £13.930m** as at 30th September 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**.
- 11. The breakdown of the net decrease in the programme of **£4.260m** 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
- 12. Budget variations approved since the last monitoring report have resulted in a total increase of **£190k** 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
Market Walk Extension			(5)		This report	N/A
Markets - Works to Existing Market				5	This report	N/A
Chorley Adaptation Grant (Formerly DFG)	77				This report	N/A
Play, Recreation and Open Space Projects - Gillett Playing Fields	73				Cabinet	20/03/23
Play, Recreation and Open Space Projects Wigan Road	40				This report	N/A
TOTAL	190	-	(5)	5		

13. A re-profiling of budgets from 2023/24 to future years has been undertaken. The total movement of budgets from 2023/24 amounts to **£4.450m**. 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
Strawberry Meadows Development	752
Chorley Borough Service Centres	500
Market Walk Extension	70
Public Realm Town Centre	490
Town Hall and White Hart Works	200
Bengal Street	900
Town Hall Decarbonisation	1,538
Total	4,450

14. As at 30th September 2023 the actual capital expenditure across the programme was **£967k**, which represents 6.9% of the forecast position as at the 30th September. There are, however, significant costs in terms of acquisitions and ongoing works that will be spent in the coming months.

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

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

15. Strawberry Meadows Development – £752k of the scheme budget has been reprofiled into future years to cover the cost of future works at Mossfield Nature Reserve and Alker Lane Bridge.
16. Chorley Borough Service Centres – LCC will administer the Rural Business Grant Scheme on behalf of Chorley Borough Council. The budget has been reprofiled into future years to match when the grant payments will be made.
17. Market Walk Extension - Budget of £70k has been slipped into 2024/25 as there is no programme of work at this time. Approval to vire a further £5k from this budget to the 'Markets – Works to Existing Market' scheme is sought to cover the costs of legacy works at the market.
18. Public Realm Town Centre – The Council's bid for Round 2 of Levelling Up Funding was unsuccessful and meant that the ambitious plans for the public realm could not be realised within the approved available budget of £2.869m. It is planned that the Council will make a further bid when the next round of Levelling Up Funding is announced. Therefore £490k has been reprofiled into future years.

19. Town Hall And White Hart Works - Minimal spend is expected on this scheme in the year as the scheme of works has not yet been finalised, therefore budget of £200k has been reprofiled into 2024/25.
20. Bengal Street – The main works are anticipated to begin in 2024/25. These are funded by One Public Estate grant and discussions are ongoing with the OPE Team regarding the extension of the grant, and the demonstration of the programme of work and timeframes for delivery has already been provided to them. As a result £900k has been reprofiled into 2024/25 to match when the spend will be incurred.

Green And Sustainable Borough

21. Town Hall Decarbonisation – Budget of £1.538m has been reprofiled into 2024/25, as the plans for these works are not yet finalised.

Housing Where Residents Live Well

22. Chorley Adaptation Grant (Formerly DFG) – On 7th September 2023 the Department of Levelling up announced additional Disabled Facilities Grant funding. A request is made to increase this budget by £76,700 to reflect the additional funding awarded to Chorley Borough Council.
23. Leisure Centre Improvements New Contract - A proposal and specification is currently being drawn up for the decarbonisation and refurbishment of the Council owned leisure centres. A future report will be presented to Council detailing the required works, costs and funding.

The budget for the refurbishment costs at Brinscall Baths of £600k is contained within the 'Leisure Centre Improvements New Contract' scheme, which leaves budget remaining of £1.640m for the proposed decarbonisation and refurbishment.

Some interim works, including reception works, first floor alteration works and ground floor spin studio will be undertaken during 2023/24 from the approved 'Leisure centre improvements' scheme budget of £199k.

24. Play Recreation and Open Space Projects – There are two increases to budget; the first increase of £73k relates to Gillett Playing Fields as per the report approved at Executive Cabinet on 20 March 2023.

The second increase is for approval to increase the budget by £40k to complete the works at Wigan Lane Playing Fields. This will be funded by S106 contributions of £14k and capital receipts of £26k.

Section B: Balance Sheet Monitoring

Overview

25. 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

26. 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

27. 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.

28. 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 key variances compared to budget are a £100k forecast underspend on debt interest payable, as borrowing has been deferred due to higher than expected cashflow balances, and as a result of these cash balances, interest and investment income is forecast to over-recover against the budget by £280k. There is also an underspend on the MRP budget of £103k 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 30 th Sept 2023 £000s
Interest and Investment Income	(20)	(300)
Debt Interest Payable	2,197	2,097
Minimum Revenue Provision (MRP)	1,530	1,427
TOTAL	3,707	3,224

29. The current borrowing and investment position, compared to the position at the same point last year, is as per the table below. Based on current cashflow forecasts, further borrowing of £10m is anticipated before the year end.

	As at 30 th Sept 2023	As at 30 th Sept 2022
Short term borrowing	£11.667m	£1.932m
Long term borrowing	£65.701m	£67.375m
Total Borrowing	£77.368m	£69.307m
Investments made by the Council	£5m	Nil
Cash Balances Held	£8.498m	£3.683m

30. 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 30th September 2023. The table also shows the corresponding level of debt at the same point in the last financial year.

	Position at 30th Sept 2023 £000s	Position as at 30th Sept 2022 £000s
Council Tax		
Expected Council Tax Collectable in 23/24 (22/23)	82,640	79,214
Current year balance outstanding	34,318	32,173
Previous years balance outstanding	4,901	4,413
Total Council Tax balance outstanding	39,219	36,586
Collection Rates Current Year	54.91%	55.34%
Business Rates		
Expected Business Rates Collectable in 23/24 (22/23)	25,907	25,055
Current year balance outstanding	11,454	10,930
Previous years balance outstanding	1,243	1,050
Total Business Rates balance outstanding	12,697	11,980
Collection Rates Current Year	50.16%	51.97%
Housing Benefit		
Overpayment balances outstanding	737	978
Sundry Debtors		
Balance Outstanding – General*	440	389
Balance Outstanding – Commercial*	1,158	1,239

**Figure excludes invoices relating to public sector, one off development contributions, rents billed in advance, Chorley leisure debtor invoices*

31. Business rates collection can fluctuate month-on-month but collection is broadly in line with expectations.
32. In respect of the figures above, the Council's share represents 9% of Council Tax income and 40% of Business Rates income.
33. The Sundry Debtors figure reflects the position compared to the same period last year. As debt ages, the provision required increases, as the likelihood of non-payment also increase the longer that debt is outstanding. There is a number of long-term debts at Chorley that are being reviewed with the Commercial team.

Climate change and air quality

34. The work noted in this report does not impact the climate change and sustainability targets of the Council's Green Agenda and all environmental considerations are in place.

Equality and diversity

35. N/A

Risk

36. 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.

37. The partial exemption calculation has been completed as at 30 September 2023, there are no expected issues as this is currently within the 5% threshold.

Comments of the Statutory Finance Officer

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

Comments of the Monitoring Officer

39. 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	09/10/23

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Capital Programme 2023/24 - position as at 30th September 2023

APPENDIX A

	Budget 2022/23 Approved at Council Feb 2023 £'000	Budget 2023/24 Approved by Cabinet for the 4 months to July 2023 £'000	Slippage and reprofiling of budget (to)/from future years £'000	Quarter 2 2023/24 Variations £'000	Revised Budget 2022/23 as at 30th September 2023 £'000		Budget 2023/24 and Future Years Approved at Council Feb 2023 £'000	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023 £'000	Slippage and reprofiling of budgets (to)/from 2023/24 £'000	Quarter 2 2023/24 Variations £'000	Revised Budget 2023/24 and Future Years as at 30th September 2023 £'000
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COSTS

An Enterprising Economy With Vibrant Local Centres In Urban and Local Areas	11,415	7,214	(2,913)	-	4,302
Green And Sustainable Borough	2,189	2,322	(1,538)	-	784
Housing Where Residents Live Well	7,499	8,286	-	190	8,476
Healthy, Safe and Engaged Communities	-	369	-	-	369
Total Forecast Expenditure	21,103	18,191	(4,450)	190	13,930

	300	8,422	2,913	-	11,335
	-	250	1,538	-	1,788
	1,650	2,890	-	-	2,890
	-	-	-	-	-
	1,950	11,562	4,450	-	16,013

RESOURCES

Disabled Facilities Grants	1,109	1,130	-	77	1,207
Brownfield Release Fund	1,100	1,100	(900)	-	200
Homes England	-	-	-	-	-
Rural Prosperity Fund	400	400	(400)	-	-
LEP Grants	-	-	-	-	-
Other Grants	285	285	(285)	10	10
Total Grants	2,894	2,916	(1,585)	87	1,417
External Contributions	-	30	-	(10)	20
Capital Receipts	-	101	-	24	125
Community Infrastructure Levy (CIL)	1,070	971	-	-	971
Reserves and Revenue	554	894	-	(3)	891
Section 106	1,517	1,615	(18)	92	1,689
Unsupported Borrowing	15,068	11,663	(2,847)	-	8,816
Total Forecast Resources	21,103	18,191	(4,450)	190	13,930

	1,550	1,551	-	-	1,551
	-	-	900	-	900
	-	-	-	-	-
	-	-	400	-	400
	-	-	-	-	-
	-	-	285	-	285
	1,550	1,551	1,585	-	3,136
	-	-	-	-	-
	-	-	-	-	-
	-	646	-	-	646
	-	-	-	-	-
	-	811	18	-	829
	400	8,555	2,847	-	11,402
	1,950	11,562	4,450	-	16,013

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2023/24 Capital Programme - Scheme Variations as September 2023

APPENDIX B

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2023/24 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
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Budget 2024/25 and Future Years Approved at Council Feb 2023	Budget 2024/25 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
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An Enterprising Economy With Vibrant Local Centres In Urban and Local Areas

Strawberry Meadows Development	1,608	1,152	(752)	-	400
Asset Improvements	643	538	-	-	538
Buckshaw Village Rail Station	695	-	-	-	-
Chapel St and Surrounding Public Realm	2,747	500	-	-	500
Chorley Borough Service Centres	500	500	(500)	-	-
Strawberry Fields	-	196	-	-	196
Market Walk Extension	-	75	(70)	(5)	(0)
Markets - Works to Existing Market		-	-	5	5
Public Realm Town Centre	2,984	490	(490)	-	-
Town Hall and White Hart Works	1,053	242	(200)	-	42
Bengal Street	1,100	1,100	(900)	-	200
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	7,214	(2,913)	-	4,302

-	-	752	-	752
300	300	-	-	300
-	696	-	-	696
-	2,297	-	-	2,297
-	-	500	-	500
-	-	-	-	-
-	-	70	-	70
-	-	-	-	-
-	2,379	490	-	2,869
-	1,000	200	-	1,200
-	-	900	-	900
-	1,750	-	-	1,750
-	-	-	-	-
-	-	-	-	-
300	8,422	2,913	-	11,335

Green And Sustainable Borough

Chorley Health Centre	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	2,322	(1,538)	-	784

-	250	-	-	250
-	-	-	-	-
-	-	1,538	-	1,538
-	-	-	-	-
-	250	1,538	-	1,788

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2023/24 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
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Budget 2024/25 and Future Years Approved at Council Feb 2023	Budget 2024/25 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
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Housing Where Residents Live Well

Chorley Adaptation Grant (Formerly DFG)	1,109	1,130	-	77	1,207
Land for Tree Planting	-	250	-	-	250
Leisure Centre Transfer	-	-	-	-	-
Leisure Centres Improvements	100	199	-	-	199
Leisure Centres Improvements - New Contract	1,700	1,000	-	-	1,000
Play, Recreation and Open Space Projects	1,000	1,885	-	113	1,998
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	97	-	-	97
Clean, safe and healthy homes and communi	7,499	8,286	-	190	8,476

1,550	1,550	-	-	1,550
-	-	-	-	-
-	-	-	-	-
100	100	-	-	100
-	1,240	-	-	1,240
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,650	2,890	-	-	2,890

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	18,191	(4,450)	190	13,930
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1,950	11,562	4,450	-	16,013
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Report of	Meeting	Date
Chief Executive (Introduced by Executive Member (Resources))	Executive Cabinet	Thursday 9 November 2023

Chorley Quarter Two 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 second quarter of 2023/24, covering 1 July 2023 to 30 September 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 second 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 17 (90%) 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, and one project (5%) has been rated as red. Action plans for the amber and red projects are contained within this report.

- 7. Performance of the Corporate Strategy indicators and key service delivery measures continue to be closely monitored, with 79% 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 Two

12. The council has committed to develop further options for the delivery of solutions for high quality, affordable and green housing. Work on this project has included a review of the data and intelligence around housing to enable effective discussions with stakeholders and to shape future plans.
13. As part of the council's commitment to supporting residents with the high cost of energy and to promote positive action on climate change progress has been made this quarter on the implementation of a home energy support scheme. A Home Energy Support Adviser has been successfully appointed. A home energy questionnaire has been developed, along with a list of addresses targeting residents with low energy efficiency. The council website has been updated to include information about the scheme and how individuals can participate. Promotional materials for the scheme will be distributed at community events and posted on social media. Work will continue during the next quarter with more scheduled community events and the commencement of home visits.
14. The project to deliver the Local Plan continued during the quarter with the sites for housing and employment being provided by the three councils. The sites have been mapped and provided to the various consultants and statutory consultees/public bodies for assessment. The Preferred Options Consultation response data has been collated and analysed. A Consultation Statement has been prepared and will be published in due course. Work is being undertaken with all stakeholders to conclude the site assessment and viability work and bring forward a report which will include a revised Local Development Scheme (LDS) setting out the time frame for the plan making process. Timescales for the development of the Local Plan will then be assessed and reprofiled to ensure that that sufficient progress is achieved.

Performance of key projects

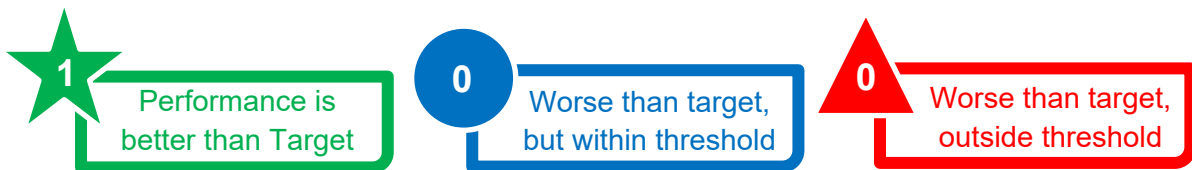


15. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter two, overall performance is good.
16. One project was classified as completed in quarter four 2022/23 indicating that it has delivered all milestones planned for this year:
- Open the extra care scheme at Tatton Gardens.

- 17. 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.
- 18. One project is rated as red, and is considered off track for delivery:
 - Deliver the local plan.

Project Title:		Project Status:
Deliver the Local Plan		Red
Explanation:	<p>Despite progress being made on the delivery of the Local Plan, this project has been rated off-track with a 'red' status due to delays that have impacted on the overall timescales of the project. The project has been impacted by delays in relation to elements within the site assessment and key decisions required to progress the programme.</p> <p>Progress has been made over the quarter with the Part One Preferred Options Consultation Statement completed and shared with the Joint Advisory Committee before being published in due course. The sites for housing and employment have been identified, mapped, and provided to the various consultants and statutory public bodies for assessment and feedback.</p>	
Action required:	<p>To progress the programme, work is being undertaken with all stakeholders to conclude the site assessment and viability work and bring forward a report for agreement at all three Councils, which will include a revised Local Development Scheme (LDS) setting out the time frame for the plan making process.</p> <p>Following this, timescales for the development of the Local Plan will be assessed and reprofiled to ensure that that sufficient progress is achieved.</p>	

Performance of corporate strategy measures



- 19. At the end of quarter two, one of the three corporate performance indicators under this priority is due to be reported.
- 20. One indicator is performing on or better than target:
 - The number of long-term empty properties in the borough

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 Two

21. Chorley Council remains committed to establishing an environmentally friendly and sustainable borough. Progress continued during quarter two with the primary focus on the implementation of natural green initiatives. This includes the successful promotion of the tree giveaway at Chorley Flower Show, which not only engaged residents but also generated substantial interest. As a result, people have already signed up for the next Tree Giveaway in quarter three. The wildflower meadows have thrived in a number of locations and preparations are now underway for autumn planting. The council has proactively ordered wildflower bulbs and has identified suitable locations for agreement and planting in November 2023.
22. Over the quarter, progress has been made in advancing a sustainable energy package to support businesses to thrive amid the current economic climate. Contract terms have been agreed with the Chamber of Commerce, ensuring their commitment to delivering a streamlined grant process ensuring that businesses can quickly access grant funding and deliver the outcomes as required by the UK Shared Prosperity Fund (UKSPF). Businesses are currently able to apply for the grant and the scheme is being promoted through email newsletters, social media and at events. A launch event will take place on 1 November and will include the introduction of the council's Climate Change Accreditation Scheme.
23. As part of the council's commitment to delivering improvements to key council buildings, work has continued in quarter two with proactive maintenance being undertaken. An Accommodation Working Group has been established, bringing together different services across the council and will provide a consistent, co-ordinated approach to drive forward all non-routine improvements to the council's working accommodation to ensure a modern and fit for purpose environment that supports the workplace strategy. Over the next quarter, the scope of the project will be reviewed and reprofiled to ensure that it meets the needs of the council.
24. The project to explore the feasibility of green energy in Chorley has progressed with the completion of a low carbon technology options report and has been presented to the Climate Change Working Group for review. The options paper provided an overview of the available low carbon and renewable technologies for the council. The Electric Vehicle (EV) Charge Point Study looking at further Electric Vehicle (EV) Charge Point across the council's assets (commercial, residential and car parks) has progressed with all required data collected and reports drafted for review by the Climate Change Working Group over the next quarter.
25. The programme of bus shelter upgrades across the borough as part of the commitment to improving public transport networks has progressed during the quarter with the tender for the supply and installation bus shelters has been undertaken. This year will see 19 bus shelters installed this year as part of a five year programme.

Tender responses have been evaluated with a contract award to be presented for approval in quarter three. Following the decision to install five living roof bus shelters next year (2024/25), site meetings have taken place to review the potential locations with 10 viable sites identified. The agreement for the five living shelter locations will be undertaken in quarter three.

Performance of key projects



- 26. There are five projects included in the 2022 Corporate Strategy under this priority and at the end of quarter two overall performance is good.
- 27. Four projects are rated as green, meaning they are progressing according to timescale and plan:
 - Deliver natural green initiatives,
 - Launch sustainable energy package for business,
 - Develop the use of green energy in the borough,
 - Deliver improvements to public transport networks.
- 28. One project is rated as amber, which is an early warning sign of delays with the project:
 - Improve our Council buildings.

Project Title:		Project Status:
Improve our Council buildings		Amber
Explanation:	This project is rated as Amber due to delays in advancing the heating system options and the need for more comprehensive exploration of wider improvements to the council’s buildings. Proactive maintenance has been a contributing factor.	
Action required:	To address this and ensure that that the project aligns to the organisation’s needs, an Accommodation Working Group which includes Property, Climate Change and Transformation and Change services will be established in October 2023. The group’s role will be to co-ordinate and drive forward all non-routine improvements to the council’s working accommodation to ensure a modern and fit for purpose environment. The scope of the project will be reviewed and reprofiled through the Accommodation Working Group.	

Performance of corporate strategy measures



29. At the end of quarter two, one of the four corporate performance indicators under this priority is due to be reported.
30. One indicator is performing below target but 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 Two:

31. As part of the council's commitment to preserving Astley Hall as a valuable community asset and promoting it as a visitor destination and attraction. During the quarter, the council has relocated all the artwork back to the art store and refurbished the walled garden glasshouse. Preparatory work has been completed to identify a list of improvement projects, which will utilise UK Shared Prosperity Funding (UKSPF) to fund the project. A list of projects will be brought forward to be delivered with detailed timescales over the next quarter.
32. Working with our partners to support skills, development, and innovation, the project to launch a skills and job programme continued to promote future career pathways and provide a local skills pipeline to meet the needs of local enterprise. During the quarter mapping of needs has taken place to identify upskilling, training and employability provision that is currently available in the area. The key themes for the programme are being developed, and the Employment and Skills Officer will work in collaboration with partners to help build relationships and enable closer working.
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 centres are being developed. The schemes will include areas outside of Chorley town centre and be focussed around improving the local environment and public realm. During this quarter, site investigations have taken place to evaluate the potential improvements that can be undertaken by the council to improve the identified local areas with a view to developing the schemes and options in quarter three.

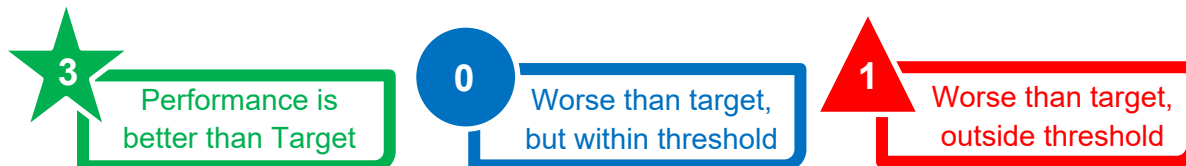
Performance of key projects



34. There are four projects included in the 2022 Corporate Strategy under this priority and at the end of quarter two, 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 two, four of the five corporate performance indicators under this priority are due to be reported.
38. Three indicators are performing on or better than target:
- The number of projected jobs created through Chorley Council support or intervention,
 - Number of business engagements by the Council.
 - The % of 16-17 year olds who are not in education, employment, or training (NEET)
39. One indicator is performing below target and outside the 5% threshold:
- The number of people who participate in a volunteering opportunity (as a result of an intervention by the Employment Service)

Indicator	Polarity	Target	Q2 2022/23	Q2 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	36	10	29	▲	Better than Q2 2022/23
Reason below target:	The Council continues to engage residents into volunteering opportunities via the employability service. However, the employability sector is very well resourced, and the council refers individuals and partners into existing provision. Support is provided to the employment network, working alongside the Department for Work and Pensions (DWP) and Lancashire Adult Learning (LAL) to deliver the events 'Raising Aspirations' in September 2023 and '50+ Mid-Life MOT' in October 2023.					
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. 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. 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 elements of this offer; bringing Food Clubs into the network and securing additional high quality spend opportunities, including an improved leisure offer.					

	<p>A celebration event is currently being planned to take place in November, with a communications plan that will commence prior to the event to 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>
Trend:	The indicator is performing better than the 10 reported in Q2 2022/23, which was also worse than target.

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 Two

40. The project to provide support for families and young people to start and live well continued during the quarter with steps taken to strengthen the referral pathways into the new social prescribing role for families. The Social Prescribing Link Worker has attended a number of networking and partner events to promote the provision including drop ins at Cotswold House, Inspire Youth Zone, and Schools' Headteachers Network. The successful school event 'Empowering Parents, Guardians and Carers' took place at the Town Hall and provided practical insights and expert advice to protect young people whilst empowering them in the digital era. At the event there were guest speakers from Change Talks, Better Health/Better Self, Homestart and Children and Family Wellbeing who were also available for one-to-one discussions. Over the next quarter the children and families social prescribing role will continue to be promoted. Delivery of a Train the Trainer Money Management Programme and a Parenting Programme will be developed with partners.
41. The Cost of Living Action Plan continues to deliver a range of activities that will support residents with the pressures of increasing food and energy prices. During quarter two the Holiday Activities and Food programme (HAF) summer delivery was successfully completed, with 1,409 funded attendees engaged over the summer holiday period. The Household Support Fund phase three has been fully distributed, totalling £426k. A comprehensive plan to deliver the Household Support Fund phase four (HSF4) was agreed at Council will a total value of £640k to be distributed. Delivery has commenced with the expansion of the Warm Spaces Programme throughout the summer months and the Welcome Spaces Programme, supporting residents to access cost of living support alongside social inclusion activity. The Affordable Warmth Grant has been distributed to 53 eligible households to deliver 103 improvements, including essential boiler repairs, glazing repairs, and loft insulation. Over the next quarter, the council will continue to deliver HSF4, distribute the affordable warmth grant and deliver Warm Spaces scheme over the winter months.
42. The project to deliver a health and wellbeing programme continued in the quarter delivering a number of activities to support and encourage active lifestyles and health and wellbeing. The Holiday Activities and Food (HAF) summer programme has been successfully delivered with an impressive attendance rate of 82%. The Weight Management programme groups has also been well attended, with attendees reporting positive outcomes around achieving and maintaining a healthy weight with

additional benefits such as increased confidence. The Adult Health and Wellbeing Grant continues to be distributed with a wide range of activity being delivered across the borough, including walking netball, walking football, seated yoga, photography, boxing for veterans, woodwork, cheerleading, gardening, and crafts. Over the next quarter, suicide prevention training is due to commence, and the council's health and wellbeing webpages will be updated and promoted to residents.

43. To support the delivery of high quality and responsive services, work has progressed to deliver the council's ambitious transformation programme. The focus this quarter has been on aligning new ways of working and processes within the pest control service, which is now a shared service across both councils. Delivery of the Property and Asset development plan has continued to enable a joint operating model. Over the next quarter a Customer Relationship Management (CRM) system will be procured, new external website forms will be developed, and the project will continue to deliver the Property and Asset development plan to support the delivery of exceptional services.
44. Progress has been made on the development of the Rural England Prosperity Fund project, which seeks to help support specific challenges in rural areas by offering a rural grants scheme to enable eligible businesses to make capital improvements to their operations. Over the quarter a collaborative agreement for the administration of the scheme has been secured with Lancashire County Council, ensuing agreed procedures and processes are in place to support the delivery, monitoring, and evaluation of the scheme. To ensure that the scope of the scheme is aligned to local needs and priorities, a consultation has been undertaken with local businesses to understand the level of demand and identify potential applicants. The scheme was launched on 15 September with expressions of interest now open for rural businesses across Chorley to apply for grant funding. Eligible businesses will have to complete a three stage application process to access the funding. Over the next quarter, the council will deliver its plan to promote the scheme and encourage expressions of interests from rural businesses by the closing date (6 October). Business planning workshops will be arranged, and one to one sessions will be in place to support businesses through the application process.

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 two 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

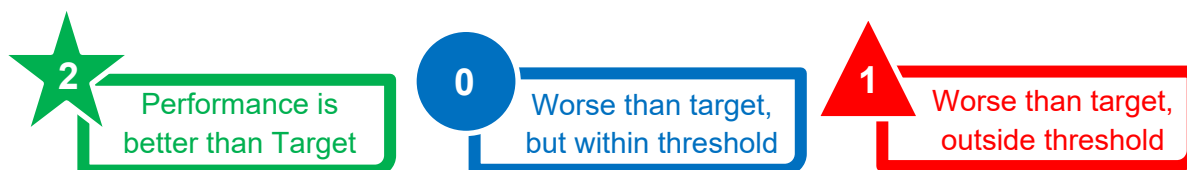


- 47. At the end of quarter two, five of the six corporate performance indicators under this priority are due to be reported.
- 48. Four indicators are performing on or above target or within the 5% threshold:
 - The number of referrals to the Social Prescribing service,
 - The percentage of service 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	Q2 2022/23	Q2 2023/24	Symbol	Trend
The number of visits to Council leisure centres	Bigger is better	234,00	170,912	179,458	▲	Better than Q2 2022/23
Reason below target:	Participation for quarter two has increased year on year based on the data from 2022-23 showing actions are having a positive impact to the levels of participation across the leisure centres. Performance has been impacted by the closure of Brinscall Baths. 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"> • A Commercial Activity Manager has been appointed and will be in post from October 2023, this is a new post created to drive participation across the contract, with a particular focus on 65+ and under 16 demographics. • A range of new classes launched from September 2023 which include Yoga at West Way Hub, Antenatal Fitness and Spin Shred at Clayton Green plus Circuits and Social at All Seasons. • Additional swim lessons will be added to the timetable and will launch from January 2024 to meet current demand and accommodate the current waiting list. 					
Trend:	The indicator is performing better than Q2 2022/23.					

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 two, three of the six corporate performance indicators under this category are due to be reported, and the full outturn information is available at appendix A.

52. Two indicators are performing on or above target:

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

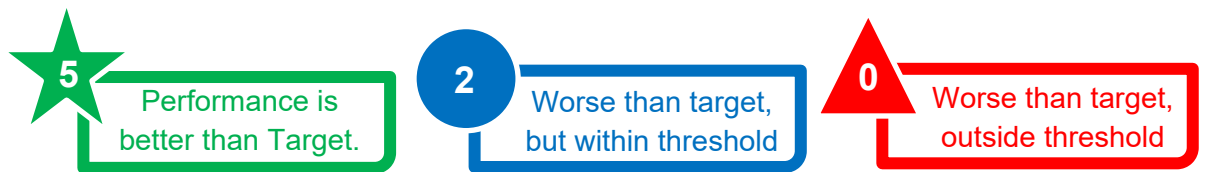
53. One indicator is performing below target and outside the 5% threshold.

- Overall employment rate.

Indicator	Polarity	Target	Q2 2022/23	Q2 2023/24	Symbol	Trend
Overall employment rate	Bigger is Better	73.8% (Regional Average)	75.1%	64.1%	▲	Worse than Q2 2022/23
Reason below target:	Unemployment is lower than the National and Regional averages. The biggest cohort affecting the employment rate relates to those people that are economically inactive. There has been a national trend since the pandemic of increasing numbers classified as economically inactive. The main reasons for this relate to ill health, looking after family members, students and retirement. A 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, leading to limited growth and businesses closures. This coupled with reduced budgets for public services, has caused businesses to be cautious on recruitment nationally over the recent years.					
Action required:	Further research is being undertaken to identify the reasons for economic inactivity. This will help identify those people who could potentially work but aren't currently. Work is continuing in collaboration with partners such as the Department of Work and Pensions (DWP), to develop employment support activities, which will be targeted at the cohorts identified. The council is working with businesses to identify job opportunities, this includes ensuring that any business growth leads to the creation of jobs and that businesses are meeting social value priorities. The council are also working with businesses to identify skills gaps to ensure that local residents are able to access any opportunities available.					
Trend:	This indicator is performing worse than then the 75.1% reported in Q2 2022/23 and is performing below the Northwest region and National average.					

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 two, all seven key service measures are due to be reported. The full outturn information for this is available at Appendix B.
56. All seven indicators are performing on or above target or within the 5% threshold:
- 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 Council Tax collected,
 - 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.

Climate change and air quality

57. 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

58. 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

59. 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

60. There are no financial implications arising from this report. The impact of performance on the financial position of the Council is reflected in the relevant revenue and capital quarterly financial monitoring reports.

Comments of the Monitoring Officer

61. There are no concerns with this report from a Monitoring officer perspective. The report is for information and noting – there are no direct legal implications arising.

Background documents

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

Appendices

63. 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:
Michael Johnson, Louise Wingfield (Senior Policy and Performance Officer, Policy and Performance Advisor)	Michael.johnson@chorley.gov.uk, louise.wingfield@chorley.gov.uk	01257 515151	18/10/23

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 2 2023/24	Trend		
Housing where residents can live well							
Number of long-term empty properties in the borough	Smaller is better	150	129 (Q1 2023/24)	121	★	Worse than Q2 2022/23	105
Percentage of households living in fuel poverty	Smaller is Better	National Average 14.6%	11.1% (Q1 2023/24)	To be reported Q1 2024/25		-	-
No. of affordable homes delivered	Bigger is Better	110	77 (Q4 2022/23)	To be reported Q4 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 (Q1 data)	Bigger is better	46.9%	45.4% (Q4 2022/23)	146.2%	●	Worse than Q2 2022/23	46.9%
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	100	95 (Q1 2023/24)	159	★	Better than Q2 2022/23	127
The % of 16-17 year olds who are not in education, employment, or training (NEET)	Smaller is better	3.0%	3.5% (Q1 2023/24)	1.9%	★	Worse than Q2 2022/23	1.5%
Number of people who participate in a volunteering opportunity (as a result of an intervention by the Employment Service)	Bigger is better	36	9 (Q1 2023/24)	29	▲	Better than Q2 2022/23	10
Number of Business Engagements by the Council	Bigger is better	450	235 (Q1 2023/24)	527	★	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 one 2023/24 performance. Its previous performance relates to quarter four 2022/23.

Indicator Name	Polarity	Target	Previous Reported Period	Quarter 2 2023/24		Trend	
Healthy, safe, and engaged communities							
The number of visits to Council's leisure centres	Bigger is better	234,000	89,854 (Q1 2023/24)	179,458 (89,604)		Better than Q2 2022/23	170,912
Number of people referred to social prescribing, including Population Health Management	Bigger is better	350	253 (Q1 2023/24)	499		Worse than Q2 2022/23	1043
Number of volunteer community groups supported to improve by the Council	Bigger is better	50	51 (Q1 2023/24)	86		Worse than Q2 2022/23	115
% of service requests received online	Bigger is better	50%	61.11% (Q1 2023/24)	56.79%		Worse than Q2 2022/23	63.01%
% of customers dissatisfied with the service they have received from the council	Smaller is better	17%	12.10% (Q1 2023/24)	17.46%		Worse than Q2 2022/23	15.76%
% 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	73.8% (Regional Average)	67.5% (Q1 2023/24)	64.1%		Worse than Q2 2022/23	75.1%
The number of claimants as a proportion of resident population of the area aged 16-64	Smaller is Better	4.1% (Regional Average)	2.4% (Q1 2023/24)	2.4%		Better than Q2 2022/23	2.5%
Town Centre Vacancy Rate	Smaller is better	² 10.9% (National Average)	10.2% (Q1 2023/24)	8.5%		Better than Q2 2022/23	9.4%
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		-	-
Percentage 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		-	-

²This indicator tracks against the national average which is provided on a quarterly basis from an external source, the next report will not be available until November. Therefore, the latest available national average (Quarter One) has been used. At quarter two 2022/23 the national average was 10.9% and the average over the year was 10.8%.

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 2 2023/24		Trend	
				Value	Status	Comparison	Value
% MINOR planning applications decided within 8 weeks or agreed time extension	Bigger is Better	85%	98% (Q1 2023/24)	96.23%	★	Worse than Q2 2022/23	100%
% MAJOR planning applications decided within 13 (16 for EIA) weeks or agreed time extension	Bigger is Better	80%	100% (Q1 2023/24)	100%	★	Better than Q2 2022/23	80%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is Better	5.37 days	1.96 days (Q1 2023/24)	3.83 days	★	Better than Q2 2022/23	5.37
Percentage of Council Tax collected	Bigger is Better	55.34%	28.09% (Q1 2023/24)	54.91%	●	Worse than Q2 2022/23	55.34%
Percentage of Business Rates (NNDR) collected	Bigger is Better	51.97%	25.68% (Q1 2023/24)	50.16%	●	Worse than Q2 2022/23	51.97%
Contact Centre inbound calls answered within wait time of <5 minutes	Bigger is Better	40%	76.49% (Q1 2023/24)	84.29%	★	New for 2023/24	-
Percentage of inbound calls to the Contact Centre answered within 90 seconds	Bigger is Better	40%	45.66% (Q1 2023/24)	58.91%	★	New for 2023/24	-

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Report of	Meeting	Date
Director (Finance) (Introduced by Executive Member (Resources))	Executive Cabinet	Thursday 9 th November 2023

Property Valuation Services Procurement

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. To seek Member approval to engage in a joint procurement exercise with South Ribble Council and Blackburn with Darwen Council to procure property valuation services for assets within the Council's portfolio.

Recommendations to Executive Cabinet

2. That Members agree to the procurement with South Ribble Council and Blackburn with Darwen Council, being a collaborative exercise.
3. To delegate authority to the Executive Member (Resources) to agree the route to contract (eg full tender, framework) and to agree the scoring methodology and scoring matrix.

Reasons for recommendations

4. The procurement will result in a separate contract for each council's valuation requirement, however running the procurement process together will create efficiencies in officer time and cost.
5. Working with Blackburn with Darwen will provide access to greater resource capacity in procurement than we currently have in-house.

Other options considered and rejected

6. Tendering for this procurement without the benefit of the joint exercise would lead to additional officer resource to deliver the tender, for the same or less competitive results.

Corporate priorities

7. 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

- 8. Member approval is being sought to undertake a procurement exercise with South Ribble and Blackburn with Darwen Councils for the renewal of the property valuation services.
- 9. The current contract is for a twelve month period and will expire in December 2024. New arrangements will be contracted under a longer term agreement to create more interest and competition in the procurement exercise, and to achieve preferential pricing.
- 10. The tender exercise will be undertaken in compliance with Contract Procedure Rules and Procurement Guidance. Considering the annual cost of the valuations across the councils, and the multiple years the contract will run for, this will be a high value procurement.

Joint Procurement Exercise

- 11. As this is a would be a joint procurement exercise, details on the route to procurement, scoring methodology and scoring matrix cannot be included at this stage.
- 12. It is possible that a procurement framework, such as Crown Commercial Services may be used, or a full tender exercise undertaken.
- 13. Tender Evaluation Criteria and Weighting will be decided jointly between the councils involved in the exercise.
- 14. The points in paragraphs 12 and 13 will be considered and agreed by the Executive Member (Resources).

Climate change and air quality

- 15. The work noted in this report has an no impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.

Equality and diversity

- 16. Not Applicable.

Risk

- 17. Valuation of the councils' assets is a statutory requirement for completion of the annual accounts and without the timely valuations provided by appropriately qualified surveyors the accounts could not be completed.

Comments of the Statutory Finance Officer

18. There are no direct financial implications at this stage. As the procurement moves forward, the outcome will be reported through the relevant and required approval routes. There is an existing budget for this service and it is not anticipated there will be a significant increase in costs.

Comments of the Monitoring Officer

19. The proposal is lawful and enables continuing service provision with the economies of scale of a joint procurement likely to lead to savings. The procurement exercise itself must be in accordance with the Council's CPRs. If it were proposed to depart from them (for example to Comply with BwDBC's CPRs) then it would be appropriate to get executive approval at that time.

Background documents

There are no background papers to this report.

Appendices

There are no appendices to this report.

Report Author:	Email:	Telephone:	Date:
Jean Waddington (Principal Financial Accountant)	jean.waddington@chorley.gov.uk	01257 515233	9 th October 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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Report of	Meeting	Date
Interim Deputy Chief Executive (Introduced by Executive Member (Customer, Streetscene and Environment))	Executive Cabinet	Thursday, 9 th November 2023

Chorley Council Sustainable Building Policy - Approval of Policy

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

1. To provide an overview of the proposed Chorley Council Sustainable Building Policy.
2. To provide information regarding the integration of the policy from relevant teams throughout the Council.
3. To seek approval for the adoption of the Chorley Council Sustainable Building Policy.

Recommendations to Executive Cabinet

4. To approve the adoption of the Chorley Council Sustainable Building Policy.

Reasons for recommendations

5. The Council declared a climate emergency in 2019, and as part of this set the ambitious goal to be net zero by 2030 for both the borough and the council. The integration of low carbon and sustainable measures into all existing and new developments is a key factor in progressing the Council to reach it's goal of net zero by 2030.

Other options considered and rejected

6. To reject the proposal of the policy and to continue retrofitting and development with existing practices.

Executive summary

7. The Chorley Council Sustainable Building Policy has been developed as a cross council effort to ensure feasibility. The focus of the policy is capturing the work the council already completes and ensures sustainable development is the highest priority of all work completed.

- 8. The Sustainable Building Policy has been developed for use on Council building's which the Council has full control over or new developments.

Corporate priorities

- 9. 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 development of a sustainable building policy for the Council is an action within the Climate Change Strategy:

“Develop and implement a sustainable policy for Council buildings to ensure that all development the Council undertakes meets sustainability and net zero targets and there is a clear action plan for existing buildings to be decarbonised”

Reasoning behind a sustainable building policy

- 11. There is a need for a sustainable building policy to ensure that the carbon footprint of the Council continues to decrease towards meeting the Council's own goal of being net zero by 2030.
- 12. Whilst efforts are currently taken towards lowering the carbon footprints of buildings such as meeting BREEAM ratings on new developments, this solidifies the Council's existing efforts and commits the Council to taking further efforts to ensuring that work lowers the Council's carbon footprint.
- 13. There are a number of councils who have publicly released their sustainable building policies including Shropshire, West Sussex, Scarborough and West of Vale Horse. However, from communications through UK100 it is estimated that around 1/3 of councils nationally have internal sustainable building policies. The publicly accessible policies were used as a guide when developing the proposed policy.

Overview of the sustainable building policy

- 14. The sustainable building policy has been developed alongside asset management officers. Both officers completed and passed a low carbon retrofitting assets course to ensure policy development is well informed and feasible.
- 15. The sustainable building policy has been developed to differentiate between new developments and the refurbishment of existing developments. This is due to the increased ability to have lower carbon buildings when building new developments than when retrofitting existing developments.
- 16. The policy has 12 focus points for new developments and 10 focus points for refurbishment of existing developments. These include minimising heat loss, renewable energy generation, waste reduction and consultation with the climate change team.

17. An exception form has been produced alongside the policy for focus areas which cannot be completed within a development for a specific reason. Exception reports are to be approved by SMT prior to continuation of the project.
18. The exception report follows a similar format to that of the corporate project exception report for ease of completion and the simple format allows for a fast turn over time with regard to completion and submission.
19. Regarding refurbishment of existing assets, a condition has been set within the policy, so the policy is only in place for refurbishments over £200,000. This allows for smaller renovations and requires work to take place without the policy coming into force however larger whole building refurbishments will need to factor in low carbon improvements. Any which cannot be done can be explained within an exception report for approval.
20. The success of the policy will be monitored through the annual carbon footprints, which are completed for each building within the Council's control. The carbon footprint reports for 2021 and 2022 will be coming in due course for review.
21. The addition of this policy is not expected to add issue during the planning application process of development, with most measures not adding additional approval procedures. The new local plan is expected to cover a number of items covered within this policy, however the local plan will not be enforceable for at least another year.

Comments from Assets and Developments Team and other relevant teams

22. The Head of Property and Development and the Head of Operational Assets have reviewed the policy and exception report and have provided comments regarding the policy provided below:
 - a. Implementing the sustainable building policy across new build and refurbishment projects supports the Council net zero goal and will offer significant benefits across the property estate and new developments. This will include energy and cost savings through efficient resource use, a reduced carbon footprint, improved indoor air quality, enhanced occupant health and productivity, lower water consumption, decreased waste generation, and a positive impact on the environment and local community. The policy also contributes to meeting regulatory requirements, attracting environmentally conscious tenants, and positioning properties for long-term value and resilience.
 - b. Due to the higher upfront costs and specialised requirements a thorough consideration of sustainable building practices will be considered at project inception and an exception report will be prepared if these practices make a scheme unviable.
23. HR have stated that the current proposal has no HR implications.

Comments from the Climate Change Working Group

24. The draft policy was reviewed by the working group on 26th September 2023.
25. The Climate Change Working Group agreed with the proposed policy and acknowledged the progress the policy will allow the Council to take towards net zero by 2030.

Climate change and air quality

26. The work noted in this report has an overall positive impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
27. 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.
28. This policy will lower the Councils overall carbon footprint and aid it getting it closer to net zero.

Equality and diversity

29. The work noted within this report has been evaluated for equality and diversity within the climate change strategy integrated impact assessment.

Risk

30. There are no risk implications of the policy as it stands, risk implications during the implementation of the policy during construction will be evaluated for each individual policy.

Comments of the Statutory Finance Officer

31. There are no direct financial implications arising from the report at this stage, however as schemes are brought forward in the future, their cost effectiveness will need to be assessed considering the impact on the revenue budgets of the council and the affordability of this.

Comments of the Monitoring Officer

32. The adoption and implementation of a Sustainable Building Policy is designed to make a positive contribution to the council's environmental commitments and comply specifically with our Climate Change Strategy. This policy will apply to Council buildings. From a legal perspective there are no concerns with what is proposed.

Background documents

33. There are no background papers to this report

Appendices

- Appendix 1 – Proposed Chorley Council Sustainable Building Policy
Appendix 2 – Exception Report

Report Author:	Email:	Telephone:	Date:
Sally Green (Climate Change Officer)	Sally.Green@chorley.gov.uk	01257 515845	06/10/2023

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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Chorley Council

Sustainable Building Policy

A Policy to cover all new and existing developments to ensure they meet the Council's net zero by 2030 goals

1. Introduction

- 1.1. In November 2019, the Council set the ambitious goal of becoming Net Zero by 2030. This goal is 20 years ahead of the government's own Net Zero by 2050 goal.
- 1.2. To achieve net zero, the Council are committed to ensuring the decarbonisation of its own buildings amongst other programmes of work. The Council strives to ensure the energy efficiency of all buildings built within the borough through the Local Plan, enforcement of building regulations and supporting local businesses and developers.
- 1.3. The Council holds a portfolio of its own assets and continues to construct more to allow for the continued progression of the community and revenue. The Council strives to lead by example following building standards above and beyond those of building regulations. Chorley Council's sustainability policy sets out the standards which the Council follows during new development constructions and refurbishment of existing stock. This ensures the climate resilience of our own buildings and sets an example for other businesses and developers within the borough.
- 1.4. The Council follow several statutory requirements for constructions including Minimum Energy Efficiency Standards for rented properties, the Heat and Buildings Strategy which requires a significant reduction in energy usage for all buildings and the Future Homes Standard. Whilst this policy goes beyond several criteria covered within national policy, there is a national shift to more sustainable and energy efficient homes.
- 1.5. The Council has also signed up to the UK100, which in signing the Council committed to working towards being net zero as a Council by 2030, which will in turn require a significant decarbonisation of our buildings.

2. Aims and Objectives

- 2.1. The purpose of this policy is to ensure the sustainability of our buildings. This policy will ensure that the buildings do not increase the carbon footprint of the Council or of the borough significantly and ensure the future resilience of our infrastructure.
- 2.2. This policy allows for all reasonable endeavors to be considered with climate mitigation and climate resilience at the heart of all decisions during scope, planning and execution. The Council fully accepts that each point within the policy may not be met for each development, however it allows all reasonable actions to be exhausted before works commence.
- 2.3. This policy solidifies work that the Council is already doing during the construction and renovation of our assets.
- 2.4. This work ensures that the Council is working towards its goal of being Net Zero by 2030 and retaining the decarbonisation achievement beyond that date.
- 2.5. This policy is for Council owned and constructed assets only.
- 2.6. The policy has been divided into New Developments and Refurbishments of Existing Developments, due to the differences and feasibility between a new build construction and refurbishment.

- 2.7. Following UK Government Standard as a standard, a cost effective measure would be considered any measure less than £425 per tonne of carbon saved overall. This is a guide for a comparison of carbon cost savings. This is not a set threshold and some larger works will likely go above this threshold however will still be required to ensure the safety and continued use of the development

3. Exception Report

- 3.1. This policy sets out several points to be considered during planning. However, the Council is aware that not all points within the policy can be undertaken due to building type, feasibility, or cost etc. If this is the case and all reasonable endeavors have been considered an exception report should be completed which covers the reasoning and any proposed alternatives to be considered for approval by the Senior Management Team.
- 3.2. Following approval from the Senior Management Team the Exception Report should be filed and work continued following the approved amendments and any reasonable alternatives approved by Senior Management.

4. New Developments

a. BREEAM and EPC

- 4.1. All building schemes will have a BREEAM rating minimum of “Very Good”.
- 4.2. Energy Performance Certificates and Display Energy Certificates will be required. For schemes which are not following BREEAM standards, for extenuating circumstances, they will require an EPC Rating of A.
- 4.3. A Fabric first approach for windows and insulation should be the first consideration when planning for works.

b. Space Heating

- 4.4. Heating systems must be zoned where appropriate, additional consideration will need to be given to multistory/vaulted spaces.
- 4.5. Space heating must not exceed a set point of 20 degrees Celsius, unless there is a specific project requirement to increase this number. The heating of the building must comply with the hours of buildings use, to prevent heating of a vacant building overnight.
- 4.6. In work areas, cooling systems should be considered with increasing summer temperatures. Air conditioning units should be factored against energy consumption and energy efficiency.

c. Boilers

- 4.7. All boilers must be fully electric, with no gas usage within the building, boilers must be rated as A+.
- 4.8. If a gas boiler is approved through an exception report, the boiler must be hydrogen ready.

d. Lighting

- 4.9. All lighting must be LED, with motion control sensors wherever possible such as walkways and entrance halls.
- 4.10. Consideration must be taken regarding the lumen of lights used in each space. Walkways, corridors, and toilets do not require a lumen as high as those within office space.

e. Renewable Energy Generation

- 4.11. Renewable energy generation should also be designed into the building scheme with different energy generation options considered depending on the nature of the scheme.
- 4.12. Solar panels will be incorporated into all new build projects. Where these are installed, safe access must be included as part of the installation to ensure future access for maintenance.

4.13. Other renewable power and heat sources must also be explored. These could include;

- Solar thermal
- Heat exchanges
- Biomass
- Ground and air source heat pumps
- Heat exchange units

4.14. When a scheme includes multiple buildings a district heating scheme with all buildings should be explored and included within the feasibility report.

f. Building Management System (BMS)

4.15. Buildings must be zoned between different rooms and areas, with heating being managed and monitored per zone with smart thermostats to prevent exceedances of space heating values and discomfort of users.

4.16. A relevant BMS system must be installed and resourced after installation. The system should be a Trend System or Trend System compatible to ensure continuity between buildings.

g. Thermal Bridging Reduction

4.17. Thermal bridging between materials should be minimised to the greatest extent possible. Particular attention will need to be made at window joints and roof to wall joints.

4.18. There should be no gaps of insulation within the building and the building should be fully draught proofed throughout to minimize heat air exchange.

h. Energy efficiency through landscaping

4.19. A landscaping design should be produced for the development.

4.20. The landscaping of the site must factor in the use of trees for shading, preventing overheating within the building. Plant species used must be environment specific, ie draught or waterlogged species, to ensure success. When planting the positioning of any solar panels must also be considered to ensure solar gain is not lost.

4.21. Building orientation will also require consideration to ensure a minimization of overheating, such as avoiding south facing atriums.

i. Water Efficiency

4.22. Developments will need to have a water automated meter reading installed on all meters.

4.23. For taps, in WC suites flow rates must be less than 4 litres/minute and in kitchens flow rates must be 5 litres/minute. These could be delivered through aerated easy push percussion taps.

- 4.24. Within commercial building showers, aerated shower heads must be installed with flow rates of 6 litres/minute or below.
- 4.25. Rain water must be collected from the site in either water butts or grey water tanks and filtered, depending on the size of the site.
- 4.26. Where feasible, collected rainwater (grey water) should be filtered and reused within the building for use in grey water systems such as for toilets and dishwashers.

j. Transport

- 4.27. Electric Vehicle Chargepoints must cover 10% of parking spaces within any carparks developed alongside the build.
- 4.28. All car parks must have secure bike storage installed alongside the car park, with enough capacity for 15% of staff within the building at full capacity.

k. Waste and Locality During Building and Resourcing

- 4.29. When choosing resources and materials the carbon footprint of these items will need to be considered and weighed between waste and locality. Resources and materials should be sourced as locally as possible to lower travel footprints.
- 4.30. When sourcing resources and materials, the waste which will remain must be considered and minimized where possible, this should include any packaging off cuts and purposeful over-ordering.
- 4.31. The waste and locality of materials should be calculated as a carbon footprint figure as a means of comparison prior to purchase.

l. Resourcing

- 4.32. An adoption resource plan will need to be devised prior to completion of development and approved by Senior Leadership.
- 4.33. A resourcing plan must include monitoring and maintenance of electrical equipment including renewable sources, energy usage and the building management system.
- 4.34. This will also be required for leased buildings, which can be written in conjunction with the tenant to ensure the upkeep of the development.

m. Climate Change Team Consultation

- 4.35. A member of the Climate Change Team will need to be consulted on the project from the commencement of the project.
- 4.36. There will be particular focus during the design and final plans of the project.

5. Refurbishment of Existing Developments

- 5.1. Refurbishment is a key area to ensure the progression of the Council and upkeep of its stock. Refurbishment is often completed due to requirement; however, care and consideration should be taken with regard to improvement of the carbon footprint of the development whilst works are planned.
- 5.2. Work is underway within the Council to develop a decarbonizing retrofitting plan which will focus on the highest carbon emitters first, this plan will costs the works following the constructions points within this policy.
- 5.3. This policy only applies to the refurbishment of developments which are completed as a whole building refurbishment and a project budget of over £200,000

a. EPC

- 5.4. Energy Performance Certificates and Display Energy Certificates will be required. Following refurbishment, the building will require an EPC Rating of B, where feasible.
- 5.5. A Fabric first approach for windows and insulation should be the first consideration when planning for improvement works.

b. Space Heating

- 5.6. Heating systems must be zoned where appropriate, additional consideration will need to be given to multistory/vaulted spaces.
- 5.7. Space heating must not exceed a set point of 20 degrees Celsius, unless there is a specific project requirement to increase this number. The heating of the building must comply with the hours of buildings use, to prevent heating of a vacant building overnight.

c. Boilers

- 5.8. Any boilers being replaced must be fully electric, with no gas usage within the building, boilers must be rated as A+.
- 5.9. If a gas boiler is approved through an exception report, the boiler must be hydrogen ready.
- 5.10. There is an expectation that boiler replacement in projects below the threshold cost of this policy will still be replaced with electric A+ boilers.

d. Lighting

- 5.11. All lighting must be LED, with motion control sensors wherever possible such as walkways and entrance halls.

- 5.12. Consideration must be taken regarding the lumen of lights used in each space. Walkways, corridors and toilets do not require a lumen as high as those within office space.
- 5.13. There is an expectation that LED lighting will be installed in all buildings during light replacement in projects below the threshold of this policy.

e. Renewable Energy Generation

- 5.14. Renewable energy generation should also be evaluated during the design of the scheme with different energy generation options considered depending on the nature of the scheme.
- 5.15. The strength integrity of the roof must be evaluated for solar installation. If the building is deemed to hold sufficient strength integrity, solar panels should be installed.
- 5.16. Other renewable power and heat sources must also be explored. These could include;
 - Solar thermal
 - Heat exchanges
 - Biomass
 - Ground and air source heat pumps
- 5.17. When a scheme includes multiple buildings a district heating scheme with all buildings should be explored and included within the feasibility report.

f. Thermal Bridging Reduction

- 5.18. Thermal bridging between materials should be minimised to the greatest extent possible. Particular attention will need to be made at window joints and roof to wall joints.
- 5.19. There should be no gaps of insulation within the building

g. Building Management System (BMS)

- 5.20. Buildings must be zoned between different rooms and areas, with heating being managed and monitored per zone with smart thermostats to prevent exceedances of space heating values and discomfort of users.
- 5.21. A relevant BMS system must be installed and resourced after installation. The system should be a Trend System or Trend System compatible to ensure continuity between buildings.

h. Transport

- 5.22. Installation of Electric Vehicle Chargepoints in existing car parks should be investigated for feasibility with a goal to cover 10% of the car park. Any new car parks constructed must include 10% coverage of Electric Vehicle Chargepoints.
- 5.23. All existing car parks must be investigated for installation of secure bike storage, with a goal for enough capacity for 15% of staff within the building at full capacity.

i. Waste and Locality During Building and Resourcing

- 5.24. When choosing resources and materials the carbon footprint of these items will need to be considered and weighed between waste and locality. Resources and materials should be sourced as locally as possible to lower travel footprints.
- 5.25. When sourcing resources and materials the waste which will remain must be considered and minimized where possible, this should include any packaging off cuts and purposeful over-ordering.
- 5.26. The waste and locality of materials should be calculated as a carbon footprint figure as a means of comparison prior to purchase.

j. Resourcing

- 5.27. An adoption resource plan will need to be devised prior to completion of refurbishment and approved by Senior Leadership.
- 5.28. A resourcing plan must include monitoring and maintenance of electrical equipment including renewable sources, energy usage and the building management system.
- 5.29. This will also be required for leased buildings, which can be written in conjunction with the tenant to ensure the upkeep of the development.

k. Climate Change Team Consultation

- 5.30. A member of the Climate Change Team will need to be consulted and involved with the project from the commencement of the project.
- 5.31. There will be particular focus during the design and final plans of the project.

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Chorley Council Sustainable Building Policy Exception Report

Project Title:

Lead Officer:

Approvals

STAKEHOLDER NAME AND TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECIEVED

TO BE COMPLETED BY SENIOR MANAGEMENT ONLY

Senior Management Decision and Reasoning

Project Issue

Criteria Point Under Question
Reasoning for Proposal to Differ from Policy Point

Proposed alternative for the project

Estimated Carbon Production Increase Following Any Approvals

Other Options Considered

Recommendation