

Council

Tuesday, 30th January 2024, 6.30 pm
Council Chamber, Town Hall, Chorley and YouTube

Agenda

Apologies

1 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.

2 Minutes

(Pages 3 - 8)

The minutes of the extraordinary meeting held on 17 January will follow.

3 Mayoral Announcements

4 Public Questions

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.

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

5 Executive Cabinet

(Pages 9 - 12)

To consider a general report of the Executive Cabinet held on 12 October, 9 November & 7 December. The report from the 18 January meeting will come to follow.

6	Overview and Scrutiny Committee and Task and Finish Groups	(Pages 13 - 20)
	To receive and consider the general report of the Overview and Scrutiny Committee held on 5 October. The Overview and Scrutiny Performance Panel held on 23 November and 11 January and Task Group update.	
	The report from the Overview and Scrutiny Committee meeting held on 25 January will come to follow.	
7	Governance Committee	(Pages 21 - 32)
	To receive and consider the general report of the Governance Committee held on 27 September 2023, 29 November 2023 and 17 January 2024.	
8	Fees and Charges	(Pages 33 - 36)
	To receive and consider the report of the Director of Finance.	
9	Recycling and Waste Strategy	(Pages 37 - 68)
	To receive and consider the report of the Director of Customer and Digital.	
10	Questions Asked under Council Procedure Rule 8 (if any)	
11	Any urgent business previously agreed with the Mayor	
12	To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 10	

Chris Sinnott
Chief Executive

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Minutes of

Council

Meeting date

Tuesday, 21 November 2023

Committee

Members present:

Councillor Tommy Gray (Mayor), Councillor
Gordon France (Deputy Mayor) and Councillors
Tommy Gray, Gordon France, Sarah Ainsworth,
Aaron Beaver, Julia Berry, Alistair Bradley,
Michelle Brown, Mark Clifford, Alan Cullens,
Karen Derbyshire, Margaret France, Danny Gee,
Christine Heydon, Alex Hilton, Terry Howarth,
Hasina Khan, Samir Khan, Zara Khan,
Michelle Le Marinel, Roy Lees, Adrian Lowe,
Samantha Martin, June Molyneaux, Alistair Morwood,
Dedrah Moss, Beverley Murray, Alan Platt, Debra Platt,
Aidy Riggott, Jean Sherwood, Chris Snow,
Craig Southern, Arjun Singh, Kim Snape, Ryan Towers,
Jenny Whiffen, Neville Whitham, Alan Whittaker,
Joan Williamson and Peter Wilson

Committee

**Members present
virtually
(non-voting):**

Councillors Matthew Lynch and Pauline McGovern

Officers:

Chris Sinnott (Chief Executive), Kim Rennie (Interim Deputy Chief Executive), Chris Moister (Director of Governance/Monitoring Officer), Asim Khan (Director of Customer and Digital), Darren Cranshaw (Head of Democratic Services), Polly Patel (Performance and Partnerships Manager) and Ruth Rimmington (Democratic Services Team Leader)

A video recording of the public session of this meeting is available to view on [YouTube here](#)

56 Declarations of Any Interests

Councillor Alan Platt declared a personal interest in item 7. Review of Members' Allowances Scheme 2023 as Chair of the Governance Committee.

Councillor Aidy Riggott declared a personal interest in item 10. Woodlands Site due to his Cabinet position at Lancashire County Council.

57 Minutes of meeting Tuesday, 19 September 2023 of Council

Resolved (unanimously) that the minutes of the Council meeting held on 19 September 2023 be approved as a correct record for signature by the Mayor.

58 Mayoral Announcements

The Mayor updated members on fundraising activities and charity events, including a White Ribbon UK event and a forthcoming Christmas Tea Dance.

The Leader congratulated the Mayor on the recent completion of the Santa dash in aid of Derian House.

59 Public Questions

There were no public questions for consideration.

60 Corporate Strategy Refresh 23/24

The Executive Member (Resources), Councillor Peter Wilson presented the report of the Chief Executive which sought approval for the refresh of the Corporate Strategy 2023/2024.

Over the past 12 months the council had continued to deliver improved outcomes for the borough and residents, communities and businesses. This included opening a second extra care scheme at Tatton Gardens, a new community centre, GP surgery and café.

Other achievements included the completion of Strawberry Meadows Business Park and the launch of a household energy support scheme. Projects had also been undertaken towards climate change objectives and safe and healthy communities, including the launch of a health and wellbeing programme. Additionally, family support to enable the best start in life, plus jobs skills to ensure meaningful employment.

For the Corporate Strategy 2023, the vision, priorities and long term-outcomes remained the same to ensure that the long-term impacts of strategic activity and investment were maintained. The strategy continued to progress on action to address the economic impact of unprecedented inflation rates and high cost of living including support for businesses and activity to increase jobs and skills.

The strategy responded to the needs of communities, moving health and wellbeing initiatives into their next phase of delivery and doing more for neighbourhoods right across the borough. Housing and homelessness prevention remained key themes for the strategy with specific council action to ensure that everyone was able to live in good quality, energy efficient and suitable homes.

The four priorities continue to be:

- 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

The performance measures had also been reviewed and updated. Indicators had been amended and targets updated to reflect performance over the past months as well as to better align to future priorities.

The key projects that would be delivered under each priority, to support the Council to meet its commitments were:

Housing where residents can live well

- Refresh the Prevention of Homelessness Strategy
- Develop and deliver a plan to improve housing standards across the borough
- Deliver the Home Energy Support Scheme
- Refresh the Housing Strategy
- Deliver the Local Plan

A green and sustainable borough

- Continue to deliver improvements to Chorley's bus shelter network
- Increase the number of parks with a Green Flag Status
- Deliver the Business Energy Support Scheme to boost businesses across the Borough
- Deliver a Rural Business Support and Grant Scheme
- Maintain and improve council buildings
- Develop and deliver a plan to improve Chorley bus station
-

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

- Develop a destination management plan for the borough
- Deliver a Jobs and Skills Programme to upskill residents across the borough
- Refresh of the Economic Development Strategy to promote growth across the borough

Healthy, safe and engaged communities

- Launch an Enhanced Social Prescribing service focussed on supporting family and early years
- Deliver the Cost of Living Action Plan
- Deliver a Health and Wellbeing Programme to support the needs of residents across the borough
- Delivery of a Borough anti-social behaviour action plan
- Refresh and deliver the Transformation Programme

It had been announced the previous day that, following a bid submitted in June 2022, the council had been successful in securing £20m from the Government's Levelling Up fund for the regeneration of Chorley Town Centre.

Councillor Hasina Khan spoke in support of the proposal, particularly relating to the proposals relating to social prescribing and the work already undertaken at Tatton.

It was noted that the target relating the number of affordable homes delivered would be changed from 111 annually to 75 to ensure this remained realistic. Councillor Wilson agreed to keep this under review.

Members discussed the delivery the Local Plan and noted the challenges surrounding this, although all partners wished to achieve the target date for completion to avoid the need to restart the process.

The Leader of the Opposition, Councillor Alan Cullens, noted his support for the Government's Levelling Up fund and UKSPF support for rural businesses.

It was noted that not all trees planted survived, but it was hoped a good percentage would, as they were planted in partnership with organisations such as United Utilities and the Forestry Commission.

The percentage of customers dissatisfied with the service they have received from the Council target of less than 17% was queried, but the Deputy Leader advised he was comfortable with this target.

Some good work had been undertaken relating to empty properties in the Borough, and the desire to keep these properties in circulation was reiterated.

The Deputy Leader, Councillor Peter Wilson proposed and the Executive Leader, Councillor Alistair Bradley seconded and it was **Resolved (by majority 35:0:5) That the Corporate Strategy 2023/2024 be approved.**

61 Committee appointments

The Leader of the Opposition, Councillor Alan Cullens, proposed and the Deputy Leader of the Opposition, Councillor Alan Platt seconded and it was **Resolved (unanimously)**

1. **To note the Shadow Cabinet positions as follows:**

Finance and Chief Executive	Councillor Alan Cullens
Policy and Governance	Councillor Alan Platt
Customer and Digital	Councillor Aidy Riggott
Planning and Development	Councillor Craige Southern
Communities	Councillor Debra Platt

2. **To appoint Councillor Alan Platt as a member of the Development & Assets WG in place of Councillor Aidy Riggott.**

62 Review of Members' Allowances Scheme 2023

Councillor Alan Platt declared a personal interest as the Chair of the Governance Committee.

The Executive Leader, Councillor Alistair Bradley presented the report of the Director of Governance.

The members of the Independent Remuneration Panel were appointed by the Council at the last meeting and had met to consider the points as requested.

The Executive Leader and Leader of the Opposition thanked the Panel for their work.

Following a query from the Leader of the Opposition the Executive Leader agreed that the Deputy Portfolio Holders produce an annual report, in conjunction with their Executive Member, moving forwards.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded, and it was **Resolved (40:0:1)**

1. **To add a new role within the Members Allowances Scheme 'Deputy Portfolio Holder' with a payment of £1,619.96.**
2. **To increase the payment for the Vice Chair of Governance from £56.70 (½ day) when they chair the meeting due to the absence of the Chair to a flat rate of £1,619.96 per annum.**
3. **To increase the payment for the Chair of Governance from £1,942.74 to £3,288.65.**
4. **To add an option to the annual uprate mechanism in the event of a lump sum payment to staff of the middle percentage of the salary scales, from the lowest – to the highest. The scales used would be the Shared Services pay scales, from the lowest scale up to the Chief Executive. The median percentage increase for 2022-23 and 2023-24 is 5.95% and 5.62% respectively.**
5. **To pay these new allowances with effect from the Annual Meeting in May 2023.**
6. **To authorise any consequential changes to the Constitution.**

63 Healthy Weight Collaboration

The Executive Member (Early Intervention), Councillor Bev Murray presented the report of the Director of Communities which provided details of the proposed collaboration agreement with LCC to delivery Healthy Weight Services in Chorley.

Addressing unhealthy weight and supporting people to sustain weight loss was complex, with multiple causes, and had significant implications beyond health. A flexible service was needed that adapted to meet need and promote sustainability whilst contributing to a whole systems approach to tackling obesity, working closely and in partnership with stakeholders to improve outcomes for all.

Members noted the health benefits of maintaining a healthy weight and supported the five year funding for the initiative.

The Executive Member (Early Intervention), Councillor Bev Murray proposed and the Executive Member (Health, Wellbeing and Partnerships), Councillor Margaret France seconded and it was **Resolved (unanimously)**

1. **To receive the funding amount (£72,793 per year / 5 years - £363,965 / 8 years - £582,344 40,000 and create an expenditure budget to administer the funding.**
2. **To proceed to further develop and implement the proposed delivery plan.**

64 Exclusion of the Public and Press

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded and it was **Resolved (unanimously) that the press and public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined by paragraph 3 of Part 1 of schedule 12A to the Local Government Act.**

65 Woodlands Site

Councillor Aidy Riggott declared a personal interest in this item, given his Cabinet position at Lancashire County Council.

The Executive Leader, Councillor Alistair Bradley presented the confidential report of the Deputy Chief Executive. The reasons for the decision and aspirations were presented. Members noted the proposed timescales and risks relating to the decision.

Members noted the all member briefing with officers the previous week on this topic.

The Leader of the Opposition, Councillor Alan Cullens, raised several queries, including the amount of borrowing, and received advice from the Monitoring Officer in relation to the legal position.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded, and it was **Resolved (35:4:1)**
To approve the recommendations set out in the tabled resolution.

Chair

Date

Executive Cabinet

1. Any Cabinet recommendations on the reports that require Council decisions appear as separate items on the agenda.

General Report of the Meeting Held on 12 October 2023

Holiday Activities and Food Provision 2024 – 25 Procurement

2. Councillor Bev Murray, Executive Member for Early Intervention presented the report of the Director of Communities and Leisure which highlighted the Holiday Activity and Food Provision programme, its need and value to children at risk of food poverty in Chorley.
3. In summary, Chorley has 2,727 children aged 4 to 16 receiving free school meals. The programme aims to address 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.
4. We noted and expressed concern about the levels of childhood poverty, praised the programme and desired its extension to support more than 25% of children receiving free school meals. We approved the recommendations within the report.

Civil Penalties Policy

5. 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 a contained within the Housing and Planning Act 2016 (part 2 Rogue landlords and Property agents in England).
6. A civil penalty will require the same burden of proof as a criminal prosecution but will allow a more efficient and straightforward method of tackling offences without the need for criminal proceedings. Issued penalties will be between £500 and £30,000. Criminal proceedings will still be considered for serious breaches of legislation. We approved the recommendations within the report.

General Report of the Meeting Held on 9 November

Overview and Scrutiny Task Group – Empty Properties Final Report

7. The Overview and Scrutiny Task Group Final Report was noted and accepted for consideration, with a view to responding to recommendations at a future meeting.

Revenue Budget Monitoring Report Q2

8. Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which set out the councils revenue and reserves forecast for 2023/24 based on the financial position at 30 September 2023.

9. An overspend of £423,000 is forecast, and due to the pay award negotiation, there is an unfunded budget pressure of £146,000, which revises the forecast outturn overspend to £569,000.
10. Within the councils medium term financial strategy, it is reported that the funding reserves are to be maintained at £4,000,000 to protect the council against future financial risks. It is forecast that at 31 March 2024, the General Fund Reserve will be £4,202,000. We approved the recommendations within the report.

Capital and Balance Sheet Monitoring Report Q2

11. Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which highlighted the outturn financial position of the council in respect of the capital programme as of 30 September 2023.
12. The capital budget for 2023/24 was initially set at £21,103,000 but amended July 2023 to £18,190,000. We approved the recommendations within the report.

Chorley Quarter Two Performance Monitoring Report

13. Councillor Peter Wilson, Executive Member for Resources presented the report of the Chief Executive which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2023/24, the period covered 1 July to 30 September 2023.
14. Overall performance of the Corporate Strategy Projects is considered excellent with 90% of projects rated green. The one red rated project is the Local Plan, it is not where it is hoped to be, and issues include staffing and the complex nature of coordinating with two other local authorities.
15. Chorley's employment rate is 64.1% against the regional average of 73.8%. Work to be undertaken to explore the measure of economic activity and to gain a greater understanding behind the cause of the figure. We approved the recommendations within the report.

Property Valuation Services Procurement

16. Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which sought approval to undertake a procurement exercise with South Ribble Borough Council and Blackburn with Darwen Council for the renewal of the property valuation services.
17. The current contract expires in December 2024, a new, long-term agreement will create interest and competition within procurement and lead to preferential pricing. The tender exercise is to be undertaken in compliance with Contract Procedure Rules and Procurement Guidance. We approved the recommendations within the report.

Chorley Council Sustainable Building Policy – Approval of Policy

18. Councillor Adrian Lowe, Executive Member for Customer, Streetscene and Environment presented the report of the Interim Deputy Chief Executive which highlighted the council's Sustainability Building Policy to ensure feasibility and promote sustainable development across the buildings owned, and controlled by the council, in addition to all new council owned developments. We approved the recommendations

within the report.

General Report of the Meeting Held on 7 December

Print Strategy

19. Councillor Adrian Lowe, Executive Member for Customer, Streetscene and Environment presented the report of the Director of Customer and Digital which set out to review the proposed Print Strategy.
20. The council aims to provide and match the need for on demand services, and to set a standard to maximise efficiency, minimise environment impact and reduce council costs associated with printing and mailing. We approved the recommendations within the report.

Shared Building Control

21. Councillor Alistair Morwood, Executive Member for Planning and Development presented the confidential report of the Interim Deputy Chief Executive which outlined proposals for the shared building control service.
22. The Shared Services Joint Committee agreed to commence a review into a shared building control service between Chorley and South Ribble to ensure resilience for both councils given the technical and specialist skills required in building control. We approved the recommendations within the report.

The following Executive Member Decision was taken using the Special Urgency Procedure since September 2023

Executive Member (Resources)

Strawberry Meadows – Block A02 – Grant of a Lease

Recommendations

23. To note the report.

Councillor Alistair Bradley
Executive Leader

MP

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Overview and Scrutiny – Report to Council

1. This report summarises the business considered at the meetings of the Overview and Scrutiny Committee held on 5 October 2023; the Overview and Scrutiny Performance Panel held on 23 November 2023; and an update on the Task Group: Recruitment and Staff Retention which met in October and November with its final meeting taking place in December 2023.

Overview and Scrutiny Committee – 5 October 2023

Empty Properties Overview and Scrutiny Task Group Update

2. Councillor Sarah Ainsworth provided an update on the Final Report of the Overview and Scrutiny Task Group – Empty Properties. She reported that following the helpful discussion and feedback at the last Overview and Scrutiny Committee on the review of Empty Properties, the Task Group met again last Thursday.
3. The Task Group carefully considered the feedback and decided to remove the table on page 9 of the report breaking the number of empty properties down by parish. It was felt that the table did not add anything additional to the report and that more detailed information broken down by ward would be provided as part of implementing recommendation 5 in the report (information to be provided to Neighbourhood Area Meetings).
4. The report would now be considered at Executive Cabinet in the usual way.

Health Scrutiny

5. Councillor Margaret France provided a written update on the Lancashire County Council Health Scrutiny Committee on 13 September 2023.
6. She gave an update on the NHS Community Mental Health Transformation Programme as follows:
 - Community Mental Health Teams or hubs mirroring the 'Place' model in preparation for a go live date of 16/10/23
 - Introducing Mental Health Practitioners into Primary Care
 - Lancashire MIND working with VCFS agencies to map out provision of services
 - Easy access to specialist mental health services - no 'wrong door' approach
 - Multidisciplinary assessments - the right help at the right time
7. She also gave an update as follows on Happier Minds, the work of LCC Public Health team around alcohol, drugs, self-harm and suicide across Lancashire. She indicated that the 5 key strands of work were:
 - Emotional Health and Well-being

- Loneliness and Social Isolation
- Dementia
- Alcohol and Drug use
- Self-harm and suicide

Cost of Living Action Plan – Update

8. Councillor Bev Murray, Executive Member (Early Intervention) presented a report of the Director of Communities updating members on the Cost of Living Action Plan. Councillor Murray conveyed her thanks to the Communities team and the Voluntary, Community and Faith Sector network.
9. There were still some gaps, however. She highlighted page 45 of the report, which outlined a proposal to address furniture poverty by creating a new and recycled white goods and furniture scheme.
10. The Director of Communities, Jennifer Mullin, indicated that people could access information about support available such as food clubs via the Council website / social media, via telephone, leaflets, partner/ voluntary organisations, and postcards delivered to households. She agreed to provide members with data about recipients of the Household Support Fund.
11. One member highlighted the difficulty of getting support to groups such as pensioners, some of whom just miss qualifying for pension credit but were still on very modest incomes. Councillor Murray agreed vulnerable pensioners were one of the hard to reach groups; in such cases the Council works with partner organisations to identify people who use food banks and will hopefully reach people not accessing information digitally by distributing postcards. It was suggested that these postcards be distributed in community venues such as GP surgeries and libraries. It was also suggested that as winter approaches information about the location of warm hubs be included.

First Monitoring Report - Select Move Overview and Scrutiny Task Group Oct 2023

12. Councillor Terry Howarth, Executive Member (Homes and Housing) presented a report of the Director of Communities providing the first update of the work undertaken to deliver the 18 recommendations made by the Overview and Scrutiny Task Group for Select Move.
13. One member informed the Committee that they had met with the housing team last week and found it useful to have information about the properties available to bid on such as the waiting times. The Director Communities indicated that this was available via the Select Move system. It was agreed that a note be provided to new members on the Select Move system.

Wheelchair Accessibility

14. Adam Nickson, Head of Property and Development presented a report of the Deputy Chief Executive updating members regarding wheelchair accessibility across Council buildings and externally in Chorley.
15. The work which had recently been carried out at the back of the town hall to provide access to meetings for wheelchair users was commended.
16. Members raised a number of issues arising from the report which Adam Nickson agreed to follow up.

Overview and Scrutiny Work Programme

17. The Overview and Scrutiny Work Programme 2023/24 was presented for information. The Chair gave updates to the Committee as follows:
18. As regards the Water Safety training session requested by members, the organiser Beckie Ramsay has been contacted, and she will be available to come to the Committee on 14 March next year.
19. As regards the Suicide Prevention and Bereavement Support Task Group, this is due to commence early next year.

Update from the Recruitment and Retention Overview and scrutiny Task Group

20. Councillor Ryan Towers gave an update to the Committee regarding the Recruitment and Staff Retention Task Group.
21. He informed members that the Task Group had considered a range of policies and detailed information in areas such as apprenticeships, staff surveys and exit interviews. He highlighted that the Task Group had requested further investigation into the Council obtaining the Living Wage Accreditation. He explained that at present although the Council paid the Living Wage to all its directly employed staff, its sub-contractors were not all meeting that criteria. The Task Group had requested that options be explored to address this e.g. via the procurement route.

Overview and Scrutiny Performance Panel – 23 November 2023

Business Plan Update 2023/24

22. Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform and Councillor Peter Wilson, Executive Member for Resources presented a report providing an update on the delivery of service level projects outlined in the business plans.
23. Councillor Bradley highlighted that of the total 81 projects:
 - 54 were rated as **Green (67%)**
 - 10 were considered **Completed (12%)**

- 16 were rated as **Amber (20%)**
- 1 was rated as **Red (1%)**

24. He explained that the project rated red was in relation to the finance system project, which had been delayed for the reasons explained in paragraph 14, i.e. to ensure a stable environment before proceeding with the purchase of a new system.

25. A number of questions were asked by the Panel and the responses were as follows:

2023 Events Programme – It was clarified that some of the overspend related to South Ribble (i.e. Worden Park / South Ribble Museum). In respect of Chorley Council, there had been additional spend on the Flower Show. It was noted, however, that the events programme ran from Jan – Dec whereas performance reporting year runs April – April. For future performance reports it was requested that officers look at addressing that discrepancy and also the disaggregation of Chorley Council matters so it is clearer for Members.

Environmental Crime Enforcement Policy – an update to be provided to members after the meeting.

Finance systems project delay – The Director of Finance, Louise Mattinson explained the position as regards the finance systems project. She stressed that it was important for systems to be able to interface with each other; therefore measures had been taken to ensure stability and integrity of existing systems by renewing the contract with the existing provider for one year with the option to extend for a further two years at an agreed price. In the meantime, progress can be made into purchasing a newer and better systems on the market to deliver best value for the Council.

The Director of Finance confirmed that the project was now on track for implementing the new systems in April 2025.

Long term empty property checks – latest figures to be provided to the Neighbourhood Area Meetings and an update be given to the next Panel meeting.

Special Expenses – Councillor Wilson stressed it was important to ensure that the detailed costs were apportioned as accurately as possible across parishes (e.g. for grass cutting); however there will inevitably be some grey areas. The Chair stressed that it was important to clarify for the benefit of local residents.

Louise Mattinson, Director of Finance indicated that the checks as to how the costs are apportioned would be covered as part of a review. Councillor Wilson proposed to undertake detailed checks to ensure costs are apportioned as accurately as possible.

It was proposed, subsequent to the meeting, that the outcome be reported back to the Committee as part of the Quarter 3 Performance Monitoring Report on 7 March 2024 (subject to Committee approval on 25 January 2024).

UKSPF programme – update report to the next meeting on the Council’s proposals to monitor the delivery of the programme.

Exploration of joint district health scrutiny – That an update be provided to members

Performance Focus – Policy and Governance

26. Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform and Councillor Peter Wilson, Executive Member for Resources presented a report providing a performance update for the Policy and Governance Directorate. This included:

- a) An overall directorate summary and budget position,
- b) An overview of performance at quarter two 2023/2024
- c) An update on the Corporate Strategy projects.

27. Chris Moister, Director of Governance and Louise Mattinson, Director of Finance were also in attendance.

28. A number of questions / queries were raised by the Panel, and the responses were as follows:

- Overall employment rate – members queried the figure as it differed significantly from the rest of the region average. Councillor Bradley agreed that the figure needed to be investigated further, and if accurate to identify the reasons.
- Corporate projects – Improve our Council buildings – Councillor Bradley explained the delays were related to the decarbonisation scheme and the need to meet government criteria which was very strict.
- Internal audit reviews – Chris Moister explained that all management actions had been agreed with the service. It may be that work in some areas was complete, however, if they had yet to be ticked off in the system (.i.e at the deadline of end of the month or the quarter), the action would still be shown as outstanding in the report. He stressed that overall, things were moving in the right direction.
- Astley Hall Bookings – Councillor Wilson agreed to provide a breakdown of footfall figures split into local residents and visitors.
- Digital connectivity in rural areas - Rural England Prosperity Fund grants – Cllr Bradley indicated that the take up had been very good. He would be receiving a full report in due course and an update would subsequently be provided to the Panel.
- Council business networking / events – Councillor Bradley indicated we are now taking a different approach – it is working well but there is more we can do.
- Response times for complaints to the Chief Executive and MP - identify what is the issue / reason for delay and review the appropriateness of the target if necessary.

Recruitment and Retention Overview and Scrutiny Task Group – Meetings held on 3 and 19 October, 30 November, and 14 December 2023

29. Following the scoping of the review on 6 September 2023, The Task Group received presentations, conducted interviews, and gathered relevant information to complete this piece of work over the next three months.
30. The Task Group held its final meeting on 14 December 2023, and agreed its final report which is now to be considered at the Overview and Scrutiny Committee on 25 January 2024.

Overview and Scrutiny Performance Panel 11 January 2024

Quarter 2 Performance Monitoring

31. The Executive Member (Resources), Councillor Peter Wilson, presented a report setting out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter on 2023/24, covering 1 July 2023 – 30 September 2023.
32. Councillor Wilson referred to the performance indicator showing a lower than expected rate of employment for Chorley (64%) compared to the regional average. He stressed that the reasons were being investigated although he was not convinced the figure was an accurate given that it did not accord with other indicators (e.g. which showed Chorley had a lower than average unemployment rate). It would next be reported in the Executive Cabinet's quarter 4 monitoring report in March. The Chair requested that if there was an issue of note or concern, to bring it to the attention of the Scrutiny Panel (earlier than July if possible).
33. Cllr Snape referred to page 12 - "Tempo Time Credits" - Celebration Event for the 10 year anniversary due to take place in November. The Director of Communities informed the Panel that unfortunately the celebration event had to be postponed however it will be taking place in the next couple of months and communications will be going out to all members.
34. Councillor Bev Murray, Executive Member (Early Intervention), who was also in attendance, responded to queries relating to leisure centres following the appointment of the new activities manager in post. With regard to the equipment in the leisure centres she indicated that a survey had been done and options were being looked at.
35. Further to a query regarding the NEET (Not in education, employment or training) figure, the Panel were informed that the data had now been obtained from Lancashire County Council. The figure for Chorley was 1.7% which was within target.
36. The Chair highlighted the delays in the adoption of the Local Plan and the resulting performance indicator going from amber to red. He suggested that, once the Local Plan had gained traction and was closer to adoption, the Panel

may wish to scrutinise the background as to how the Council arrived in this position.

Performance Focus: Communities and Leisure

37. Councillor Bev Murray, Executive Member (Early Intervention), presented a report providing members with a performance update for the Communities and Leisure Directorate which included:

- a. An overall directorate summary and budget position at September 2023,
- b. An overview of key performance measures at quarter two 2023/24, and
- c. An update on the Corporate Strategy projects.

38. The report also indicated that the Leisure Company transferred over to the Communities Directorate in September 2023, therefore, this is the first time that a report on the Company has come to the Overview and Scrutiny Performance Panel. It was clarified that the Board met on a regular basis (formally four times a year) and held informal meetings / briefings inbetween to discuss any issues.

39. Jennifer Mullin, Director of Communities stressed that demand in the area was being looked at with a view to targeting resources to increase leisure centre membership.

40. Councillor Murray indicated that Cosy Homes Lancashire Scheme was benefiting local residents.

41. A question was asked regarding promotion of the Home Energy Support Scheme and availability of information for members. Cllr Murray indicated that the postholder running the scheme had only recently been appointed, however she would circulate information to members.

42. A question was asked regarding the Anti Social Behaviour action plan. The Director of Communities explained that Chorley INSPIRE were assisting the Council with their outreach work, which would be the subject of a report to the Overview and Scrutiny Committee on 25 January 2024.

UKSPF Programme Monitoring and Performance

43. Councillor Peter Wilson, Executive Member (Resources), presented a report providing an overview of the framework and approach for monitoring delivery of the Council's UK Shared Prosperity Fund (UKSPF) with a particular focus on capturing programme outputs and outcomes.

44. Councillor Wilson clarified that although the Government requirements were for monitoring delivery every six months, in practice this will be more often.

45. He also confirmed that it was expected that the full amount of the funding would be spent.

46. The Panel Resolved:

1. That the monitoring requirements set out by the Department for Levelling Up, Housing and Communities (DLUHC) as part of the UKSPF Programme be noted; and
2. That the Overview & Scrutiny Committee plays a key role in the future monitoring of the Council's UKSPF programme and that it is incorporated into the committee's future workplan with updates aligned to the formal reporting schedule for the Council's UKSPF returns. It is anticipated that this will be on a six-monthly basis.

Recommendation: Council is requested to note the report.

Councillor Aidy Riggott

Chair, Overview and Scrutiny Committee

CG

Governance Committee

1. This report summarises the business undertaken at the Governance Committee meeting held on 27 September 2023.

General Report of the Meeting Held on 27 September 2023

External Audit Progress Report

2. Matt Derrick, of Grant Thornton, presented the report which provided a progress update on their responsibilities as the Council's External Auditor.
3. We acknowledged that the draft accounts for the 2022/23 year had been received in August so the audit had now commenced. It was also highlighted that the Value for Money work was underway and that this, the draft accounts and the findings and recommendations that formed the Auditor's Annual Report 2022-23 would be brought to the next meeting of the Governance Committee in November 2023.
4. We queried whether there would be any penalties or reputational damage arising from the late publication of the audit of the accounts. In response, it was acknowledged that the May deadline had been challenging for all local authorities, many of which had also not managed to complete the audit and publish the accounts on time. Members were reassured by the external auditors commitment to complete the audit for November 2023. We noted the report.

Discussion on the PSAA (Public Sector Audit Appointments) Proposed 2023/24 Scale Fees

5. The Director of Finance provided an update and sought feedback from the Committee on the proposed 2023/2024 scale fees provided by the Public Sector Audit Appointments (PSAA) in order to inform a response to the consultation exercise by its deadline on Tuesday 10 October.
6. We heard that the PSAA was a public body, wholly owned by the Local Government Association, that represented the majority of local authorities in relation to tendering for audit services. The results of the most recent tender exercise had been received and had resulted in proposed increases in fees of 151% for the Council.
7. We expressed concerns over the proposed increases given the challenging financial environment for local authorities and suggested the consultation response include a request for financial support from the Department of Levelling Up, Housing and Communities to cover these additional costs.
8. Following a query on whether there was an alternative option, the Committee were advised that the Council could have undertaken its own tender exercise but that would have been costly and was unlikely to have achieved a better outcome than that proposed by the PSAA which had the buying power of most local authorities across the country.

9. Clarification was sought whether the proposed scale fees would remain at that level over the contract period. We heard that the scale fees had been deemed appropriate by the PSAA for the required work to complete the audits, factoring in the more onerous financial reporting standards, new enhanced code of audit for Value for Money and wider scope of work that had been introduced during the last contract period. Whilst there could be variations and associated costs should any further changes in reporting standards be implemented, it was anticipated that the scale fee should remain broadly the same across the contract period.
10. We resolved to;
 - a. Contact the Department of Levelling Up, Housing and Communities (DLUHC) to request that funding be made available for local authorities to support them in meeting the proposed increases in fees as set out by the Public Sector Audit Appointments.
 - b. Respond to the PSAA's consultation expressing our disappointment in the proposed increases in fees.
 - c. Contact the Local Government Association to express the Council's concerns over proposed increases in fees set out by its subsidiary body, the Public Sector Audit Appointments, and the impact of these additional costs on local authorities.

Internal Audit Plan – October 2023 to March 2024

11. The Senior Auditor presented the report which outlined the programme of work to be undertaken by the Internal Audit team in the period between October 2023 and March 2024.
12. We heard that since approving the last Internal Audit Plan there had been a reduction in audit resource, however a recruitment exercise was already underway to fill the vacant post. We were reassured that despite the recent reduction in capacity there was sufficient coverage in the work already completed and within the next six month work programme to allow for an annual audit opinion on the overall adequacy and effectiveness of the organisation's governance, risk management and control processes.
13. In response to a query raised regarding the recruitment process, it was confirmed that interviews were scheduled for the following week with an expected start date in November. We approved the Internal Audit Plan.

Internal Audit Progress Report

14. The Head of Audit and Risk presented the report which summarised the work of the audit team between April and September 2023. Our attention was drawn to the inclusion of, at the request of the Chair, all finalised internal audit reports and not just those that had been awarded a limited assurance rating to promote openness and transparency.
15. One report had been awarded a limited assurance rating which related to debt collection of sundry debtors. However, it was noted that with it being a narrow scope of work, a full review of the entire process may have resulted in a

different overall assurance rating. The findings identified that adequate controls were in place, however they had not been operating effectively. As it was not anticipated to take long to reinstate the control measures a short timescale for this had been agreed.

16. As some audit resource had been lost in recent months following the departure of a member of staff in the team the work programme had been reviewed and taking into consideration knowledge of systems, other sources of assurance and level of associated risk the two reviews suggested for deferral relate to capita migration and cemetery management. If deferral is approved, both areas would be considered when the next audit plan is developed.
17. We were pleased to note the Internal Audit Service had fully conformed with the Public Sector Internal Audit Standards following a recent peer review and self-assessment exercise, with only some minor process improvements to implement over the next few months.
18. We highlighted the amount currently at debt recovery stage, totalling over £2m, and sought reassurances than once control measures were operating effectively again that a significant proportion of this would be recoverable. The Head of Customer Services detailed how the action plan would address these concerns and manage the risks that had been identified. The Committee also heard that as part of work to improve the service there would be changes to make it clearer and easier for services to monitor levels of debt, including mandatory training for relevant officers.
19. We requested that future reports break down the age of the debts so the Committee could better differentiate between short term debt and those older debts that presented a greater challenge to recover. Debt recovery options were considered on a case-by-case basis as to what was the most appropriate route to pursue. Confirmation that debt was not sold on to a third party was provided to us.
20. Responding to a query raised, it was agreed that the current level of outstanding debt would be provided to the Committee, with regular updates to follow in the future.
21. We noted the current position with regard to the Internal Audit Plan and approved the deferral of two reviews from the April to September Internal Audit Plan.

Governance Committee Effectiveness Review 2023

22. The Head of Audit and Risk presented this item which followed a discussion at the last meeting regarding the Chartered Institute of Public Finance & Accountancy (CIPFA) best practice guidance. Following this and the self-assessment undertaken by committee members, the report outlined a number of recommendations and actions including amendments to the terms of reference, further training for committee members, the production of an annual report and the appointment of independent persons to support the committee.

23. We were advised that training delivered by CIPFA had been arranged for 30 October 2023 and hoped that all committee members would be in attendance.
24. We were supportive of the proposal to recruit an independent person with suitable experience to support the Committee, with the understanding that they would undertake relevant training as and when deemed necessary.

RIPA Application Update

25. The Monitoring Officer advised that no RIPA applications had been made. We noted the update.

Work Programme

26. We considered the work programme for 2023/24 which set out the reports to be considered at each Governance Committee meeting throughout the Council year. An additional item to assess improvements around sundry debtors would be incorporated in the next Audit and Risk Interim Report scheduled for the January 2024 meeting. We noted the work programme.

Recommendations

27. To note the report.

Councillor Alan Platt
Chair of the Governance Committee

BS

Governance Committee

1. This report summarises the business undertaken at the Governance Committee meeting held on 29 November 2023.

General Report of the Meeting Held on 29 November 2023

Draft Audit Findings Report 2022-23

2. Georgia Jones, of Grant Thornton, presented the report which provided a draft of the Audit Findings Report for 2022/2023.
3. Work was nearing completion with just a few areas left outstanding – a final report was expected to be brought at the next meeting of the committee in January. Outstanding work included valuations of land, assets and investment properties, several audit queries around some of the testing and a surplus in the pension fund. Value for Money work is ongoing but is substantially finished with the expectation that it will be presented at the next meeting.
4. On the surplus in the pension fund, clarification was provided around the different accounting requirements when handling a surplus given the unique nature of having a 'pension asset.'
5. We were provided reassurances around weaknesses previously identified in the council's procurement service. A Senior Procurement Officer had recently been appointed and another officer joining in January. With these additions the team was back to full capacity with a review planned to assess whether any further strengthening of the team is required. It was acknowledged that procurement across the whole organisation was an area where improvements were required, not solely within the relatively small procurement team.
6. Misclassification errors were highlighted but assurances provided that the figures were a presentational adjustment due to classifying a nine month loan as a long term loan in error. The Director of Finance confirmed that it did not relate to any movement of cash but how it was categorised on the balance sheet – with no impact on the overall net asset figure.
7. On the current backlog in completing audited accounts, we were advised this was a lasting impact of the pandemic with a significant increase in workload for finance teams to deliver and administer a range of Covid-related grants. This in conjunction with changes in deadlines set by the government for the production of audited accounts and more extensive accounting regulation and audit requirements had presented challenges for finance teams and external auditors in completing audits on time.
8. Management responses not currently included in the draft report would be collated and presented as part of the final Audit Findings Report – with members receiving clarification that actions arising from the recommendations, specifically around ICT, had been passed on to the relevant Director. We noted the report.

Statement of Accounts 2022/23

9. The Director of Finance, supported by the Principal Financial Accountant presented the report which sought approval for the audited Statement of Accounts for 2022/2023.
10. We heard that the whole finance team had worked tirelessly to produce the report, with many new additions to the team over the last 18 months contributing to complete the work required.
11. The bulk of the work on the audit had been completed with just a few areas now outstanding, notably around assets and pensions, with the final report being brought to the next meeting of the committee in January 2024 for approval. It was noted therefore that as a result, the target deadline of 30 November 2023 would be missed.
12. We requested an update on actions relating to areas for improvement identified within the report. In response, the Head of Audit and Risk confirmed that an update on those recommendations would be included in the audit update which would be brought to the next meeting in January.
13. We thanked officers for delivering comprehensive training on the Statement of Accounts for committee members.
14. We resolved to;
 - a. Approve the Statement of Accounts for 2022/23, subject to any minor amendments identified during the final stages of the completion of the External Audit by Grant Thornton, which, in the opinion of the Director of Finance (Section 151 Officer), are minor in nature, i.e. defined as non-material to the finance position of the council;
 - b. Delegate authority to the Director of Finance, in consultation with the Chair of the Governance Committee, to make such amendments;
 - c. Reconvene the Committee to approve the new Statement of Accounts, if amendments are identified during the final stages of the completion of the External Audit by Grant Thornton, which the Director of Finance considers to be material to the financial position of the council; and
 - d. Authorise the Director of Finance and Chair of Governance Committee to sign the Letter of Representation as included at Appendix B.

Treasury Management Mid Year Review 2023/24

15. The Principal Financial Accountant presented the report which sought to update the committee on treasury management performance and compliance for the period ending 30 September 2023, as part of requirements under the Treasury Management Code of Practice.
16. We heard that there had been no additional borrowing on behalf of the council for the six month period up to 30 September 2023, the council remains under borrowed signifying the use of its own internal resources to fund capital expenditure rather than borrowing externally and has remained in the authorised and operational boundaries for borrowing as approved by Council in the Treasury Management Strategy in February 2023. Where possible, planned capital expenditure will be met

internally but there was a likelihood that further borrowing would be required in the future to fund the capital programme.

17. Investment on returns had been good within this reporting report in line with interest rates and overall the council's treasury management was in a positive position. We noted the update. We noted the report.

Governance Committee Terms of Reference

18. The Head of Audit and Risk presented this report which followed on from discussions around best practices for audit committees and the subsequent self-assessment undertaken by the committee in September this year. Arising from this work was an action to review the current Terms of Reference which has now been completed by the internal audit team with suggested amendments outlined within the report. In addition, we were asked to consider whether the Standards responsibilities should remain with the Governance Committee or split the functions with the creation of a separate Standards Committee.
19. We debated any advantages of separating Standards from the Governance Committee, noting that generally standards issues were uncommon and that current arrangements had been demonstrated to be effective with a recent Standards Hearing taking place and whether there would be any value in separating the functions.
20. We resolved to;
 - a. Endorse the updated Terms of Reference prior to submission to full council for approval; and
 - b. Agree that Standards responsibilities should remain with the Governance Committee.

Constitution Update

21. The Deputy Monitoring Officer presented the report which outlined proposed changes to the Constitution regarding the adoption of the new model Code of Conduct for Members. We were asked to consider the suggested changes and propose them to Full Council for adoption.
22. The proposals seek adopt the Local Government Associations model code of conduct and to align the Chorley Council Code of Conduct with the county council and other town and parish councils in the local area – providing a consistent approach for any members who may be elected to more than one council.
23. We commented on the benefits of adopting the proposed changes but suggested that there were particular areas that could be strengthened. Specific reference was made to the application of the code of conduct, timescales in handling complaints, protection for councillors and their responsibilities with regards to use of Social Media. Following further debate, a working group derived from the Governance Committee was proposed to explore these issues in greater depth and determine how any documents are set out and published.

Report from Standards Panel

24. The Deputy Monitoring Officer presented a summary and findings of a recent Standards Hearing meeting that considered a complaint made against Councillor Alan Whittaker.

25. The Panel considered the Investigating Officer's findings, oral evidence provided at the hearing and concluded that there had been breaches of the Code in respect of failing to comply with the following paragraphs:-

'Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government'

And;

'Always treating people with respect, including the organisations and public I engage with and those I work alongside'

26. Following careful consideration, the Hearing Panel resolved to instruct the Monitoring Officer to arrange training for Councillor Whittaker, relevant to the breaches determined by the Panel.

27. Members of both the Committee and the Standards Hearing Panel reflected on the timescales from the initial complaint through to a final resolution with agreement that this would be reviewed. We noted the update report.

RIPA Application Update

28. The Deputy Monitoring Officer advised that no RIPA applications had been made. We noted the update.

Work Programme

29. We considered the work programme for 2023/24 which set out the reports to be considered at each Governance Committee meeting throughout the Council year. We requested whether the council's performance around climate change could be an area which is strengthened within audit and risk interim reports and suggested it be incorporated as part of the next six-monthly plan.

Recommendations

30. To note the report.

Councillor Alan Platt

Chair of the Governance Committee

BS

Governance Committee

1. This report summarises the business undertaken at the Governance Committee meeting held on 17 January 2024.

General Report of the Meeting Held on 17 January 2024

Annual Governance Statement Management Actions Update

2. The Head of Audit and Risk presented this report which provided an update on agreed management actions in response to risks identified in the Annual Governance Statement.
3. Our attention was drawn to three areas specifically that related to non-implementation of agreed audit actions, the quality of the Council's asset inventory and fully embedding risk management throughout the council. In addressing these actions, we heard that progress had been made in achieving targets in completing agreed audit management actions through the use of the council's risk management system, GRACE, and ongoing discussions and monitoring by directorate management teams. A significant piece of work had been undertaken over the last twelve months in logging inventories, utilising new systems to ensure that all the relevant processes were accurately followed, with a subsequent internal audit review completed to provide further assurances. The action concerning the updated Risk Management Strategy would be covered in greater detail in the later agenda item.
4. The Annual Governance Statement that will be presented to Committee in May would include a final update on the management actions, in addition to any further areas identified and reported in that document.
5. Responding to a number of questions, we were advised that steps had been taken to better manage the council's contracts, noting that a strengthened procurement team would soon be able to take a more proactive role in supporting teams in this area. Additionally, further clarification on processes around waiving of contract procedure rules was provided. Mandatory training was also highlighted within the report with improvements in completion rates of staff training across the organisation since the implementation of a rolling programme of online training now provided and regularly monitored.
6. We were informed that the deferred audit review into how the council manage any risks of fraud was anticipated to be completed by the end of March 2024.
7. Reassurance was provided to Committee that no risks had been identified concerning procurement exercises that had been carried during the pandemic. We noted the report.

Code of Conduct and Associated Social Media Protocol

8. The Deputy Monitoring Officer presented this report which sought the Committee's recommendation to Full Council for the approval of the Local Government Association Model Code of Conduct and also to agree the terms of reference for a working group to consider the associated Social Media Protocol. Both the Code of Conduct and the Social Media Protocol were debated at the last meeting and a decision deferred to undertake further work and consideration. The proposed Code of Conduct seeks to align Chorley with the county council and other town and parish councils in the local area, providing a consistent approach for any members who may be elected to more than one council.
9. We were supportive of adopting the new Model Code of Conduct and recommending its adoption by Full Council.
10. We heard that there was a current protocol around social media use in place, and whilst it did also apply to members, it was noted that it was primarily directed towards council staff.
11. Following discussion, we agreed to establish a working group to review the Social Media Protocol with the following terms of reference as suggested within the report:
 - a. Authority to review other similar protocols
 - b. That the wording should be declarative – "I will"
 - c. That a comprehensive document would be preferable
 - d. That it include a 'dos and don'ts' section
 - e. That membership be drawn from the Governance Committee
12. We also requested the process of adopting the new protocol be expedited, with a hope that this could be completed prior to the elections in May of this year.
13. Responding to a query about the complaints procedure and the benefits of a panel, and not just one senior officer, determining whether any complaints about councillors are escalated, we were informed that the current procedure was comparable to most other local authorities with the Monitoring Officer (or Deputy where appropriate) in consultation with one of the Council's Independent Persons determining how best to handle any complaints received.
14. We resolved to;
 - i. **To recommend to Council the approval and adoption of the Model Code of Conduct; and**
 - ii. **Agree the terms of reference for a working group to be established to consider an updated Social Media Protocol for Members.**

Internal Audit Progress Report

15. The Senior Auditor presented this report which provided an update on the work undertaken and ongoing in respect of the Internal Audit Plan (September 2023 – December 2023)
16. As outlined within the report, our attention was drawn to the two reviews that had been given a 'limited' assurance rating, those being related to the physical security and environmental controls and also staff driving licence checks. It was noted that short deadlines for the completion of audit actions had been agreed to ensure areas of concern were addressed as soon as possible. The Director of Customer and Digital, the Head of HR and the Head of Property and Development were introduced to respond to any technical questions we had.
17. Regarding the performance of the audit team, we were provided reassurance that they were on track to deliver the Internal Audit Plan and satisfaction survey results remain high.
18. Questions were asked about the significant concerns around the security of the council's ICT systems and sought assurances that actions would be completed by the agreed timescales. The seriousness of the issues highlighted within the report were acknowledged and in response, we heard that progress had already been made in terms of sourcing specialist contractors to carry out the required work and was expected to be completed by the end of March 2024. Several aspects had already been actioned with regards to protocols around security alarms and building access. Clarification was provided with regards to fire suppression measures mentioned in the report, with additional staff training been arranged. Further work was also highlighted around CCTV which was underway following a new contract being agreed recently. We welcomed a further progress update at a future meeting on the cost implications of the project to complete the agreed audit actions. Moving forward, a formal risk register was now in place which could be better monitored and managed, with risk management training undertaken with new starters and teams on an ongoing basis.
19. Responding to a query whether heat and energy produced from server rooms could be harnessed for use around the building, we were informed that the increased use of cloud based external servers had reduced the overall need for on site servers, and advancements in technology meant that servers were generally much more efficient in their energy consumption.
20. Responding to queries raised regarding missed quality checks identified in the council tax review, it was noted that staffing changes and a period of transition as the two customer services teams became shared had been a factor but these checks had now been reintroduced.
21. We were reassured that no areas of concern had been raised by the checks of staff driving licences, however the review had triggered a review of wider issues

to consider such as insurance with updates to policies being made where appropriate.

22. On GDPR compliance it was noted that this was an ongoing process due to staff turnover with acknowledgement there may have been lapses, however improvements in this area had been demonstrated. We noted the report.

Risk Management Strategy

23. The Head of Audit and Risk presented this report which sought the Committee's approval of the revised Risk Management Strategy.

24. Amendments to the document had been highlighted within the report with the key point being setting out the level of risk the Council is prepared to tolerate. We were advised that any red residual risks that remained after directorate level review would now be escalated to the senior management team who would determine on a case-by-case basis whether to implement further controls or tolerate the risk. If approved, the next steps were for the Head of Audit and Risk to meet with senior managers to review their reports so that they can be regularly monitored.

25. We were supportive of the proposed amendments to the Risk Management Strategy.

26. We resolved to;

- i. **Approve the revised Risk Management Strategy for adoption.**

RIPA Application Update

27. The Deputy Monitoring Officer advised that no RIPA applications had been made. We noted the update.

Work Programme

28. We considered the work programme for 2023/24 which set out the reports to be considered at each Governance Committee meeting throughout the Council year. We requested that an item be added to the March 2024 meeting to consider and approve the proposed new social media protocol that the working group would be reviewing.

Recommendations

29. To note the report.

Councillor Alan Platt

Chair of the Governance Committee

BS



Report of	Meeting	Date
Introduced by Executive Member(Resources)	Council	Tuesday, 30 January 2024

Fees and Charges

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

- To approve an uplift in garden waste collection charges.

Recommendations

- To approve an increase of £5 per annum on the current annual garden waste charge.

Reasons for recommendations

- To ensure fees and charges are at an appropriate level and the Council is able to manage its overall financial position.

Other options considered and rejected

- To not increase charges. Given the current financial position this option was rejected as it would create further financial pressures for the Council.

Corporate priorities

- The report relates to the following corporate priorities:

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

Background to the report

- At the Executive Cabinet meeting on the 18th January 2024 members approved changes to the council’s fees and charges as part of the annual review and budget setting process.

7. It was approved at the meeting for the Executive Cabinet to recommend to Council to approve an increase in garden waste collection charges of £5 per annum; as the recommendation would result in a change to the budget in excess of £100k, full Council approval is required.
8. The recommended increase of £5.00 to £37.50 per subscription will generate an additional £125,000 of revenue for the Council; this equates to an increase of just less than 10p per week per subscription. The current charge in 2023/24 has been benchmarked against other Lancashire District and Unitary authorities as detailed below; this position could change however as all authorities will review their fees and charges for 2024/25 with several already indicating a proposed increase.

Local Authority Garden Waste 2023/24 Fees	£
Chorley (25,000 subscribers)	32.50
South Ribble	25.00
Lancaster	41.00
Wyre	35.00
Burnley**	40.00
Rosendale***	44.00
Fylde	35.00
Blackburn	40.00
Preston	35.00
Hyndburn	33.00
West Lancs	30.00
Pendle	41.00
Blackpool	40.00
Ribble Valley	0.00
**£35 for further bins	
***£30 for further bins	

9. The recommended fee of £37.50 per subscription would still mean that the fee charged by Chorley Council is at an average level compared to other authorities across the county, based on 2023/24 levels.

Climate change and air quality

10. 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

11. None

Risk

- 12. Should fees not be increased in line with this report there will be a further pressure in the Council’s budget.

Comments of the Statutory Finance Officer

- 13. This report follows the Executive Cabinet report of 18th January proposing annual increases to fees and charges. The proposed charges for garden waste will generate £125k and thereby assist the Council in reducing its budget gap, whilst still remaining at a similar charge to neighbouring local authorities.

Comments of the Monitoring Officer

- 14. The decision whether to increase fees or not for garden waste charges is a matter of discretion for the council. As ever we should exercise such a discretion in a reasonable manner. There is nothing of concern from a Monitoring Officer perspective with this report.

Background documents

There are no background papers to this report

Report Author:	Email:	Telephone:	Date:
Hemangini Chevli, Neil Halton, Louise Mattinson (Senior Management Accountant, Principal Management Accountant, Director of Finance/Section 151 Officer)	Hemangini.Chevli@chorley.gov.uk, Neil.Halton@chorley.gov.uk, louise.mattinson@chorley.gov.uk	01257 515151	17 January 2024

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Report of	Meeting	Date
Director (Customer and Digital) Introduced by (Executive Member (Customer, Streetscene and Environment))	Council	Tuesday, 30 January 2024

Recycling and Waste Strategy

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

1. To present a new Recycling and Waste Strategy for approval.

Recommendations

2. To approve the strategy and action plan
3. To approve the budget requirement for local priority actions.

Reasons for recommendations

4. To satisfy the requirement for a new strategy to drive the council towards its waste reduction and recycling targets and comply with new legislation and national waste policy.
5. To support the council's green agenda and climate change strategy objectives.

Other options considered and rejected

6. To not adopt and publish a strategy would fail to provide strategic direction at a time when there are significant national waste reforms including statutory requirements.

Executive summary

7. A new and innovative Recycling and Waste Strategy for Chorley has been drafted for approval by Council.

8. The strategy is designed to drive Chorley towards meeting waste reduction and recycling targets as required in the Environment Act 2021 and the Resources and Waste Strategy for England.
9. The strategy supports the ambition set in Chorley’s Climate Change Strategy to achieve net-zero carbon status by 2030.
10. There are some new statutory waste collection obligations that will require significant changes in the coming years.
11. Our target is to achieve 65% recycling by 2035.
12. There are five strategic objectives and an action plan.
13. The success of the strategy will be monitored and measured through corporate and service level indicators.
14. Planning and development of major service changes will proceed once further clarification is confirmed by Government on specific waste collection obligations and funding allocation.
15. In the short to medium term, there are a range of local priority actions which will require investment of £110,000.

Corporate priorities

16. 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

17. A new and innovative Recycling and Waste Strategy for Chorley has been created, and it was agreed by the Executive Cabinet on 7 December 2023 to go to full council for final approval.
18. The strategy is designed to drive Chorley towards meeting waste reduction and recycling targets as required in the Environment Act 2021 and the Resources and Waste Strategy for England. It is also designed to support the ambition set in Chorley’s Climate Change Strategy to achieve net-zero carbon status by 2030.
19. The strategy has been in development for some time but there have been delays to Government waste reforms and policies which will have a significant influence on waste collection services, and has consequently delayed the strategy.
20. Government announced on 23 October 2023 the new waste collection obligations for all local authorities, which provided some long-awaited clarity on new requirements and timescales, and that guide our local strategy.
21. New statutory requirements are:

- ‘Simpler Recycling’ – collect a consistent set of recyclable materials, specifically paper and card, plastic bottles/pots/tubs/trays, glass, metal, cartons and garden waste, by 31 March 2026
 - Weekly food waste collections to all households by 31 March 2026.
 - Collect plastic film packaging by 31 March 2027.
22. Our target is to achieve 65% recycling by 2035 which matches the national target set within the Resources and Waste Strategy (RAWS) for England. The latest recycling rate for Chorley is 46%.
 23. This means an increase of nearly 20% is required to reach this ambitious target, which equates to an additional 8,500 tonnes of waste being diverted from the residual waste stream and into recycling bins annually.
 24. Significant changes are required over the coming years to fulfil statutory obligations, and to realise our targets for waste reduction and recycling and wider corporate climate goals. To deliver these changes, there are five strategic objectives:

Table 1: Strategic Objectives

Encourage and improve behaviour and communication	We will encourage everyone to be responsible for their waste, make full use of their recycling collection services, and provide access to all the information they need about recycling and reducing waste.
Engagement activities and partnerships	We will work with partners, schools, businesses and community groups to deliver projects and initiatives that aim to reduce waste and recycle more.
Changes and improvements to collection systems	We will enable residents to recycle more of the waste they generate by offering easy-to-use services and opportunities to recycle a wider range of materials.
Leading by example	We will lead by example by ensuring waste minimisation, recycling and net-zero carbon principles and best practice across council services and facilities.
Other waste reduction and recycling initiatives	We will support reuse, refill, repair schemes and explore opportunities for materials that are harder to recycle.

25. An action plan has been drawn up to support delivery of the strategy. Actions correspond to one or more of these three themes:
 - Optimise our local potential for recycling and waste reduction;
 - Prepare our services for future changes linked to emerging policy and legislation;
 - Support residents, community groups and other stakeholders to become a waste-free borough.
26. Our initial focus will be on the more readily achievable local priorities and making improvements to existing services.

- 27. Planning and development of major service changes expected in the future will proceed once further clarification is confirmed by Government on specific waste collection obligations and funding allocation.
- 28. The strategy may be subject to review and changes when there is further clarification of Government waste policy, new statutory guidance, and confirmation of funding and financial settlements for any new burdens.
- 29. The success of the strategy will be monitored and measured through corporate and service level indicators (Table 2), which aim to reflect the improvements to the service.

Table 2: Key performance measures:

No.	Description	Target
1	% of household waste sent for reuse, recycling or composting	65% by 2035
2	Residual waste per household per year	<400 kg/hh/yr
3	% households participating in kerbside recycling	A 10% increase from baseline
4	% of primary schools with recycling facilities and engaged with education events	80%
5	% of council facilities with access to recycling points/collections for a range of materials, including council events	100%

- 30. To realise a significant and sustained increase in recycling will require some fundamental changes or additions to household waste collection services and come with significant capital and revenue costs. The action plan outlines some service change options that would be required to achieve higher recycling rates with some estimated costs and implications.
- 31. The strategy does not include detailed waste collection service changes given the significant costs and the operational, technical, legal, budgetary and political uncertainties. However, the action plan includes achievable and affordable actions in the short to medium term timescale which can begin the journey towards our targets.
- 32. Costs for the delivery of the new strategy will be contained within existing budgets where possible. However, additional investment will be required for several of the proposed actions, with cost estimates included in the action plan.
- 33. In the short to medium term, there are a range of local priority actions which will require investment of £110,000, as indicated in Table 3.

Table 3: Budget requirements (not including major service changes)

Action	Total costs estimate	2024/25	2025/26	2026/27
Improve communal recycling facilities: new bins, bin repairs, new signage and labelling	£25,000	£10,000	£10,000	£5,000
Improve communication with residents: materials and advertising	£10,000	£3,000	£4,000	£3,000
Tackling contamination in recycling: communication materials	£5,000	£2,500	£2,500	
Digital engagement: app development	£5,000		£5,000	
Recycling incentives/rewards	£20,000			£20,000
Support recycling in schools: recycling bins and boxes	£5,000	£2,500	£2,500	
Deliver schools education events programme	£15,000	£7,500	£7,500	
'On-the-go' recycling: dual litter bins	£25,000	£5,000	£10,000	£10,000
Total	£110,000	£30,000	£40,000	£40,000

34. The costs identified for any major service changes will likely be significant and subject to an appropriate report which will be submitted where the need for budget allocation becomes clear. Some headline figures are indicated in the action plan.
35. New waste collection services will be funded through a combination of the following measures:
- **New Burdens funding** to local authorities to provide weekly food waste collection from households, which will include capital costs (such as vehicles and containers), as well as resource costs (such as vehicle re-routing, communications and project management) and ongoing service costs (such as collection and disposal costs). Funding allocation is still to be confirmed.
 - **Extended Producer Responsibility for packaging payments** will be provided to local authorities, with packaging producers responsible for the full net costs of collecting and managing packaging waste through efficient and effective services. This includes the collection of additional packaging materials for recycling, such as plastic films and flexibles. Payments are expected from 2025/26.

- It remains the case that under section 45(3) of the Environmental Protection Act 1990, and the Controlled Waste (England and Wales) Regulations 2012, waste collection authorities may, as they can now, recover a reasonable **charge for the collection of garden waste**.

Climate change and air quality

36. 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.
37. In particular the report impacts on the following activities:
 - a. net carbon zero by 2030,
 - b. waste and the use of single use plastics,
 - c. sustainable forms of transport.

Equality and diversity

38. There are no equality and diversity implications of this report.
39. An Impact Assessment for the new strategy has been completed.

Risk

40. The recycling rate target of 65% is ambitious and it is unclear what, if any, implications there will be on local authorities that fail to achieve this level of recycling. Introducing new weekly food waste collections to all households will make a significant contribution towards our target. A key consideration for the council will be whether to simultaneously restrict residual waste by reducing the frequency of collections, which drives higher recycling and waste reduction, and can also provide service cost savings. However, Government has stated that they expect a minimum service frequency for residual waste of at least fortnightly, and preferably weekly. It is hoped that council's will be afforded the freedom to choose the most suitable collection system which can meet our goals and provide best value services. This will be confirmed in forthcoming statutory guidance on waste collections.
41. The precise level of Government funding allocation arising from the Environment Act 2021 regarding consistent collections and extended producer responsibility to cover additional costs, is not yet confirmed. However, Government has affirmed that local authorities should receive their allocation of New Burdens funding for food waste collections, and under EPR the full net costs of managing packaging waste where they have taken all reasonable steps to establish effective and efficient waste collections systems. The definition of 'effective and efficient systems' is not yet confirmed.
42. There are many interdependencies with Lancashire County Council (LCC) as the waste disposal authority. Many waste disposal authorities have raised concerns about the infrastructure and agreements needed to manage new waste streams, particularly food waste. Waste collection authorities in Lancashire are reliant on sufficient food waste recycling capacity being put in place by LCC, although they have indicated

facilities at Farington Waste Park should be ready to accept the county’s food waste by July 2025.

- 43. LCC’s Materials Recovery Facility, which is the destination for all kerbside collected household recycling, will require reconfiguration to accept additional material streams such as cartons and plastic films, which could impact on the timescales for implementing service changes.
- 44. A new national Deposit Return Scheme will see several thousand reverse vending machines placed within supermarkets and in public spaces. This could remove a significant volume of materials from household recycling bins, therefore impact upon the efficiency and effectiveness of recycling collections and adversely impact the local authority recycling rate. It is currently unclear if and how the DRS materials could be captured within our waste and recycling data calculations and therefore still contribute to our recycling rate.

Comments of the Statutory Finance Officer

- 45. There is no existing budget for these works. In the short to medium term, there are a range of local priority actions which will require investment of £110,000 over the next 3 years. A budget of £40k per annum for this has currently been assumed within the Council’s proposed MTFS to be approved in February 2024.
- 46. The costs, as yet to be identified, for any major service changes in the future are likely to be significant; such changes will be subject to separate reports as necessary, which will be submitted for review and approval, including associated budget requirements.

Comments of the Monitoring Officer

- 47. The report is seeking Cabinet approval for a new Recycling and Waste Strategy. This new Strategy is designed to help us meet legislative requirements and achieve our own environmental targets. Ultimately the Strategy will be referred to Full Council for formal adoption.

Background documents

- Recycling and Waste Strategy 2024-2030
- Recycling and Waste Strategy Action Plan
- Executive Cabinet report, 7 December 2023

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Recycling and Waste Strategy

2024-2030



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Action Plan

1. Purpose

The new Recycling and Waste Strategy presents Chorley Councils' vision for waste and recycling services from 2024 to 2030.

It outlines the actions that will enable us to increase recycling, reduce waste, and support the target of our Climate Change Strategy to achieve net zero carbon status by 2030. It also outlines how we will comply with new and emerging national waste legislation and policy.

For many years Chorley Council has worked to reduce waste going to landfill and we have established domestic recycling collection schemes including paper, cardboard, certain plastics and metals, glass, and garden waste. However, we recognise the importance of our role in striving to minimise waste and accept that strategic actions will be needed to reduce waste produced within the borough and to further increase its reuse, recycling, and composting.

Our new strategy is designed to follow the Resources and Waste Strategy for England (RAWS) published by the Government in 2018. The aims of the RAWS are to make the UK a world leader in resource efficiency and resource productivity, to increase competitiveness and move away from a linear economy towards a circular economy. The RAWS informs how councils will provide household waste collection and recycling services in the future, particularly the range of materials that should be collected for recycling and the ways in which services will be funded.

Our actions will ensure that we contribute to the ambitions laid out in the Resources and Waste Strategy of recycling at least 65% of municipal waste by 2035, with a maximum of 10% being landfilled, and eliminating all avoidable waste by 2050. Our Chorley Climate Change Strategy published in 2021 includes an objective to publish a recycling and waste strategy which will drive us towards the recycling target.

The municipal recycling rate for England in 2021/22 was 46%, so reaching 65% in the next 12 years will not happen without significant changes to how waste is collected and managed. To deliver these changes, our strategy includes an action plan designed to meet the objectives set out in the strategy.

There are many reasons why reducing and recycling waste is essential. Not only can it help reduce our carbon footprint, but it also helps reduce the need for harvesting new materials, saves energy, reduces greenhouse gases, and prevents pollution. As a nation we save 18 million tonnes of CO₂ a year by recycling, helping to tackle climate change.

Traditional consumer and shopping patterns are changing, and this will have a significant impact on future waste generation and management. There has been a significant and lasting rise in public consciousness when it comes to the need to tackle waste and recycle more.

We cannot deliver our vision and priorities alone and we need the support of our residents, businesses, partners, and visitors to help us to make our borough greener, cleaner, and a more sustainable place to live, work and visit.

2. Vision

Our vision is to reduce the amount of waste we produce, to recycle as much waste as possible, and reduce our carbon emissions. Residents, businesses, and visitors will be encouraged to play their part in achieving this aim.

Waste should be viewed as a resource to be valued and used and not simply thrown away with no thought of the consequences. We must recognise that we all have responsibility for our actions and for the waste we create.

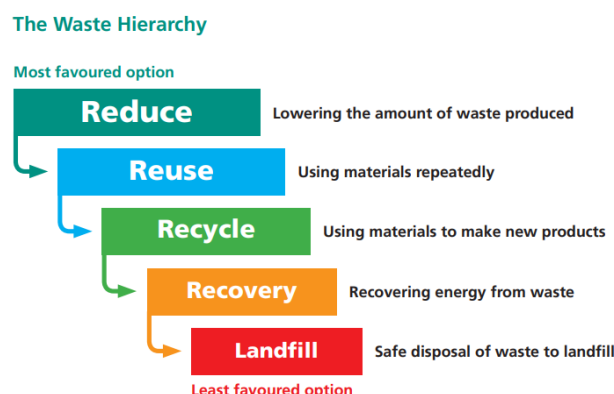
The following aims outline how we will achieve our vision:

- Change the way people, businesses and organisations think about waste.
- Encourage a reduction in consumption and waste.
- Make service delivery changes and improvements to maximise the quality and quantity of reuse and recycling.
- Maximise recycling by increasing awareness of what and how to recycle and increasing participation in recycling collections.
- Work with partner organisations, residents, parish councils, schools, and community groups to deliver new initiatives and projects to reduce waste and recycle more.
- Re-using materials and recovering value from waste where possible.
- Work towards carbon-neutral waste services.
- Promote the principles of the circular economy.

Circular economy

A circular economy approach means preventing waste and keeping resources in circulation through repair, reuse, and recycling to realise their maximum resource value whilst minimising environmental impacts. It moves away from the more linear economy of 'take, make, use, throw' and prolongs the lives of materials and goods consumed, minimising waste, and promoting resource efficiency.

This means increasing the amount of material that is re-used or recycled, minimising waste, and reducing the reliance on new materials. It is essential that we embed policies and practices that drive a more circular economy, and work towards consistent and efficient waste services, food waste collections and improving recycling in homes and businesses.



3. Policy framework

Resources and Waste Strategy for England

The Government published its Resources and Waste Strategy for England in 2018. It outlines how the nation will work towards ambitions of doubling resource productivity and zero avoidable waste by 2050, maximise the value we extract from our resources, and minimise waste and the associated negative environmental impacts.

The RAWs has set a national target for municipal (household-like) waste of:

65% to be recycled by 2035.

Resource efficiency and waste reduction is based on four key principles:

1. Extended producer responsibility (EPR)

Producer responsibility is where manufacturers of products that end up as waste (i.e., packaging) pay towards their collection and disposal. The Government has proposed to increase the items that need to be paid for and make sure that manufacturers pay the full cost. This legislation is due to be implemented in October 2025 and is designed to create more opportunities for the UK to make better use of recyclable material and encourage better design of packaging that prioritises waste prevention, reuse, and recycling rather than disposal. The sums that this scheme will collect will determine what funding is available to local authorities to support the collection of the packaging.

2. Consistency of waste and recycling collections

The Government is introducing legislation to standardise recycling and waste collections to make recycling easier and less confusing for households, and to improve recycling information on packaging to help customers make more informed choices when they buy packaged products.

3. Deposit Return Scheme (DRS)

To help reduce litter and improve on-the-go recycling, customers buying a drink could reclaim the deposit added to the cost of the drink by returning the bottle or can. A scheme is expected to commence in October 2025.

4. Plastic packaging tax

The Government has proposed a new tax on the production and import of plastic packaging with less than 30% recycled content. The Government may also propose a move away from measuring waste targets and recycling performance by weight to measuring in carbon and environmental footprints.

The Environment Act 2021

Through the new Environment Act, the Government is taking the powers necessary to deliver on many of the commitments in the RAWs, such as to reform the UK packaging producer responsibility system and to introduce greater consistency in recycling collections. It introduces new legally binding targets, many of which will come through secondary legislation. The Act is expected to be enforced within the next 2-5 years, and new requirements include:

- Consistent and frequent recycling collections across England; waste collection authorities must make arrangements to collect the following from households: glass, metal, plastic, paper and card, food waste, garden waste.
- Weekly food waste collections, preventing food waste from going to landfill or being incinerated.
- It allows the Government to introduce clearer labelling on certain products so consumers can easily identify whether or not products are recyclable.
- It also allows the Government to expand the use of charges on single use plastics, following the successful introduction of the carrier bag charge and will introduce a Deposit Return Scheme (DRS) on drinks containers, subject to consultation.
- There are powers to introduce new extended producer responsibility schemes which will make producers responsible for the full net costs of managing their products when they are thrown away.

All of these will have a bearing on what the 'optimum' waste and recycling collection services in Chorley might look like in future.

A **Climate Emergency** was declared by Chorley Council in 2019, with pledges to work towards becoming a net zero carbon borough by 2030. This is 20 years ahead of Government targets for the UK to be carbon neutral by 2050.

The Circular Economy Package (2018) sets legally binding targets for waste recycling and reduction of waste to landfill including:

- Recycling 65% of waste by 2035
- Reduce landfill to maximum of 10% of waste by 2035

Government's latest position

As part of the RAWS, Defra launched three consultations in February 2019 on Consistency in Household and Business Recycling Collections, Reforming the UK packaging producer responsibility system, and Introducing a Deposit Return Scheme for drinks containers (DRS).

There were a large number of responses to these consultations from stakeholders across the waste sector and local authorities which have informed policy decisions. Defra has stated it intends to introduce regulations and statutory guidance that will underpin the new consistency in recycling measures.

Local authorities and the wider waste industry have since been eagerly awaiting long overdue announcements, but ongoing delays have left councils without clarity on new legal requirements, statutory guidance, exemptions, implementation timelines, and the availability of funding.

In October 2023, Defra finally confirmed their Waste Reforms, entitled 'Simpler Recycling'. This provided certainty on the materials that must be included in each recyclable waste stream, and transition timelines for compliance, summarised as follows:

By 31 March 2026, local authorities will be required to collect paper and card, plastic, metal, glass, cartons, food waste and garden waste from all households in England. This includes a free, weekly food waste collection.

Local authorities will be required to collect garden waste, where requested, and can continue to choose to charge for this service.

As confirmed in the government consultation response to the consultation on Extended Producer Responsibility for packaging, the government will require the kerbside collection of plastic film packaging by 31 March 2027.

Local authorities will retain the flexibility to provide the most appropriate services for their communities, with exemptions to allow all councils in England the option to co-collect dry recyclable materials.

Local Strategies

This Recycling and Waste Strategy links to other local strategies and policies and is closely aligned to the priorities and commitments of both the Corporate Strategy and Climate Strategy, which includes:

- Work towards our commitment to become a net zero carbon borough by 2030.
- Support waste reduction, reuse, and recycling.
- Promote sustainable transport and infrastructure.
- Promote the green economy.

A key priority of the local Climate Strategy is to improve recycling rates and to collaborate with partners, residents, businesses, schools, community groups and internally to reduce the volume of waste produced in the borough.

The Waste Management Strategy for Lancashire, 'Rubbish to Resources' for 2008-2020 has now expired. Lancashire County Council are currently preparing a new strategy while waiting for emerging obligations of the Environment Act. Notably there is the opportunity to co-ordinate a regional approach to introduce food waste collections across Lancashire.

4. Current position

Chorley Council is a Waste Collection Authority (WCA) with a legal duty to collect waste and recycling from residential properties. 53,000 households in Chorley have regular wheeled bin collections.

General waste, recycling and garden waste collections are conducted using refuse collection vehicles (RCVs). There are smaller RCVs that collect from areas with restricted access. Residents can pay for the collection of garden waste bins from residential properties, with around 25,000 households subscribed to this service. Bulky waste collections and clinical waste collection services are also provided.

Once collected, waste is managed and disposed of by Lancashire County Council (LCC) as the Waste Disposal Authority (WDA). As a result, the way that Chorley Council can collect kerbside waste and recycling is constrained by the acceptance criteria of the WDA's facilities. LCC also has responsibility for waste collected at Household Waste Recycling Centres.

By introducing more opportunities for recycling, such as alternate weekly collections, the introduction of wheeled bins for recycling, and expanding the range of materials collected for recycling, we increased the rate of recycling from around 16% in 2002/03 to nearly 47% in 2021/22. In recent years, our recycling rate has remained fairly constant which reflects the national trend.

Chorley's reuse, recycling, and composting rate for 2021/22 was 46.7%. We collected 22,832 tonnes of residual (non-recyclable) waste, 12,302 tonnes of dry recycling, and 7,734 tonnes of garden waste. We also collected 2,603 tonnes of street cleansing waste. The amount of residual waste per household is currently 475kg per year.

There is currently no specific legal obligation nor binding target for the council in relation to our recycling rate. However, we are obliged to consider the interests and demands of our residents and to help protect and preserve our environment. As we focus more on our green agenda, we need to actively pursue ways to further reduce waste and recycle more.

The main objective of this strategy is to increase our recycling rate to 65%. This is an increase of nearly 20% from the current level and equates to 8,500 tonnes of waste being diverted from the residual waste stream and into recycling bins.

Chorley Council is committed to action to reduce carbon emissions. The Carbon Waste and Resources Metric (WARM) is a tool which evaluates the impacts of waste management in terms of its Greenhouse Gas emissions, measured as carbon dioxide equivalent (CO₂e). Carbon WARM can be used to show how increasing recycling of waste can contribute to reducing emissions when compared to landfill disposal.

Based on our performance in 2022, we are saving 16,100 tonnes CO₂e by recycling our household waste instead of sending it to landfill. If we can achieve our target of 65% recycling, there will be an estimated saving of 22,900 tonnes CO₂e. For every additional tonne of waste that we can recycle instead of sending to landfill, it is estimated that we can save 870kg of CO₂e.

5. Delivery

Set out below are the objectives that we will deliver through an Action Plan that will be kept under review. Our Action Plan is appended to this document.

The five key areas of focus have been identified to demonstrate what we aim to achieve and to provide a framework for our priorities for action.

Our strategic objectives

1. Communication and behaviour change

We will encourage everyone to be responsible for their waste and make full use of their recycling collection services. We will also ensure residents have access to all the information they need about reducing waste and recycling.

2. Engagement activities and partnerships

We will collaborate with partners, schools, businesses, and community groups to deliver projects and initiatives to reduce waste and recycle more.

3. Changes and improvements to collection systems

We will enable residents to recycle more of the waste they generate by offering easy-to-use services and opportunities to recycle a wider range of materials.

4. Leading by example

We will lead by example by ensuring waste minimisation, recycling and net-zero carbon principles and best practice across council services and facilities.

5. Other waste reduction and recycling initiatives

We will support reuse, refill, repair schemes and explore opportunities for materials that are harder to recycle.

6. Timescale

This strategy covers the period 2024-2030 to deliver the councils' objectives. The accompanying action plan contains short, medium, and long-term actions, with an indication of delivery start dates.

The delivery of tasks within the action plan will be monitored and reviewed annually to ensure we can deliver the targets set through this strategy and any other future requirements. Where significant changes occur, the action plan will be updated accordingly. Timescales for specific actions are indicated in our action plan.

7. Key performance measures

The success of the strategy will be monitored and measured through corporate and service level indicators, which aim to reflect the improvements to the service.

Key measures:

No.	Description	Target
1	% of household waste sent for reuse, recycling, or composting	65% by 2035
2	Residual waste per household per year	<400 kg/hh/yr
3	% households participating in kerbside recycling	A 10% increase from baseline
4	% of primary schools with recycling facilities and engaged with education events	80%
5	% of council facilities with access to recycling points/collections for a range of materials, including council events	100%

We recognise that new measures and targets may need to be developed as future approaches to waste and legislation changes.

8. Financing

Costs for the delivery of the new strategy will be contained within existing budgets where possible. Some additional investment will be required for several of the proposed actions, with some cost estimates provided in the action plan. The costs identified for any major service changes will be significant and subject to an appropriate report which will be submitted where the need for additional budget allocation becomes clear. Some headline figures are indicated in our action plan.

Some funding to support the implementation of the strategy is required. In the short to medium term, there are a range of actions which will require estimated budgets of between £5,000 to £25,000. Additional officer resources will also be required to deliver strategic objectives alongside business as usual activity. This will provide sufficient resources to work on new projects and proactively drive us towards our objectives. Other proposed actions have not yet been fully costed and will require further reviews to calculate additional costs and feasibility.

In terms of external sources of funding, the Government has committed to providing capital funds to cover any net new burdens associated with implementing the measures in the Environment Act under 'New Burdens' funding. Notably the Government's Net Zero Strategy confirmed £295 million in capital funding for new food waste collection services, however it is still unclear when Government funding will be provided to local authorities and the amount allocated.

Extended Producer Responsibility (EPR) for packaging will see producers covering the full net cost of managing their packaging waste. Councils should therefore expect to receive money from producers to fund recycling services and to manage household packaging waste that ends up in household waste and street litter bins. These reforms will be implemented from 2025/26.

The payments under EPR are expected to be linked to the quality and quantity of recyclable material collected, and that councils will need to demonstrate they operate 'cost effective' and 'efficient' services. The details of how this will be assessed, the level of funding, and the allocation of funding have yet to be confirmed.

We will continue to actively seek any funding from the Government or opportunities for other sources, which could help us to undertake work towards the objectives identified in this strategy.

Since household waste collected is transferred to Lancashire County Council for processing and disposal, there is no direct financial incentive for Chorley Council to increase recycling. However, our residents would benefit from more household waste being recycled since this would reduce the amount of waste sent for disposal. As a county we could save £4 million by putting the right things in the right recycling bin, money which could be spent on other services across Lancashire.

9. Review

This strategy will be reviewed regularly to make sure that our ambitions and objectives remain appropriate, and to change them if necessary. This will be particularly important in the light of any changes to the landscape in which we find ourselves, including:

- The national Resources and Waste Strategy, which includes further proposals that may come into force from 2025/26.
- Emerging waste legislation, statutory guidance and policy which arise from that; and
- The level of funding provided to local authorities by the Government and any other new sources of funding such as EPR payments.

Review periods are intended for November 2024, 2025, and 2027. The strategy action plan will also be refreshed annually through our business planning process and will allow for regular monitoring and evaluation of service delivery against the strategy objectives.




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Recycling and Waste Strategy Action Plan for Chorley




Significant changes will be required over the coming years to realise our targets for waste reduction and recycling and our wider corporate climate goals. To deliver these changes, we have five strategic **objectives**:





Encourage and improve behaviour and communication	We will encourage everyone to be responsible for their waste, make full use of their recycling collection services, and provide access to all the information they need about recycling and reducing waste.
Engagement activities and partnerships	We will work with partners, schools, businesses and community groups to deliver projects and initiatives that aim to reduce waste and recycle more.
Changes and improvements to collection systems	We will enable residents to recycle more of the waste they generate by offering easy-to-use services and opportunities to recycle a wider range of materials.
Leading by example	We will lead by example by ensuring waste minimisation, recycling and net-zero carbon principles and best practice across council services and facilities.
Other waste reduction and recycling initiatives	We will support reuse, refill, repair schemes and explore opportunities for materials that are harder to recycle.





The actions outlined in this plan correspond to one or more of these **themes**:




Optimise our local potential for recycling and waste reduction	
Prepare our services for future changes linked to emerging policy and legislation	
Support residents, community groups and other stakeholders to become a waste-free borough	


Strategic Objective 1: Encourage and improve behaviour and communication						
Activity	Actions	Costs	Delivery start	Priority	Theme	Internal & external Interdependencies
Improve communication with residents	<p>We will develop and implement initiatives that encourage households to change their behaviour to reduce, reuse, repair and recycle their waste.</p> <p>We will use clear and simple messages across a variety of communication channels to explain what can be recycled, the benefits and importance of recycling, what happens to recyclable materials, and where to obtain more information.</p> <p>We will make use of national and local campaigns to reinforce the messages.</p>	<p>Communication materials and advertising: £10,000</p>	Annual/ongoing	Local priority	 	<p>Communications team</p> <p>Lancashire County Council</p>
Improve our website	<p>We will ensure there is easy access to clear and detailed information on waste reduction and recycling.</p> <p>We will raise awareness of what happens to recyclable waste, provide transparency on where our waste ends up, explain the importance of recycling, and publish a new A-Z guide.</p> <p>We will signpost locations to recycle items that cannot currently be collected from home and raise awareness of better consumer habits aimed at reducing waste.</p>	<p>Within existing budgets</p>	2023/24	Local priority	 	<p>Customer Services team</p>
Digital engagement	<p>We will maintain a high profile on social media and explore opportunities for more digital engagement.</p> <p>We will engage with residents through digital channels to provide clear and informative waste reduction and recycling advice, including seasonal messages.</p>	<p>Mostly within existing budgets.</p> <p>Communication materials and development costs: £5,000</p>	Annual/ongoing	Local priority		<p>Communications team</p>





	We will look to introduce email alerts about bin collections or a new smartphone app.					
Increase participation in recycling in low-performing areas	<p>We will use data recorded by our collection crews to identify areas of low participation, or areas that are not performing as well on recycling or that generate more waste per household.</p> <p>We will develop a tailored approach to improve recycling performance in low performing areas. These areas can be targeted with extra communication and home visits to raise the level of understanding and awareness of recycling and encourage households to modify their behaviour.</p>	Within existing budgets.	2024/25	Local priority		
Tackling contamination in recycling	<p>We will strive year on year to improve the quality of recycling and increase recovery levels.</p> <p>We will proactively provide information and education, including:</p> <ul style="list-style-type: none"> • Bin day calendars and recycling information for all households • Recycling bins stickered with recycling information • Collection crews with bin tags and flyers with recycling information to hand out • Home visits to educate and encourage good recycling behaviours • Recycling information in community hubs such as libraries, community centres and shops 	<p>Mostly within existing budgets</p> <p>Communication materials:</p> <p>£5,000</p>	Annual/ongoing	Local and regional priority		Lancashire County Council
Recycling incentives and rewards	We will explore opportunities for incentives or a reward scheme with a review of best practice examples. Research suggests a simple incentive scheme could result in an immediate effect with increased participation and improved quality of recyclable materials.	Investment for specific incentives/ rewards dependent on the type of scheme:	2026/27	Local priority		





	For example the 'Litter Lotto', an app that communicates, educates and incentivises, and changes behaviour for household waste and recycling	£20,000				
Support food waste reduction	We will support and promote the Love Food, Hate Waste campaign and Food Waste Action Week so that households, schools and businesses reduce avoidable food waste and save money.	Within existing budgets.	Annual/ongoing	Local and national priority		National campaigns WRAP
Strategic Objective 2: Engagement and partnerships						
Activity	Actions	Costs	Delivery start	Priority	Theme	Internal & external Interdependencies
Recycling or recovery of value from household bulky waste	We will work with our partners and community groups to explore the opportunities to reuse, recycle or recover value from furniture and goods that are removed from households on our bulky waste collection service. We will continue to work with Recycling Lives and Valpak for the recycling of waste electrical items.	Further work is needed to identify viable and sustainable outlets for waste furniture and any associated costs	2024/25	Local and regional priority		Availability and sustainability of third-party reuse or recycling. Potential for Lancashire County Council to expand reuse hubs.
Deliver schools education events	We will work with a partner organisation to offer schools a bespoke programme to educate and inform schoolchildren in order to increase engagement about waste and recycling, and to promote the positive actions they can take to help protect the environment and encourage others to do the same.	Partnership with a service provider: £15,000	2023-25	Local priority		Primary schools as voluntary partners
Support recycling in schools	We will encourage schools to take advantage of free recycling collections and will help with introducing and promoting these services.	Mostly within existing budgets Recycling bins and boxes: £5,000	2023-25	Local priority		Primary schools as voluntary partners






<p>Support for community litter picks</p>	<p>We will support local groups and residents with tools and equipment for community litter picks and recycle separated plastic bottles and cans which are collected.</p>	<p>Within existing budgets.</p>	<p>2023/24</p>	<p>Local priority</p>		<p>Volunteers can be supported with Time Credits</p>
<p>Community engagement</p>	<p>We will explore opportunities to engage with and support local community groups, voluntary organisations, charities, parish councils, and schools on waste reduction and recycling activities.</p>	<p>Within existing budgets.</p>	<p>2024-27</p>	<p>Local priority</p>		<p>Communities team Third sector organisations</p>
<p>Business recycling services</p>	<p>We will engage with businesses on waste reduction and recycling to enable them to find cost-effective circular solutions that help to support sustainable business growth.</p> <p>We will investigate the introduction of a business recycling collection scheme.</p>	<p>Further work is needed to decide how these collections would be introduced and what investment would be required</p>	<p>2026/27</p>	<p>Local priority</p>		<p>Business Engagement team Town Centre team</p>
<p>Work with partners on new initiatives</p>	<p>We will explore partnership opportunities to maximise value from the waste we collect.</p> <p>We will work together with Lancashire County Council to co-ordinate waste collection and disposal requirements and ensure we can use a long-term and sustainable collection, treatment and disposal infrastructure.</p> <p>We will investigate the opportunities to work with alternative partners for additional waste streams not currently within the remit of Lancashire County Council.</p>	<p>Further work is needed to determine how these could be introduced and what investment would be required</p>	<p>Annual/ongoing</p>	<p>Local and regional priority</p>		<p>Lancashire County Council as the waste disposal authority are responsible for waste treatment and recycling outlets.</p> <p>Availability and sustainability of third-party reuse or recycling.</p>

Strategic Objective 3: Changes and improvements to collection systems						
Activity	Actions	Costs	Delivery start	Priority	Theme	Internal & external Interdependencies
Consistency in collections	<p>We will collect a consistent set of recyclable materials from households following the national Resources and Waste Strategy and Government waste reforms.</p> <p>We will design our services in ways that positively drives residents to make full use of recycling services and minimise the environmental impact of our collection operations.</p> <p>By 31 March 2026 we will collect the following recyclable waste streams from all households: paper and card, plastic, metal, glass, food waste and garden waste; plastic film packaging will be collected by 31 March 2027.</p>	Government has indicated there will be full financial support for councils.	2025-27	<p>National policy</p> <p>New obligation under the Environment Act and the Resources and Waste Strategy</p>		<p>Government funding is still to be confirmed for new burdens.</p> <p>Lancashire County Council as the waste disposal authority are responsible for waste treatment and recycling outlets.</p>
Expand the range of recyclable materials accepted	<p>We will continue to explore options available to increase recycling by adding extra materials to recycling collections such as plastic film, cartons, small electrical items, textiles, and batteries.</p> <p>If kerbside collection isn't possible, we will signpost to 'out-of-home' recycling points, consider 'drop-off' recycling events, and explore new opportunities for hard-to-recycle items.</p>	Further work is needed to determine how these could be introduced and what investment would be required	2024-27	<p>Local priority</p> <p>National policy</p>		<p>Lancashire County Council determine what materials can be accepted in household recycling bins.</p> <p>Need to ensure there are feasible and sustainable recycling solutions for any new materials accepted.</p>
Food waste collections	We will prepare for the introduction of separate weekly food waste collections which are mandatory under new legislation by March 2026.	<p>Implementation costs: £1.25 million</p> <p>Annual operating costs:</p>	2025/26	<p>National policy</p> <p>New obligation under the</p>		This is subject to confirmation of Government funding and new statutory guidance.

	<p>We will work towards the implementation and promotion of food waste collections, subject to confirmation of Government funding.</p> <p>We will work closely with the Lancashire Waste Partnership on delivering food waste collections as soon as possible, lobby Lancashire County Council for suitable processing facilities and seek confirmation of Government commitment for full financial support for food waste collections.</p>	<p>£1.2 million.</p> <p>No direct cost savings to Chorley Council however LCC would realise significant savings from avoided waste disposal costs.</p>		<p>Environment Act and RaWS</p>		<p>LCC are responsible for providing a food recycling facility and have indicated their Farington Waste Technology Park will be ready to receive food waste from Summer 2024.</p>
<p>Restrictions on residual waste</p>	<p>We will review whether restrictions on non-recyclable residual waste capacity would be appropriate alongside the introduction of food waste collections. With a comprehensive range of recycling services including food waste, we could drive up recycling rates and reduce waste even further by placing new restrictions on bins for residual waste.</p> <p>We will explore the benefits and costs of restricting general waste capacity through either smaller bins or less frequent collections, possible options include:</p> <ul style="list-style-type: none"> • smaller bins for residual waste – 140 or 180-litre, instead of the current 240-litre standard • less frequent residual waste collections – 3-weekly or 4-weekly <p>Restricting residual waste capacity is the biggest impact we can have on waste and carbon reduction within the borough. These measures could increase our recycling rate by 10-20%.</p> <p>Less frequent collections would also drive cost savings and support our Climate Strategy, by saving fuel and vehicle journeys, alongside a reroute to improve efficiency of collections.</p>	<p>A smaller bin can help to significantly reduce the amount of waste each household can produce, however the cost of replacing bins across the district could exceed £1 million.</p>	<p>2025/26</p>	<p>Local priority</p>		<p>This is subject to confirmation of new statutory guidance on minimum service standards and would require full council approval.</p>

Paper and card collections	We will review the frequency of collection which is currently every four weeks. Any benefits will have to be evaluated against costs and environmental impacts.	More frequent collections would add ~£300,000 in annual costs, with a ~1% increase in recycling rate.	2025/26	Local priority		
Recycling services to every household	We will aim to provide a recycling collection service to the remote properties that are still on a weekly bagged waste collection.	Further work is needed to determine how these collections can be achieved cost-effectively	2024/25	Local priority		LCC - there are some limitations on the method of collection and delivery into facilities for sorting and processing.
Improve communal recycling facilities	We will review the provision of communal bins for household waste and recycling at flats and apartments, and how these are labelled and signposted. We will work closely with site management companies and housing associations to ensure sites are well maintained, tidy and attractive to use.	Investment in new bins, repairs, signage and labels: £25,000	2023/24	Local priority		Housing associations and management companies
Strategic Objective 4: Leading by example						
Activity	Actions	Costs	Delivery start	Priority	Theme	Internal & external Interdependencies
Efficient collection rounds	We will plan waste and recycling collections to deliver our waste services in a co-ordinated, quality and cost-effective way to enable more efficient rounds that will reduce fuel consumption and minimise environmental impact.	This will not affect recycling rate but is important in minimising vehicle emissions and	Annual/ ongoing	Local priority		

		may identify some cost savings				
Decarbonisation of fleet	<p>We will investigate the transition of our fleet to carbon neutral vehicles with aim of having a zero emissions fleet. Alongside electric vehicles, the role of hydrogen and bio-fuel will be considered.</p> <p>We will trial alternative fuels for waste collection vehicles as we look to reduce carbon emissions and improve air quality</p>	Significant investment will be required for new fleet vehicles, and our new Fleet Strategy will look to progress this.	2026-30	Local priority National policy		Streetscene team
Waste audits and recycling facilities across the council	<p>We will undertake audits of waste from council facilities to identify any avoidable waste and ensure we are recycling a minimum of paper, card, glass, plastic and tins/cans, printer cartridges, electronic equipment, light bulbs and batteries.</p> <p>We will improve the segregation and recycling of waste from council events and encourage other event organisers to do the same.</p>	Within existing budgets.	2023-25	Local priority		Civics team Property Services team Events team
Phase out single-use plastics	<p>We will reduce packaging and the unnecessary use of single-use plastic and encourage other organisations to do the same.</p> <p>Our aim is to identify all single use-plastic within the council and determine whether it is avoidable and can be eliminated or minimised, such as packaging from suppliers, or if there are alternatives such as re-usable products.</p>	Within existing budgets.	2024-26	Local priority National policy		Suppliers of goods and services Partner organisations
New procurement principles	We will look to apply Circular Economy principles when procuring goods and services and lead by example in promoting waste prevention, reuse and recycling in council purchasing	Within existing budgets.	2024/25	Local priority		Procurement team Suppliers of goods and services Partner organisations

	<p>We will specify products made from recycled content and sustainable sources wherever possible as part of our procurement of goods and services.</p> <p>We will embed carbon reduction and improvements where applicable in new contracts through new Social Value requirements.</p>					
Expand 'On-the-go' recycling	<p>We will look to expand the number of recycling bins in public spaces based off demand, and ensure it is recycled effectively. This follows a successful trial of dual-use litter and recycling bins in the town centre.</p>	<p>Investment in new bins: £25,000</p>	2024-26	Local priority		Streetscene team
Strategic Objective 5: Other waste reduction and recycling initiatives						
Activity	Actions	Costs	Delivery start	Priority	Theme	Internal & external Interdependencies
Support Reuse and Refill schemes	<p>We will explore the feasibility and uptake of reuse schemes, promote local refill and zero waste shops.</p> <p>We will promote local donation or exchange points for the re-use of household items, for example school uniform swaps. Schools have been engaged and plans have been put in place for swap schemes to take place within the schools</p>	<p>Within existing budgets.</p>	Annual/ongoing	<p>Local priority</p> <p>Regional priority</p>	<p></p> <p></p>	<p>Third sector organisations</p> <p>Potential for Lancashire County Council to expand reuse hubs.</p>
Support Repair cafes	<p>We will promote and help facilitate local repair groups to encourage repair instead of replacement.</p> <p>For example Chorley Repair Café, a volunteer group that meet to help fix broken items and stop them from going to landfill.</p>	<p>Within existing budgets.</p>	Annual/ongoing	Local priority		Third sector organisations
	<p>We will explore recycling options for harder to recycle materials which cannot be collected from households but could be taken to out-of-home recycling points.</p>	<p>Within existing budgets and</p>	2024-27			Industry compliance schemes and recycling service providers

Harder to recycle materials	For example, small electricals recycling following a successful grant funding application to the Materials Focus recycling campaign; coffee pod recycling using the Podback scheme.	through grant funding.				
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Budget requirements (not including major service changes)

Action	Costs estimate
Improve communal recycling facilities: new bins, bin repairs, new signage and labelling	£25,000
Improve communication with residents: materials and advertising	£10,000
Tackling contamination in recycling: communication materials	£5,000
Digital engagement: app development	£5,000
Recycling incentives/rewards	£20,000
Support recycling in schools: recycling bins and boxes	£5,000
Deliver schools education events programme	£15,000
'On-the-go' recycling: dual litter bins	£25,000
Total	£110,000

High level timetable

Annual/ ongoing	2023/24	2024/25	2025/26	2026/27	2027-30
<p>Improve communication with residents</p> <p>Digital engagement</p> <p>Tackling contamination in recycling</p> <p>Support food waste reduction</p> <p>Work with partners on new initiatives</p> <p>Efficient collection rounds</p> <p>Support Reuse and Refill schemes</p> <p>Support Repair cafes</p>	<p>Improve our website</p> <p>Deliver schools education events</p> <p>Support recycling in schools</p> <p>Support for community litter picks</p> <p>Improve communal recycling facilities for flats and apartments</p> <p>Waste audits and recycling facilities across the council</p>	<p>Recycling or recovery of value from household bulky waste</p> <p>Community engagement</p> <p>Increase participation in recycling in low-performing areas</p> <p>Recycling services to every household</p> <p>Expand 'On-the-go' recycling</p> <p>Phase out single-use plastics</p> <p>New procurement principles</p> <p>Planning for waste collection service changes</p>	<p>Consistency in collections</p> <p>Food waste collections</p> <p>Restrictions on residual waste</p> <p>Paper and card collections</p> <p>Expand the range of recyclable materials accepted</p>	<p>Business recycling services</p> <p>Recycling incentives and rewards</p> <p>Harder to recycle materials</p>	<p>Decarbonisation of fleet</p>