

## Overview and Scrutiny Committee

Thursday, 14th March 2024, 6.30 pm

Council Chamber, Town Hall, Chorley and

[www.youtube.com/user/ChorleyCouncil](http://www.youtube.com/user/ChorleyCouncil)

### 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 of the last meeting held on 25 January 2024**

(Pages 3 - 8)

Minutes of 25 January 2024 attached for approval and signing by the Chair.

##### 3 **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

#### Scrutiny of the Executive Cabinet

##### 4 **Executive Cabinet Minutes**

(Pages 9 - 14)

To consider the Executive Cabinet minutes of the meeting held on 18 January 2024 (enclosed).

##### 5 **Notice of Executive Decisions**

(Pages 15 - 48)

The latest [Notice of Executive Decisions](#) has been published on the Council's website.

The document is also attached and correct as of 6 March 2024.

##### 6 **Health Scrutiny Update**

Councillor Margaret France will report at the meeting.

- |    |  |                 |
|----|--|-----------------|
| 7  | <b>Water Safety - Doing it for Dylan Campaign</b>  |                 |
|    | Beckie Ramsay from the “Doing it for Dylan” water safety campaign has been invited to attend and give a presentation to the Committee. |                 |
| 8  | <b>Community Safety Partnership/Crime and Disorder</b>   | (To Follow)     |
|    | Report of the director of Communities and Leisure to follow.   |                 |
| 9  | <b>Second Monitoring Report Overview and Scrutiny - Select Move</b>  | (Pages 49 - 68) |
|    | Report of the Director of Communities and Leisure attached.  |                 |
| 10 | <b>Overview and Scrutiny Work Programme</b>  | (Pages 69 - 70) |
|    | The Scrutiny Work Programme for 2023/24 is attached for information.   |                 |
| 11 | <b>Reports from the Task and Finish Groups</b>   |                 |
|    | Verbal update to be given on Task and Finish Groups.   |                 |
| 12 | <b>Any urgent business previously agreed with the Chair</b>  |                 |

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Overview and Scrutiny Committee Councillor Aidy Riggott (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Sarah Ainsworth, Kim Snape, Michelle Beach, Dedrah Moss, Arjun Singh, Ryan Towers, Michelle Brown, Christine Heydon, Samantha Martin, Pauline McGovern (Clayton East, Brindle and Hoghton), Joan Williamson and Debra Platt.

Electronic agendas sent to Overview and Scrutiny Committee reserves for information.

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<b>Minutes of</b>	<b>Overview and Scrutiny Committee</b>
<b>Meeting date</b>	<b>Thursday, 25 January 2024</b>
<b>Committee Members present:</b>	Councillor Aidy Riggott (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Sarah Ainsworth, Kim Snape, Michelle Beach, Dedrah Moss, Ryan Towers, Michelle Brown, Christine Heydon, Pauline McGovern, Joan Williamson and Debra Platt
<b>Committee Members present virtually (non-voting):</b>	Cllr Samantha Martin
<b>Guests present:</b>	Councillors Alistair Bradley – Executive Member (Economic Development and Public Service Reform) Councillor Peter Wilson – Executive member (Resources) Councillor Bev Murray Executive Member (Early Intervention)
<b>Officers:</b>	Louise Mattinson (Director of Finance/Section 151 Officer), Neil Halton (Principal Management Accountant), Jennifer Mullin (Director of Communities and Leisure) and Clare Gornall (Democratic and Member Services Officer)

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

#### **23.OS.22      Declarations of Any Interests**

There were no interests declared.

#### **23.OS.23      Minutes of meeting Thursday, 5 October 2023 of Overview and Scrutiny Committee**

**Resolved** – That the minutes of the meeting held on Thursday, 5 October 2023 be approved as a correct record.

#### **23.OS.24      Public Questions**

There were no public questions.

#### **23.OS.25      Executive Cabinet Minutes**

**Resolved:**

That the Executive Cabinet minutes be noted.

**23.OS.26 Notice of Executive Decisions**

One member referred to page 53 – CCTV Award of Contract listed for December 2023 and requested an update as to this contract award.

**Resolved:**

1. That the Notice of Executive Decisions be noted;
2. That an update be provided to the Committee as to the CCTV Award of Contract.

**23.OS.27 Health Scrutiny update**

Councillor Margaret France provided an update from the Lancashire County Council Health Scrutiny Committee.

She reported on the following:

- NHS Lancashire Place Update and Future Arrangements
- NHS Lancashire and South Cumbria Integrated Care Board – Recovery and Transformation
- Concern was expressed by the Committee about NHS dentist provision in Lancashire.
- Achievements on the work of the Lancashire Health and Wellbeing Board's priorities – Healthy Hearts, Happier Minds and Best Start in Life. It was noted that Chorley had a particular issue in terms of suicide risk.

**Resolved:** That the update be noted.

**23.OS.28 Draft 24/25 Budget Update**

Councillor Peter Wilson, Executive Member (Resources) attended the meeting to present the report on the Draft Budget 2024/25 which had been considered and agreed at Executive Cabinet on 18 January 2024. Louise Mattinson, Director of Finance was also in attendance.

The report set out the draft budget position for the council for 2024/25 and the forecast for 2025/26, reflecting the information contained within the Provisional Local Government Financial Settlement announced on 18<sup>th</sup> December 2023.

Councillor Wilson explained that the budget consultation process, which had now started, included the following proposals:

- A proposed 2.99% increase in council tax in 2024/25 with no proposed cuts to services;
- A forecast balanced budget for 2024/25, based on a 2.99% increase in council tax as noted above and the use of £0.365m of reserves;
- A forecast budget shortfall for 2025/26 of £1.575m, to be addressed through the development and delivery of the council's savings programme
- Proposals for the labour administration to invest in the priority areas identified in the report.

Councillor Wilson highlighted the investments referenced on page 58 which generate net income for the Council, such as the Market Walk Shopping Centre, Primrose Gardens, Strawberry Meadows and Tatton Gardens.

It was noted in the report that the figures in the report may be subject to change, pending receipt of the Final Local Government Financial Settlement announcement which is due from Government in early February 2024.

Councillor Wilson highlighted paragraph 27 of the report which stressed the fact that the Council has only received a one year settlement. In the absence of any figures or framework from Government, it is almost impossible to prepare a credible financial strategy beyond 31 March 2025 with any degree of confidence in the underlying assumptions. It was therefore difficult to develop the Medium Term Strategy in this context.

He also referred to financial risks and uncertainties which would have an impact on the Council's budget such as staffing costs following an agreed pay award.

Councillor Wilson addressed a query about Council Tax debt. He stressed that the Council have a very broad package which aims to investigate the reasons for non-payment of council tax, for example mental health issues. Individuals may be referred to services such as social prescribing to help address those issues.

Councillor Wilson responded to two issues raised by the Chair, in relation to energy costs and impact on projects for the area. Councillor Wilson indicated that hopefully energy costs would reduce, however they were unlikely to return to rates of 12 months ago. In relation to projects, e.g. arising from the Levelling Up Funding, these are still on track and would not be adversely impacted.

Finally, Councillor Wilson indicated that due to the financial challenges being faced by the Council, the Executive Cabinet would be looking closely at all areas of the Council in the next twelve months and suggested that scrutiny would have a key role in that process.

**Resolved** – That the report be noted.

**23.OS.29 Youth Diversionary and Out-Reach Services**

Councillor Bev Murray, Executive Member (Early Intervention) presented a report of the Director of Communities providing an overview of youth diversionary and outreach support services in the borough, including:

- Tackling anti social behaviour – engagement of the Public Protection Team
- INSPIRE Youth Zone Detached Outreach Programme
- Children and Family Wellbeing Detached Service
- Lancashire Violence Reduction Network
- Preston North End

Councillor Murray responded to questions from the Committee. Arising from the discussions it was agreed that details about the INSPIRE outreach programme (i.e. forthcoming planned activities in which areas) be communicated to members (e.g. via In the Know).

It was also suggested that INSPIRE be invited to jointly participate with the Council in local democracy week to engage with young people outside a school setting.

**Resolved –**

1. That the report be noted;
2. That planned activities in forthcoming INSPIRE Outreach Programme be communicated to members e.g. via In the Know;
3. That INSPIRE invited to jointly participate with the Council in local democracy week to engage with young people outside a school setting.

**23.OS.30 Reports from Task and Finish Groups****Recruitment and Staff Retention Task Group**

Councillor Michelle Beach, Chair of the Recruitment and Staff Retention Task Group introduced and summarised the report, outlining their findings and conclusions, and final recommendations. She thanked all members of the Task Group and the officers for their hard work and support.

The Vice Chair, Councillor Ryan Towers, responded to a query about the Council's apprenticeship scheme. He explained that there had been a substantial increase in the number of apprentices since the first cohort and that a number of improvements had been made e.g. a dedicated training officer to ensure the requisite time allocation was met for completing personal development plans.

**Resolved -** That the report be recommended to Executive Cabinet.

### **Suicide Prevention and Bereavement Task Group**

It was noted that the next Scrutiny Task Group would look at Suicide Prevention and Bereavement. Members were asked to let Democratic Services know if they were interested.

#### **23.OS.31 Overview and Scrutiny Work Programme**

The Chair presented the Overview and Scrutiny Work Programme 2023/24.

He proposed two amendments to the work programme.

**Resolved** – That the Overview and Scrutiny work Programme 2023/24 be amended as follows:

1. That the Community Safety Partnership Update report be considered on 14 March 2024;
2. That, arising from discussion on Special Expenses at the Overview and Scrutiny Performance Panel on 23 November 2023, an update be provided on the outcome of that review as part of the Quarter 3 Performance Monitoring report at the next Panel meeting on 7 March 2024.

#### **23.OS.32 Any urgent business previously agreed with the Chair**

There was no urgent business.

#### **23.OS.33 Town Centre Action Plan Update**

Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented a report providing an overview of the matters related to anti-social behaviour (ASB) in connection with Chorley Town Centre.

Arising from the discussion it was agreed in principle that a similar framework be applied to other urban hub areas in the borough, as anti social behaviour can be sporadic and move outside Chorley Town Centre. The Chair suggested that if there were patterns of anti social behaviour which related to the approval of planning applications (retail outlets, eating outlets etc) it may be possible to put something in place at the planning stage.

**Resolved** – That the report be noted.

#### **23.OS.34 Exclusion of the Public and Press**

**Resolved** – That the press and public be excluded for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A to the Local Government Act 1972.

**23.OS.35 Town Centre Action Plan Update - Appendix**

Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the appendix to the report.

**Resolved** - That the report be noted.

Chair

Date





<b>Minutes of</b>	<b>Executive Cabinet</b>
<b>Meeting date</b>	<b>Thursday, 18 January 2024</b>
<b>Committee Members present:</b>	Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood, Margaret France and Adrian Lowe
<b>Observers present:</b>	Councillors Julia Berry, Gordon France, and Tommy Gray, with Councillors Michelle Beach, Aaron Beaver, Alan Cullens, Craige Southern and Alan Whittaker (attended virtually)
<b>Officers:</b>	Chris Sinnott (Chief Executive), Chris Moister (Director of Governance), Louise Mattinson (Director of Finance) Jennifer Mullin (Director of Communities and Leisure), Asim Khan (Director of Customer and Digital), Caroline Wolfenden (Director of Change and Delivery) Polly Patel (Performance and Partnerships Manager), and Matthew Pawlyszyn (Democratic and Member Services Officer)

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

#### **48 Declarations of Any Interests**

There were no declarations of any interests.

#### **49 Minutes of meeting Thursday, 7 December 2023 of Executive Cabinet**

**Resolved: That the minutes of the Executive Cabinet meeting held 7 December 2023 of Executive Cabinet be approved as a correct record.**

#### **50 Public Questions**

There were no public questions.

#### **51 Draft 24/25 Budget Update**

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which set out the draft budget position for the council for 2024/25, and the forecast for 2025/26, which reflected the information contained within the provisional Local Government Financial Settlement.

In summary, it was explained that the council was in a good position, and unlike other councils, there was not the looming prospect of bankruptcy or the need for a Section 114 notice. The council would be able to continue to deliver services outlined within the report, address the needs of the residents and achieve its corporate priorities. It was acknowledged that there was a budget gap of £1.5m for the year 25/26, however, through efficient saving, revenue through investments and cooperative working, there was optimism.

**Decision:**

**That Members agree the contents of the report in order to start the budget consultation process as follows:**

- **A proposed 2.99% increase in council tax in 2024/25 with no proposed cuts to services;**
- **A forecast balanced budget for 2024/25, based on a 2.99% increase in council tax as noted above and the use of £0.365m of reserves**
- **A forecast budget shortfall for 2025/26 of £1.575m, to be addressed through the development and delivery of the council's savings programme;**
- **To note the proposals in the report for investment in the Labour Administration's priority areas**

**Reasons for recommendation:**

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

**Other options considered and rejected:**

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

**52 Fees and Charges 2024-25**

Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which set out the current position around fees and charges and the proposals for 2024/25. If agreed, the increases would be implemented from 1 April 2024, or the most suitable date after.

The 10p a week increase for garden waste was viewed to be reasonable. With Tatton Gardens, there was a leak prior to Christmas that delayed the move of some occupants. The process of how lets usually became available and let at Tatton Gardens was explained, and how it was a different process to where occupants move out. There was understood to be a list of applicants seeking accommodation at Tatton Gardens.

**Decision:**

- 1. To note the current levels of budgeted fees and charges and the issues specific to these;**
- 2. To approve an uplift in the Strawberry Fields service charge of £1 per square foot to better reflect the current costs incurred at the site, as detailed at point 29.**
- 3. To approve an uplift in the rents of all Council owned housing (including Extra Care but excluding Cotswold House) of 7.7%. This is the approach agreed by Executive Cabinet in July 2022 of increasing these rents by CPI plus 1%, where CPI is based on the rate applicable at September each year. As service charges and utility charges are still broadly in line with the**

actual costs incurred, there is no proposal to increase these; these were reviewed last year.

4. To approve an increase in rent at Cotswold House of 3.07%, plus an increase in service charge of 7.52%, but with a reduction in the personal charge of 13.47% as detailed in point 28.
5. To approve an increase in the core charges for the Lancastrian by 6.7% as per point 33.
6. To approve the changes to the structure of community centre hire charges as per point 32 and Appendix 4. Report of Meeting Date Director (Finance) (Introduced by Executive Member (Resources)) Executive Cabinet 18th January 2024 Agenda Page 23 Agenda Item 5
7. To approve an increase of £12.80 per annum for the allotment plots that have water access and a 6.7% increase for the plots with no water access as per point 30.
8. To approve the changes to the structure of Other Licensing Fees, Housing and Pest Control as per point 34 and Appendix 3.
9. To approve a general increase of up to 6.7% in the fees for 2024/25, limited to the services listed in Table 3 of Appendix 1. Given that the rate of CPI in September was running at 6.7%, and RPI at 8.9%, the recommended uplift is in line with CPI.
10. To note that fees and charges in respect of Astley Hall will be reviewed during the year as part of the commercial strategy review.
11. To approve a change to the split of cost in relation to Council Tax and Business Rates Court Summons and Liability Orders as per point 35. The overall cost will remain the same.
12. To approve the full list of fees and charges for upload onto the Council website. Recommendations to Council
13. To recommend to Council an increase in garden waste collection charges of £5.00 as per point 31.

**Reasons for recommendations:**

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

**Other options considered and rejected:**

No other options considered as we are required to review fees and charges each year.

**Payment Strategy**

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Customer and Digital which set out to review the proposed Payment Strategy.

The new Payment Strategy aimed to encourage on demand methods, and be easy, stress free and intuitive for users. Within the Strategy, it was made clear that cash payments would still be accepted at Union Street, in addition to the 69 establishments across the borough that accept payment on behalf of the council.

**Decision:**

**Executive Cabinet to approve the Payment Strategy to be implemented at Chorley Council.**

**Reasons for recommendation:**

To ensure that the payment methods used to transact with those using council services are up to date and 'on demand' to meet the expectations of customers.

**Other options considered and rejected:**

The council could continue to operate without a Payment Strategy, resulting in being unable to meet the needs and expectations of those customers who prefer to use 'on demand' payment methods.

**54 Updated Holiday Activity and Food (HAF) Delivery Approach 2024-25**

Councillor Bev Murray, Executive Member for Early Intervention, presented the report of the Director of Communities. Which sought approval to deliver the Holiday Activity and Food (HAF) programme by retaining the management fee to fund dedicated resources within the Communities team, and to commission HAF delivery partners by employing a tiered grant funding approach.

**Decision:**

- 1. To approve the recruitment of a fixed-term HAF Coordinator within the Communities team to coordinate the programme. This post is subject to final grant funding being confirmed but will be funded from the 10% management fee within the grant.**
- 2. To approve the approach to commissioning HAF delivery partners through a tiered grant fund approach.**

**Reasons for recommendations:**

Including HAF delivery within the Communities team presents opportunity to build additional value into the programme for the benefit of residents.

**Other options considered and rejected:**

To procure a contractor to manage the delivery of the HAF programme does not present best value for residents.

**55 Exclusion of the Public and Press**

**Decision: To exclude the press and public for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

**56 Approval for the Contract Award Procedure for ICT Hardware, Software and Support Services**

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Customer and Digital, which set out to highlight the proposed shared procurement for ICT hardware, software, and support, and to seek agreement to the shared of costs and assessment criteria.

**Decision:**

- 1. To approve the contract award procedure for a number of joint procurements with South Ribble Council outlined at Appendix One for software, hardware and support services.**
- 2. To approve the hierarchy for the procurement route outlined in paragraph 16.**

3. To approve the evaluation criteria of 80% cost and 20% quality.
4. That the decision to award is delegated to the Executive Member Resources at Chorley Council

**Reasons for recommendation:**

By jointly procuring these contracts it ensures alignment of software and hardware across both authorities supporting Shared Services.

**Other options considered and rejected:**

Each council could procure software independently, but this would make it very difficult to align software or services in future.

Chair

Date

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## Chorley Council – Notice of Executive Decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at [www.chorley.gov.uk](http://www.chorley.gov.uk) or from the Town Hall, Market Street, Chorley, PR7 1DP.
  
2. A ‘Key’ Decision is defined as:
  - a) Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
    - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
    - a contract worth £100,000 or more; or
    - a new or unprogrammed capital scheme of £100,000 or more.
  - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
  - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
  - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
  
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and five Executive Members with the following portfolios:
 

Executive Leader and Executive Member (Economic Development and Public Service Reform)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Early Intervention)	Councillor Beverley Murray
Executive Member (Homes and Housing)	Councillor Terry Howarth
Executive Member (Planning and Development)	Councillor Alistair Morwood
Executive Member (Health, Wellbeing and Partnerships)	Councillor Margaret France
Executive Member (Customer, Streetscene and Environment)	Councillor Adrian Lowe
  
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: [www.chorley.gov.uk](http://www.chorley.gov.uk). If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email [contact@chorley.gov.uk](mailto:contact@chorley.gov.uk). Please note representations should be received 14 days before the date the decision is due to be taken.

5. This Forward Plan is a formal notice that some of the decisions listed will be held in private because the report will contain exempt information listed under Schedule 12A of the Local Government Act 1972, as set out below and that the public interest in withholding the information outweighs the public interest in disclosing it.:
1. Information relating to any individual.
  2. Information which is likely to reveal the identity of an individual.
  3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
  4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
  5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  6. Information which reveals that the authority proposes –
    - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (b) to make an order or direction under any enactment.
  7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**Chris Sinnott, Chief Executive**

**Last updated: 06 March 2024**



Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 9 November, 7 December 2023, 18 January, 22 February and 21 March 2024							
November							
Overview and Scrutiny Task Group Final Report - Empty Properties	Executive Cabinet			9 Nov 2023	Open		Report of the Chief Executive
Revenue Budget Monitoring Report Q2	Executive Cabinet	Executive Member (Resources)		9 Nov 2023	Open		Report of the Director (Finance)
Capital and Balance Sheet Monitoring Report Q2	Executive Cabinet	Executive Member (Resources)		9 Nov 2023	Open		Report of the Director (Finance)
Chorley Quarter Two Performance Monitoring Report 2023-24	Executive Cabinet	Executive Member (Resources)		9 Nov 2023	Open		Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Property Valuation Services Procurement	Executive Cabinet	Executive Member (Resources)	A contract worth £100,000 or more	9 Nov 2023	Open		Report of the Director (Finance)
Chorley Council Sustainable Building Policy - Approval of Policy	Leader and Deputy Leader/Director Briefing  Executive Cabinet	Executive Member (Customer, Streetscene and Environment)		12 Oct 2023	Open		Report of the Deputy Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Future meetings							
Recycling and Waste Strategy	Executive Cabinet	Executive Member (Customer, Streetscene and Environment)		7 Dec 2023	Open		Report of the Director (Customer and Digital)
Refurbishment of 17-23 Glibrand Street into residential supported housing	Executive Cabinet	Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	7 Dec 2023	Fully exempt		Report of the Deputy Chief Executive
New Letting - Unit 13 - Market Walk	Executive Cabinet	Executive Member (Resources)	A contract worth £100,000 or more	7 Dec 2023	Fully exempt		Report of the Deputy Chief Executive
New Letting - Unit 30 - Market Walk	Executive Cabinet	Executive Member (Resources)	A contract worth £100,000 or more	7 Dec 2023	Fully exempt		Report of the Deputy Chief Executive
Deliver Improvements to Local Service Centres	Executive Cabinet	Executive Member (Planning and Development)	A contract worth £100,000 or more	7 Dec 2023	Fully exempt		Report of the Deputy Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shared Building Control	Executive Cabinet	Executive Member (Planning and Development)		7 Dec 2023	Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)		Report of the
Fees and Charges 2024-25	Executive Cabinet	Executive Member (Resources)		18 Jan 2024	Open		Report of the Director (Finance)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member Decisions							
Executive Leader and Executive Member (Economic Development and Public Services Reform)							
Contract Award to Essensys Ltd Request	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	13 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive
Decarbonisation & Improvement Work (Leisure Centres) - Consultant Appointment	Executive Member (Economic Development and Public Service Reform)			14 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Choose Chorley Relocation Grant - NOOK	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		September 2023	Fully exempt		Report of the Director (Change and Delivery)
Procurement Strategy - Development and Programme Management Consultant - Major Projects	Executive Member (Economic Development and Public Service Reform)			26 Sep 2023	Open		Report of the

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Deputy Executive Leader and Executive Member (Resources)							
Approval for the Contract Award for the Procurement of AV Equipment	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Backup and DR	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2023	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=9422&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=9422&amp;Ver=4</a>	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of CCTV Hardware and Support	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	September 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4</a>	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of CCTV Support	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	1 Sep 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)



Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Elections Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4</a>	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of GIS (mapping)	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	September 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4</a>	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of ICT Helpdesk Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	September 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4</a>	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of In Cab CCTV and Driver Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	September 2023	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=9422&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=9422&amp;Ver=4</a>	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Meeting Room Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: <a href="https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4">https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&amp;MId=8036&amp;Ver=4</a>	Report of the Director (Customer and Digital)
Approval of Contract Award for Procurement of CMS	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	9 Oct 2023	Fully exempt	Approval of Contract Award for Procurement of CMS	Report of the Director (Customer and Digital)
Contract Award for Replacement Ride on Mowers	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	June 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Approval for the Contract Award for the 4-year Lease of Nine (9) Electric Small Vans	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	July 2023	Open		Report of the Director (Customer and Digital)
Hardship Relief	Executive Member (Resources)	Executive Member (Resources)		April 2023	Fully exempt		Report of the Director (Customer and Digital)
Discretionary Rate Relief 2022/2023	Executive Member (Resources)	Executive Member (Resources)		April 2023	Open		Report of the Director (Customer and Digital)
Applications to waive Council Tax Long-Term Empty Premium	Executive Member (Resources)	Executive Member (Resources)		July 2023	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Director (Customer and Digital)
Mutual Agreement	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Deputy Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Procurement Service Restructure	Executive Member (Resources)	Executive Member (Resources)		November 2023	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Director (Governance)
Contract Award - Project and Programme Management Consultant to support the delivery of Major Projects	Executive Member (Resources)			20 Oct 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the
Contract Award - Queens Road Car Park Enhancement Scheme	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	22 Sep 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Contract Award - Remediation & Demolition Works - Bengal Street Depot	Executive Member (Resources)		A contract worth £100,000 or more	14 Jan 2024	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the
Contract Award - Professional Design Team (Depot Relocation Ackhurst Site)	Executive Member (Resources)		A contract worth £100,000 or more	20 Oct 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Contract Award - Brinscall Baths Improvements	Leader and Deputy Leader/Director Briefing  Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	22 Oct 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Deputy Chief Executive
Chorley Leisure Centres - Approval to Bid for funding through the Public Centre Decarbonisation Scheme	Leader and Deputy Leader/Director Briefing  Executive Member (Resources)			3 Oct 2023	Fully exempt		Report of the
Common Bank Lane Disposal	Executive Member (Resources)	Executive Member (Resources)		October 2022	Open		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Disposal of 3 Parking Spaces at Farrington Street Car Park Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Land Rear of 50 and 52 Fairview Drive Adlington	Executive Member (Resources)	Executive Member (Resources)		September 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Commercial Services)
Land 5 Stansted Road Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)



<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Brookfield and Ingholme - Agreement for Compensation for Release of Restrictive Covenant	Executive Member (Resources)	Executive Member (Resources)		30 Nov 2022	Fully exempt		Report of the Director (Commercial Services), Deputy Chief Executive
Approval to Agree Heads of Terms - Market Walk Extension	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt		Report of the Director (Commercial Services)
Units 3 and 4 Market Walk - Terms Agreed - Shoe Zone	Executive Member (Resources)	Executive Member (Resources)		Before 25 Nov 2022	Fully exempt		Report of the Director (Commercial Services)
Amendment of Lease Terms - Unit 9a Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Grant of a lease - Unit 3, Flat Iron Parade, Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Unit 12 Market Walk	Executive Member (Resources)	Executive Member (Resources)		Before 27 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive
Grant of a Lease - 37 New Market Street - First Floor Above Iceland - Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Renewal of Lease - Unit 6 Flat Iron Parade	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Renewal of a Lease - Unit 16 Market Walk	Executive Member (Resources)	Executive Member (Resources)		Before 27 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Proposed Renewal of Lease to New Look Retailers Ltd - Units 20-21 Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Offices 33a 34 35 36 37	Executive Member (Resources)	Executive Member (Resources)		Before 7 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information.		Report of the Deputy Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Strawberry Fields Digital Office Hub - Grant of a Lease - Office GO-B	Executive Member (Resources)	Executive Member (Resources)		Before 1 Jun 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a 3 year Lease - Office GO-E	Executive Member (Resources)	Executive Member (Resources)		20 Oct 2023	Fully exempt		Report of the Chief Executive
Grant of a 1 year lease - Office 22 - Strawberry Fields Digital Office Park	Executive Member (Resources)	Executive Member (Resources)		Before 24 Nov 2023	Fully exempt		Report of the Deputy Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Primrose Cafe - Primrose Gardens	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Kiosk/Cafe Coronation Recreation Ground Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt	Contract Award for the Refurbishment of Coronation Recreation Ground Refreshment Kiosk: <a href="http://mod/mglsueHistoryHome.aspx?IId=72018&amp;optionId=0&amp;LO\$=1">http://mod/mglsueHistoryHome.aspx?IId=72018&amp;optionId=0&amp;LO\$=1</a>	Report of the Director (Commercial Services)

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Acquisition of Refugee Property No - 12	Executive Member (Resources)	Executive Member (Homes and Housing), Councillor Peter Wilson	A contract worth £100,000 or more	29 Nov 2023	Fully exempt		Report of the Deputy Chief Executive
Acquisition of Property No 13	Executive Member (Resources)	Councillor Peter Wilson	A contract worth £100,000 or more	27 Nov 2023	Fully exempt		Report of the Deputy Chief Executive
Lease of Cafe Coach House Astley Park	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Business Engagement Grants	Executive Member (Resources)			October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the
Shop Front Grant	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt	Vacant Property and Shop Front Grants - Programme Evaluation - <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=44900">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=44900</a>	Report of the Director (Commercial Services)
Approve an application for ERVS	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Deputy Chief Executive



Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Business Continuity – Electrical Hook Up's	Executive Member (Resources)			31 Jul 2023	Open		Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Executive Member (Early Intervention)							
Public Health Funerals Policy	Executive Member (Early Intervention)	Executive Member (Early Intervention)		4 Apr 2023	Open		Report of the Director (Communities)
Pest Control Service Review	Executive Member (Early Intervention)	Executive Member (Early Intervention)		14 Jun 2023	Fully exempt		Report of the Director (Communities)
Food Service Delivery Plan 23/24	Executive Member (Early Intervention)	Executive Member (Early Intervention)		30 Jun 2023	Open		Report of the Director (Communities)
Community Safety Partnership Action Plan	Executive Member (Early Intervention)	Executive Member (Early Intervention)		26 Jun 2023	Open		Report of the Director (Communities)
Civil Penalties Policy	Executive Member (Early Intervention)	Executive Member (Early Intervention)		18 Sep 2023	Open		Report of the Director (Communities)

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Appointment of Consultant to Prepare Proposal and Specification of Decarbonisation and Improvement Works at Leisure Centres Managed by Chorley Leisure Limited	Executive Member (Early Intervention)			29 Jun 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
2023/24 Small Community Grant Funding allocation	Executive Member (Early Intervention)	Executive Member (Early Intervention)		September 2023	Open		Report of the Director (Communities)
Grafton Street Alley Gate	Executive Member (Early Intervention)	Executive Member (Early Intervention)		20 Oct 2023	Fully exempt		Report of the Director (Communities)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Homes and Housing)							
Extra Care Policies	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		October 2022	Open		Report of the Director (Commercial Services)
Adoption of revised Private Sector Housing Assistance Policy	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A significant impact in environmental, social or physical terms in two or more wards	July 2023	Fully exempt		Report of the Director (Communities)
Land at Eaves Green	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		16 Aug 2023	Open		Report of the Director (Communities)
Select Move Policy 2022 - Sign off	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A significant impact in environmental, social or physical terms in two or more wards	1 Nov 2023	Open		Report of the Director (Communities)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Planning and Development)							
Grant Agreement to Euxton Villa Football Club	Leader and Deputy Leader/Director Briefing  Executive Member (Planning and Development)	Executive Member (Planning and Development)		1 Nov 2023	Open		Report of the Deputy Chief Executive
Planning and Enforcement- Move to the New Terms and Conditions	Executive Member (Planning and Development)			Before 11 Oct 2023	Fully exempt		Report of the Deputy Chief Executive
Contract Award Jubilee Recreation Ground Adlington Improvement Works	Executive Member (Planning and Development)	Executive Member (Planning and Development)	A contract worth £100,000 or more	4 Dec 2023	Fully exempt		Report of the Deputy Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Health, Wellbeing and Partnerships)							
Executive Member (Customer, Streetscene and Environment)							
CCTV Contract Award	Executive Member (Customer, Streetscene and Environment)	Executive Member (Resources)	A contract worth £100,000 or more	19 Oct 2023	Fully exempt		Report of the Director (Customer and Digital)
Carbon Pathway Approval to Appoint	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		11 Sep 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive



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Report of	Meeting	Date
Director (Communities and Leisure)	Overview and Scrutiny Committee	Thursday, 14 March 2024

## Second Monitoring Report to Overview and Scrutiny - Select Move

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

- To provide the second update of the work undertaken to deliver the 18 recommendations made by the Overview and Scrutiny Task Group for Select Move.

### Recommendations

- That the updates provided on this report are noted.

### Reasons for recommendations

- To ensure the actions set out in the February 2023 Executive Cabinet report have been completed, in progress and track to be implemented.

### Other options considered and rejected

- Not applicable.

### Executive summary

- The Overview and Scrutiny Committee commissioned a report about Select Move to be delivered by the Director of Communities. The report was presented at the Overview and Scrutiny meeting on the 30th of September 2021. Following the delivery of the report, it was agreed for the matter to be the subject of a Task Group which commenced in December 2021.
- The objectives of the Task Group were:
  - To ensure that recommendations made are being adhered to, if applicable.
  - To investigate and evidence whether Select Move is meeting the needs, satisfaction and benefits of customers and Members.

- To investigate the current methods and models of communication between Select Move and customers, and explore what actions, if any can be taken to improve the process, accessibility and increase transparency.
- The actions in response to the 18 recommendations were presented to the Executive Cabinet on the 23rd February 2023 and these were approved.
- The first monitoring report was presented at the Overview and Scrutiny Committee meeting on the 5<sup>th</sup> of October 2023 providing the first update of the work undertaken to deliver the 18 recommendations made by the Overview and Scrutiny Task Group for Select Move.

**Corporate priorities**

7. The report relates to the following corporate priorities: (Please bold one)

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

**Background to the report**

8. In 2021, the Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at the Select Move Choice Based Lettings scheme, of which the Council is a member, alongside 11 Registered Providers of social housing.
9. Objectives were agreed to investigate and evidence whether Select Move is meeting the needs to the satisfaction of the applicants and ensuring that the service is efficient, easy to use and is meeting the needs of users while identifying and considering what the Council can influence.

**Recommendations and Progress to Date**

10. The 18 recommendations made by the Task Group were presented to Executive Cabinet on 23rd February 2023 and these were endorsed for action.
11. The table below sets out the 18 recommendations, with the second column providing actions and responses to the recommendations and the third column providing the latest update on progress.

No	Recommendation	Initial Action/ Responses	Latest Report Update Feb 2024
1	Review the role Chorley Council's Customer Service has in relation to Select Move and housing applications and queries.	Housing officers have provided training to both existing and new Customer Service staff to ensure they are equipped with the knowledge and tools to assist customers with general Select Move enquiries. The training includes tasks such as log-in issues, shortlisting, and bids etc. Meetings have been held with Customer Services to inform them of changes to the processes. The Housing Team will continue to offer training to Customer Services along with any additional support, and guidance required	All officers recruited to the Housing Team have all completed Select Move training.  In January 2024, five training sessions were delivered by the Housing Teams to Customer Services existing and new staff. Further training and refresher training is being arranged for later in 2024.  Customer Services Manager and Housing Solutions Manager are currently discussing how to enhance the management of Housing and Select Move calls

			and enquiries to improve the customer's experience.
2	An annual Member Learning Session to be conducted with Members of Chorley Borough Council, specifically in relation to Select Move. Members are to be updated and kept informed on any substantial changes made to Select Move.	The first of the annual member learning sessions took place on the 23rd of January 2023, this was delivered by the Select Move Co-ordinator.	A second Member Learning session will be arranged to share information about the implementation of the new policy in September 2024.
3	Simplify the banding system and influence the partnership to reduce the number of bands to ensure they are simple to understand and user friendly. Ensure that any consideration for changing a user's banding is communicated and clear.	Simplifying the banding has been addressed in the Select Move Policy Review. Recommendations in the new policy is to reduce bands to A-C with a light touch band D (no Housing need and sheltered approved, regardless of tenure). All changes to bands are communicated by letter/email to customers.	The new policy has been signed off by all three LA's, (Chorley, Preston and South Ribble), the policy implementation has been delayed due to lack of CIVICA capacity. CIVICA will start work developing updates to the housing management system. They have committed to a new "go live" date in September 2024.
4	Chorley Council to maintain the position that the Select Move Partnership keeps an open housing register to prevent disqualifying those with no evidenced housing need.	It was agreed across the partnership to maintain an open register.  Recommendations for the new policy is to have a band D (no housing need and to also accept people who are sheltered approved regardless of tenure).	No changes/updates since last report. This has been addressed in the policy review.  The partnership agreed to maintain the open register and the new proposed policy does not change this.  The recommendation to have a band D no housing need was supported by consultees and the partnership.
5	The Select Move partnership to tighten the qualification criteria for local connection, and for Members of Chorley Borough Council to be frequently informed of migration figures, e.g. Member Learning Session, In the Know, or upon Member request.	Strengthening the Local Connection has been addressed in the Select Move Policy Review.  It was identified that the current policy is less effective than neighbouring local authorities in relation to local connection.  In the current policy a local connection is established after 6 months of residing in the Borough.  Increasing the local connection to 2 years will require people to demonstrate they have an established connection to the Borough and have invested in our communities.  There will be exceptions under homelessness legislation to fulfil statutory duties. Safeguards will be applied for applicants who have fled domestic abuse or extreme threats of violence from another area.	No changes/updates since the last report. This has been addressed in the policy review.  Local connection criteria have been addressed in the new policy and will be changed to two years current residency continuously from 6 out of the previous 12 months or 3 out of the previous 5 years.

<p>6</p>	<p>The Select Move Partnership to retain the practice of being able to refuse three reasonable offers within the common allocations policy (though one offer refusal will still allow the council to discharge its statutory homelessness duty it would not disqualify a customer from the register).</p>	<p>To keep three refusals was recommended to the Partnership but it was agreed to amend the policy to consult on the reduction to two reasonable offers.</p> <p>Select Move is a choice based letting system and people have the choice to bid on properties themselves. The onus is on them to ensure that the area and property is suitable for them prior to placing the bid (this is one of the reasons why the bidding cycle is for 5 days).</p> <p>This reduction was recommended due to the delay caused to the process by refusals which can result in weeks delay and possible re-advertisement of the property.</p> <p>As part of this change, the Partnership will ensure there is clear communication via adverts and letters, advising on best practice when expressing interest in properties.</p> <p>The definition of a reasonable offer is set out in the proposed new policy. For example, refusal of a property that does not meet an applicant's needs for disability adaptations would be classed as a reasonable reason to refuse a property.</p>	<p>There was 68% support from Chorley residents for the proposal of reducing three reasonable offers down to two.</p> <p>Comments from residents were that adverts need to be more informative including photos and clearer advice needs to be given on what would be classed as a reasonable refusal.</p> <p>These comments will be taken on board when the policy goes live and the Select Move on-line system is amended.</p>
<p>7</p>	<p>Encourage the Partnership to increase the threshold of individual savings and income within the policy review, maintaining the position that exemptions will be assessed on housing need.</p>	<p>This was put forward to the Partnership. The policy is currently £30,000 savings and £60,000 household income.</p> <p>Individual circumstances would always be considered if an applicant's needs can only be met by Social Housing.</p> <p>It is recognised in the proposed changes to band D would now allow applicants to register if they can demonstrate a need for sheltered accommodation regardless of tenure.</p>	<p>No changes/updates since last report.</p> <p>Individual circumstance would always be considered especially if applicant's needs can only be met with Social Housing.</p>
<p>8</p>	<p>Ensure and exercise oversight of the Select Move Partnerships' adherence to the Common Allocations Policy, to ensure transparency, clarity, and accountability.</p>	<p>The Select Move Co-ordinator will monitor and oversee how the partners are operating to ensure a fair and fit for purpose policy and partnership is in place.</p> <p>The Co-ordinator will ensure policies and procedures are regularly reviewed. The new proposed Select Move policy will be reviewed annually to ensure it continues to reflect the partnerships and Council's priorities.</p> <p>The Co-ordinator attends both operational and steering group meetings and is currently building relationships across the partnership, which is paramount to this role in helping improve the delivery of social housing across the three LA's.</p>	<p>Preston City Council will host the Co-ordinator role from the 1<sup>st</sup> of April 2024.</p> <p>The Co-ordinator will continue to chair the monthly Partnership meetings and oversee the implementation of the new proposed policy.</p> <p>Workshops are being arranged to tackle inconsistency in processing, these will be arranged alongside the policy implementation.</p>

9	Annual satisfaction survey to be completed with all users of Select Move, with action plans in place to resolve reported issues.	It has been agreed to undertake an annual survey.	A customer survey was completed in between 14 <sup>th</sup> November and 13 <sup>th</sup> December 2023, see results in report.
10	Ensure and exercise oversight of the Select Move Partnership monitoring consistency in the application process, policies in relation to valid documentation, e.g. GP evidence letters.	<p>The Select Move Co-ordinator will monitor consistency in the application process and polices in relation to valid documentation.</p> <p>Guidance on assessing medical applications is proposed in the new draft allocations policy as an appendix.</p>	<p>Ongoing - the Co-ordinator continues to chair the monthly meetings and oversees the implementation of the new proposed policy.</p> <p>Workshops are being arranged to tackle inconsistency in processing, these will be arranged alongside the policy implementation.</p> <p>Guidance specifically on assessing medical applications has been produced and will be adopted alongside the new policy.</p>
11	Ensure that face to face access remains available to all users alongside the technological improvements. If required, users are to be signposted to services available such as Citizens Advice Bureau and Chorley Help the Homeless.	<p>Face to Face support via the council's Housing Options Team is available weekdays in the Council's Union Street Office and two officers are on call every day to support this service.</p> <p>Currently, the Housing Options Officers are signposting customers to Chorley Help the Homeless and the digital sessions delivered by the Communities Teams. Chorley Help the Homeless have limited scope to support customers but the team are looking to deliver training to all volunteers on how best to support customers.</p>	<p>The appointment of a Select Move Advisor offers additional help and support as required either face to face or over the phone.</p> <p>This role is critical to the service, and we have seen an improvement on processing and managing enquiries since having a dedicated role. It is anticipated that a dedicated Select Move resource will remain as part of the Service Led review (due for implementation in Q1 2024/25).</p> <p>Responses are dealt with, within 48 hours.</p> <p>Signposting is undertaken with consent of the customer to CAB, Help the Homeless and to the Council's Social Prescribing Service. Training has been provided to volunteers at Help the Homeless on how to support our residents going through the assessment process.</p>
12	Chorley Council to explore further opportunities to support customers in rural areas to access the Select Move register, e.g. commission library services.	Contact will be made with the Registered Providers' to discuss access in rural areas.	<p>Discussions have taken place with Registered Provider to address to explore opportunities to support customers in rural areas.</p> <p>This has tied in with the Council's Digital Skills project which was delivered successfully. A programme of learning opportunities was</p>

			<p>launched and delivered across many community venues both in central and rural Chorley.</p> <p>The council commissioned programme was a short, intensive offer to promote the benefits of building digital literacy whilst developing fundamental skills. This also included support for people accessing Select Move.</p> <p>Particular success has been achieved when an arrangement has been made with existing groups of residents, to bring the programme to their members as part of their regular meetings, friendship groups, social events, religious congregations.</p> <p>Through delivery of this programme, it has become apparent that the existing support available at local libraries, charities and voluntary groups is sufficient to meet the demand, with a referral pathway created and circulated within customer facing council teams and local networks.</p>
13	<p>Monitor the progress and roll out of the upgraded system provided by Civica which should allow the Select Move website to be functional, and easy to use on all devices. Chorley Council to be actively involved in any future procurement exercise in relation to the Choice Base Letting platform.</p>	<p>The upgrade was implemented on the 3rd November 2022 and training has been provided to the team and customers on the new system. The website is more mobile friendly, reducing those barriers for those customers with only mobile devices. The new element to allow customers to upload documents themselves from their Select Move account is proving to be positive, making the process more efficient. Any future procurement will involve Chorley Council.</p>	<p>Completed 2022</p>
14	<p>Provide clear and open lines of communication and information to allow applicants of Select Move to manage and set their expectations. This is to include photographs of listed properties, average waiting times for responses, average waiting times for different sized properties and average waiting times per geographic location.</p>	<p>As part of the upgrade customers are now able to view visual maps showing average waiting times across the borough, this also provides information on how many properties have been advertised and let per area, this is a real positive tool to help manage expectations on lengths of time it takes to be housed and the demand on Social housing.</p> <p><a href="#">Search properties - SelectMove</a></p> <p>Jigsaw have agreed to ensure photographs are available for their properties.</p>	<p>No changes/updates since last report.</p> <p>Ongoing business as usual - The visual hex maps are used daily by customers and officers and make a real difference in managing expectations.</p> <p>As part of the policy review the suite of letters provided to customers will be reviewed to bring them in line with the new policy changes. Prior to implementation these can be shared with the task group for comments and to confirm that communication is clear and understood by customers and those who are non-housing professionals.</p>

15	Develop a greater understanding and insight into the Housing Associations makeup, and demographics of the people moving into the area through the 25% allowance not through Select Move.	This will be requested; however, as the 25% sits outside the Select Move Policy this will be discretionary.	No changes/updates, since last report.  This information has not been received from the Housing Associations. This information can be requested again but will be a choice of the partner if they provide it.
16	That the partnership recognises the importance of treating social housing customers with the dignity and respect, and that the customer service standards are of utmost priority.	This is paramount to our staff and customer service standards are our utmost priority.  The team is now fully staffed, and development training has been scheduled which will support the team in responding effectively to customers providing a quality service.	Ongoing – this remains our utmost priority, training will continue to be provided to ensure officers are up to date on legislation, best practice and current guidance. Staff will be continuously supported, coached and mentored by senior staff to improve their confidence in making right-first-time decisions.  The housing team has an improved structure, with a Head of Service, Manager, Team Leader, five Housing Solutions Officers and a Select Move Advisor, this has been a great improvement for the team and the service provided for the customer.
17	A further Select Move Task Group, or a Scrutiny Investigation to be conducted following the final Monitoring Report to the Overview and Scrutiny Committee if the recommendations failed to be adhered to or if significant issues arise.	Agreed by Executive Cabinet 10th November 2022.	No changes/updates since last report.
18	Chorley Council to explore the advantages and disadvantages of remaining within the partnership and the impact of increasing its own housing stock.	Agreed by Executive Cabinet 10th November 2022 and adopted as a central theme in the Council's Corporate Strategy "Housing where residents can live well".	No changes/updates since last report.

**Select Move Customer Survey 2023**

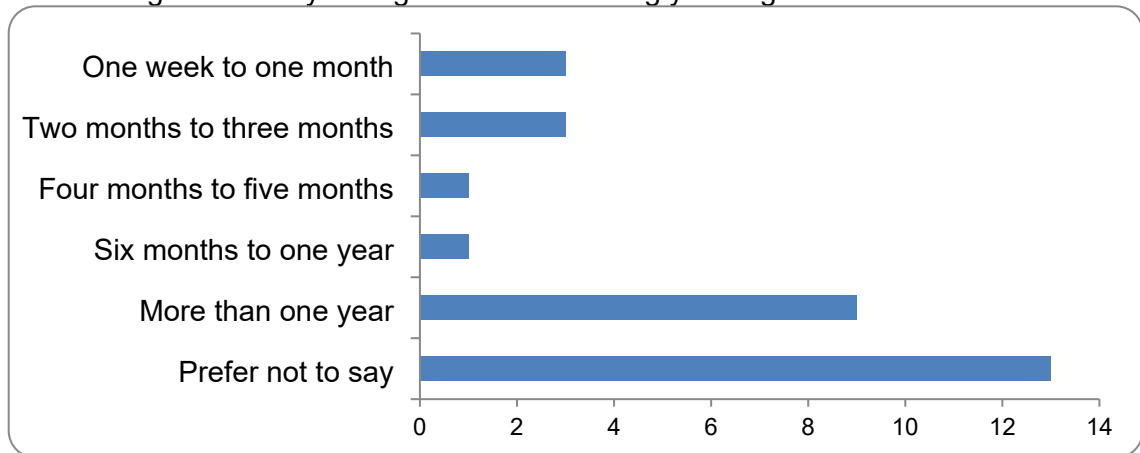
12. Two surveys were completed between 14<sup>th</sup> November to 13<sup>th</sup> December 2023. One survey was sent to applicants where Chorley Council was managing the application, and the second survey was sent to applicants whose applications were managed by any other partner. By having two surveys it has allowed us to identify if there are significant differences in processing between partners.
  
13. To allow analysis and comparison over time the survey questions used were the same as the previous survey undertaken in 2022. The team have identified learning about our survey methodology and in future will use fewer "free text" answers and provide more multiple-choice options. The free text answers this year will inform what

multiple-choice options we offer in future. Free-text responses are difficult to accurately analyse, and it can be challenging to identify areas which are working well and those that require further improvement.

**14. Chorley Borough Council Select Move Customer Survey 2023**

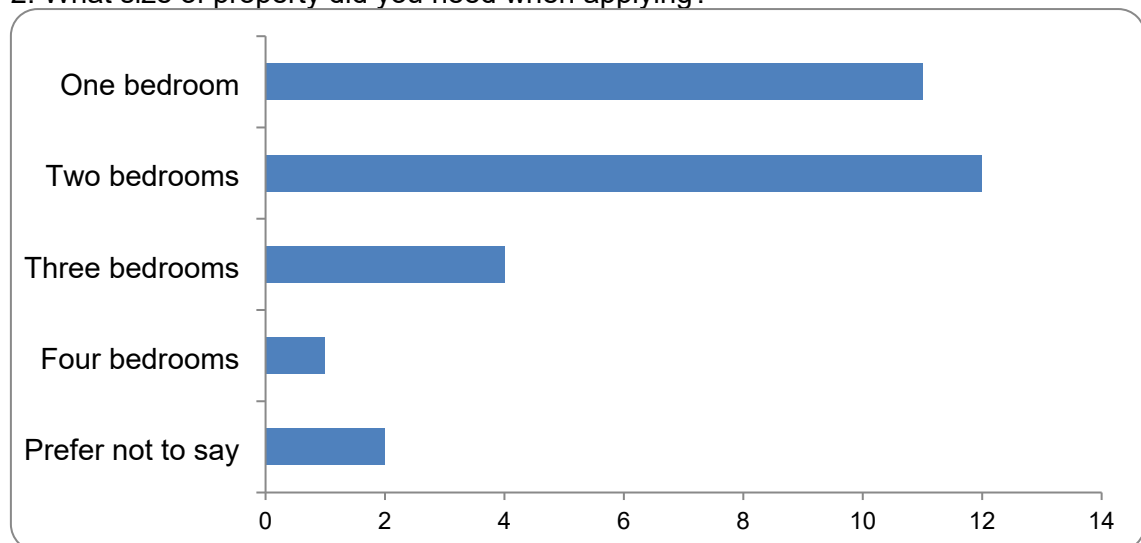
We received 30 responses from customers whose applications are being managed by Chorley Borough Council. This survey was sent to all applicants who selected Chorley as their Local Authority.

1: How long did it take you to get housed following your registration?



Option	Total	Percent
One week to one month	3	10.00%
Two months to three months	3	10.00%
Four months to five months	1	3.33%
Six months to one year	1	3.33%
More than one year	9	30.00%
Prefer not to say	13	43.33%
Not Answered	0	0.00%

2: What size of property did you need when applying?

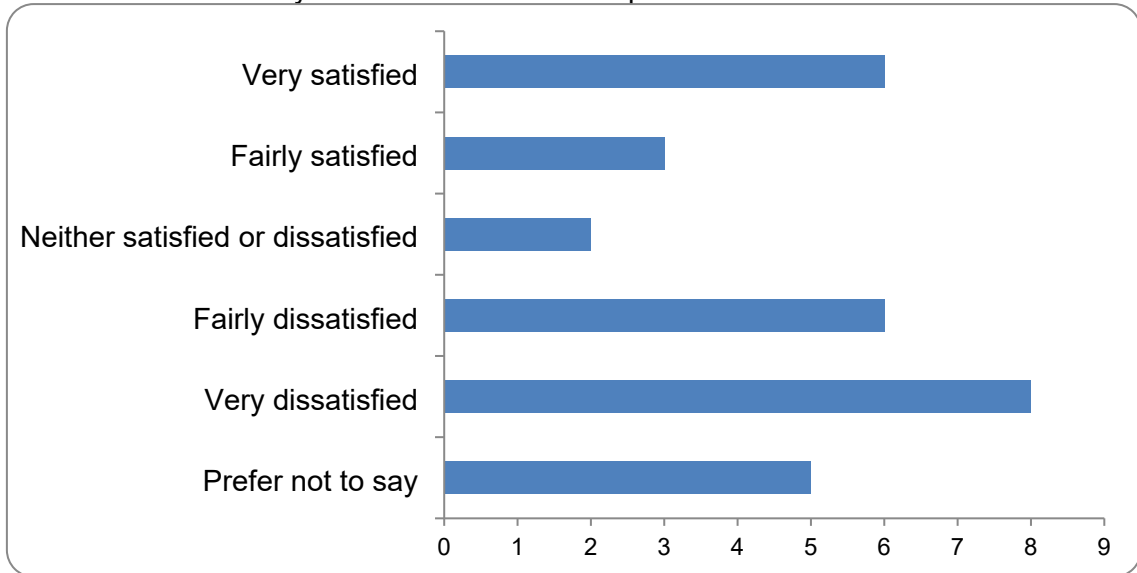


Option	Total	Percent
One bedroom	11	36.67%
Two bedrooms	12	40.00%
Three bedrooms	4	13.33%



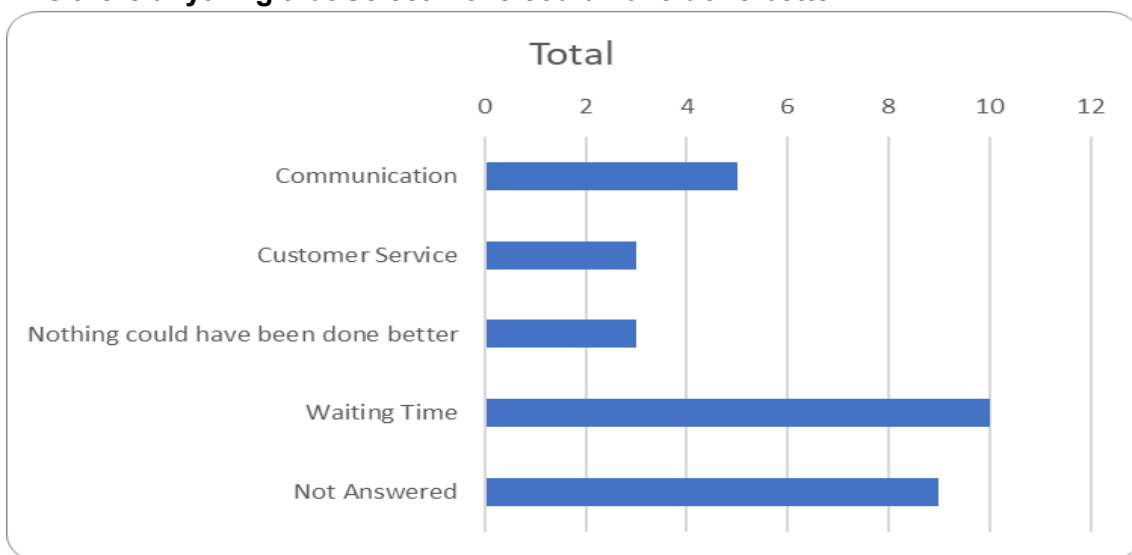
Four bedrooms	1	3.33%
Five bedrooms and above	0	0.00%
Prefer not to say	2	6.67%
Not Answered	0	0.00%

3: How satisfied were you with the Select Move process?



Option	Total	Percent
Very satisfied	6	20.00%
Fairly satisfied	3	10.00%
Neither satisfied or dissatisfied	2	6.67%
Fairly dissatisfied	6	20.00%
Very dissatisfied	8	26.67%
Prefer not to say	5	16.67%
Not Answered	0	0.00%

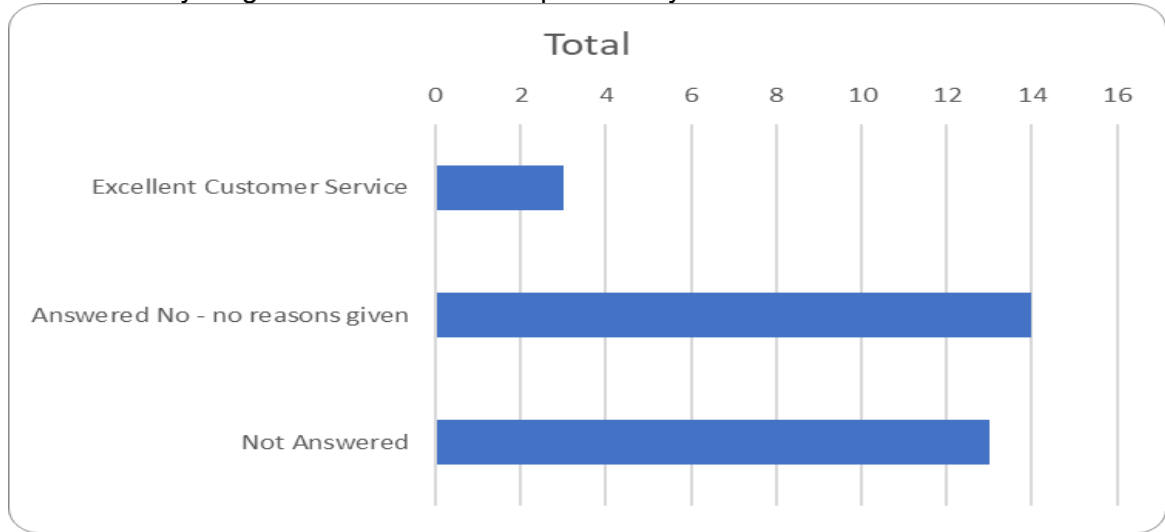
4: Is there anything that Select Move could have done better?



Option	Total	Precent
Communication	5	16.67%
Customer Service	3	10.00%
Nothing could have been done better	3	10.00%
Waiting Time	10	33.33%

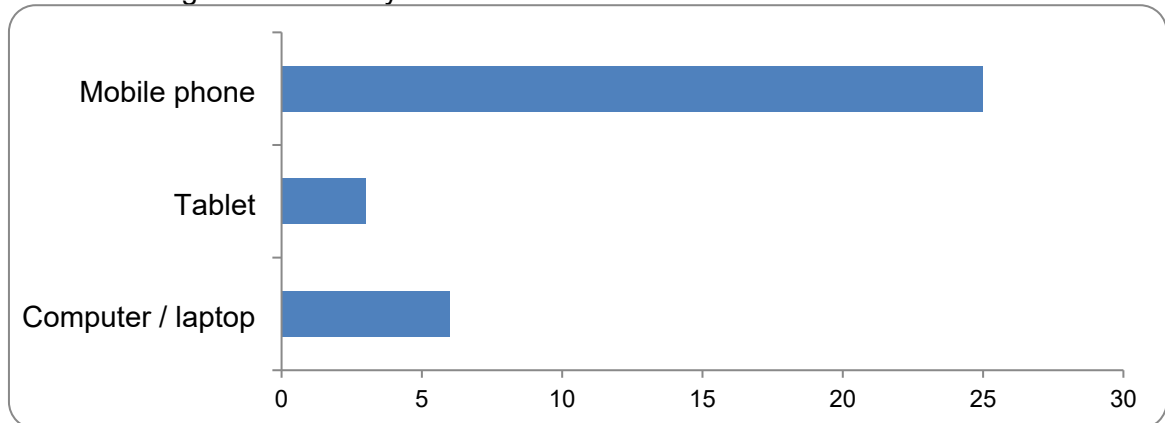
<b>Not Answered</b>	<b>9</b>	<b>30.00%</b>
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5: Is there anything that Select Move did particularly well?



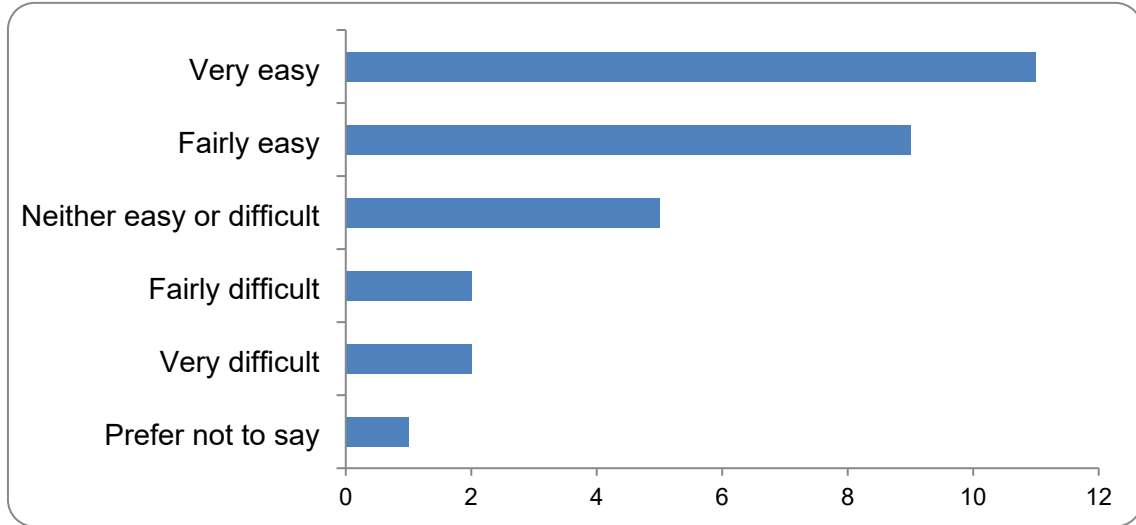
Option	Total	Precent
Excellent Customer Service	3	10.00%
Answered No - no reasons given	14	46.67%
Not Answered	13	43.33%

6: On what digital device did you access Select Move?



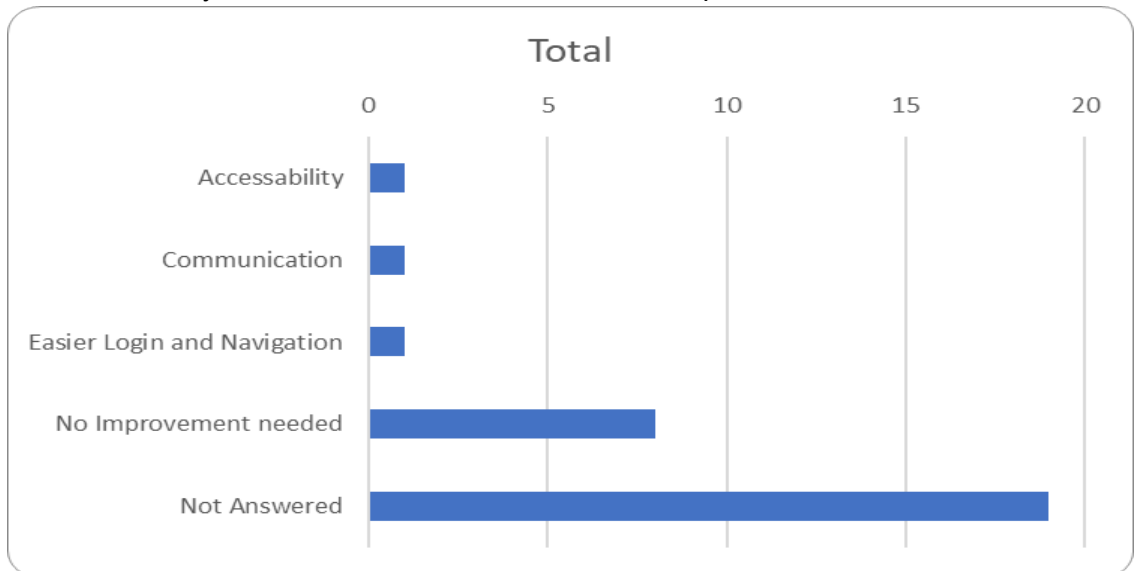
Option	Total	Percent
Mobile phone	25	83.33%
Tablet	3	10.00%
Computer / laptop	6	20.00%
Not Answered	0	0.00%

7: How easy did you find the website to navigate?



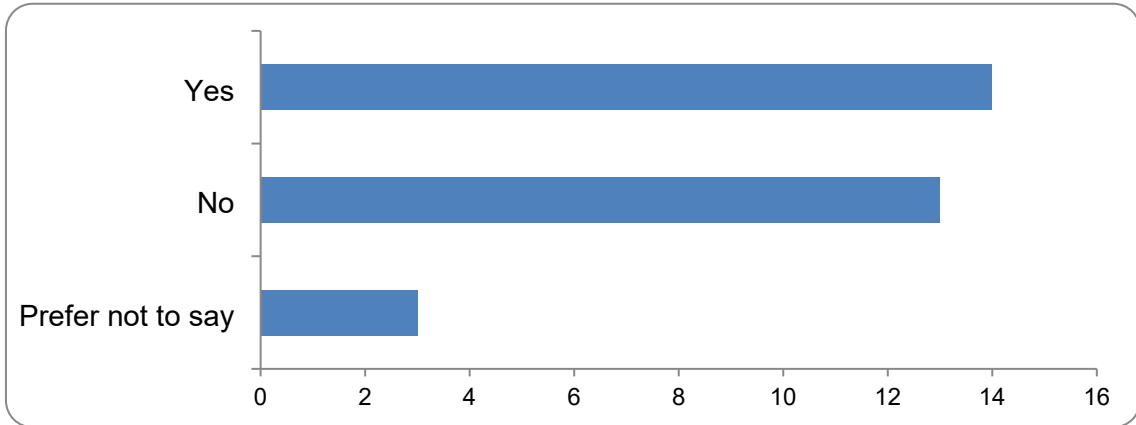
Option	Total	Percent
Very easy	11	36.67%
Fairly easy	9	30.00%
Neither easy or difficult	5	16.67%
Fairly difficult	2	6.67%
Very difficult	2	6.67%
Prefer not to say	1	3.33%
Not Answered	0	0.00%

8: Are there any areas of the website that could be improved?



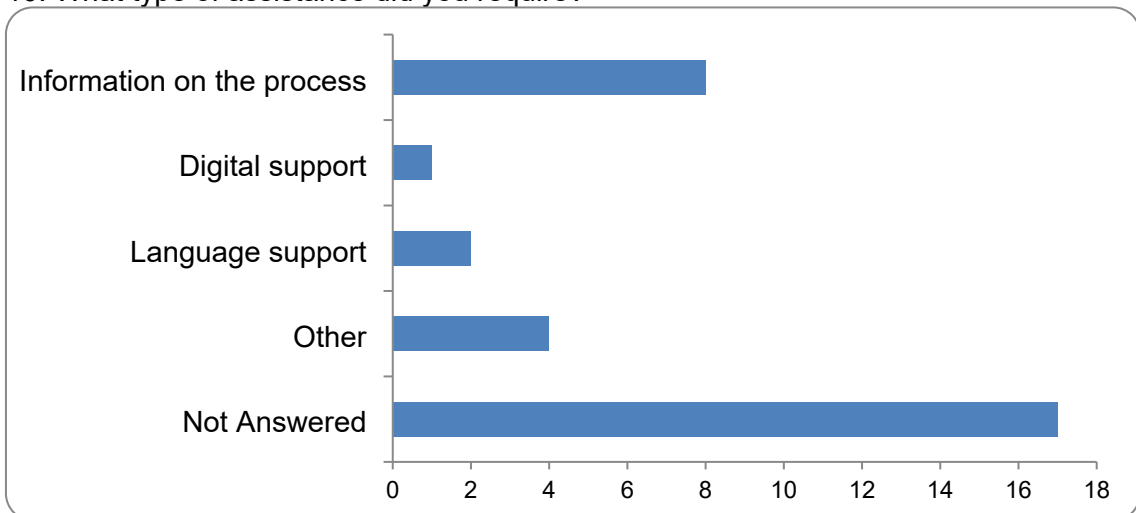
Option	Total	Precent
Accessibility	1	3.33%
Communication	1	3.33%
Easier Login and Navigation	1	3.33%
No Improvement needed	8	26.67%
Not Answered	19	63.33%

9. Did you require assistance when completing your housing application on Select Move?



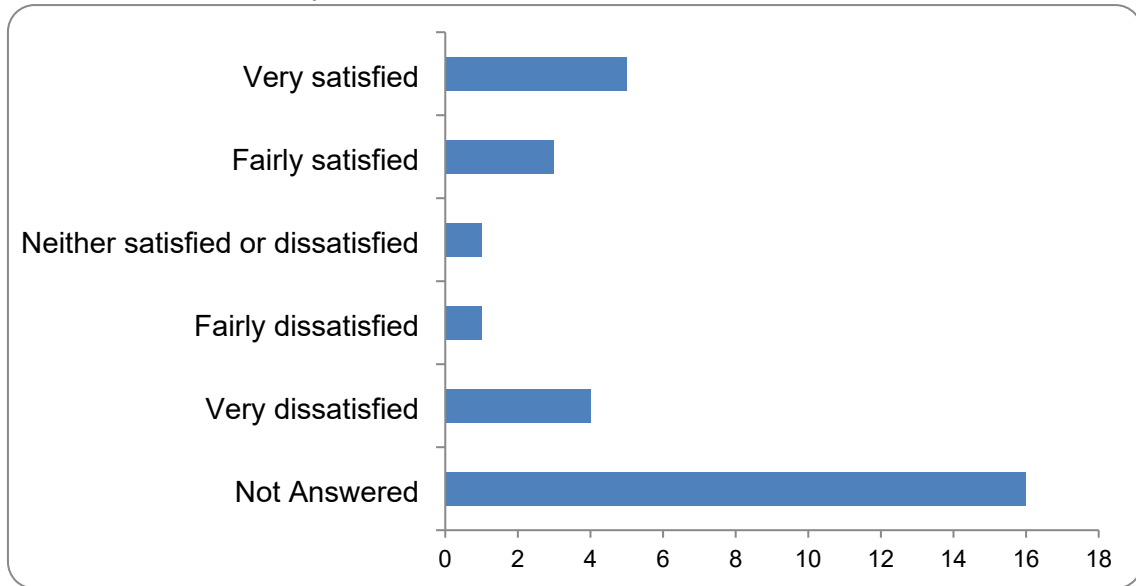
Option	Total	Percent
Yes	14	46.67%
No	13	43.33%
Prefer not to say	3	10.00%
Not Answered	0	0.00%

10: What type of assistance did you require?



Option	Total	Percent
Information on the process	8	26.67%
Digital support	1	3.33%
Language support	2	6.67%
Other	4	13.33%
Not Answered	17	56.67%

11: How satisfied were you with the assistance received?

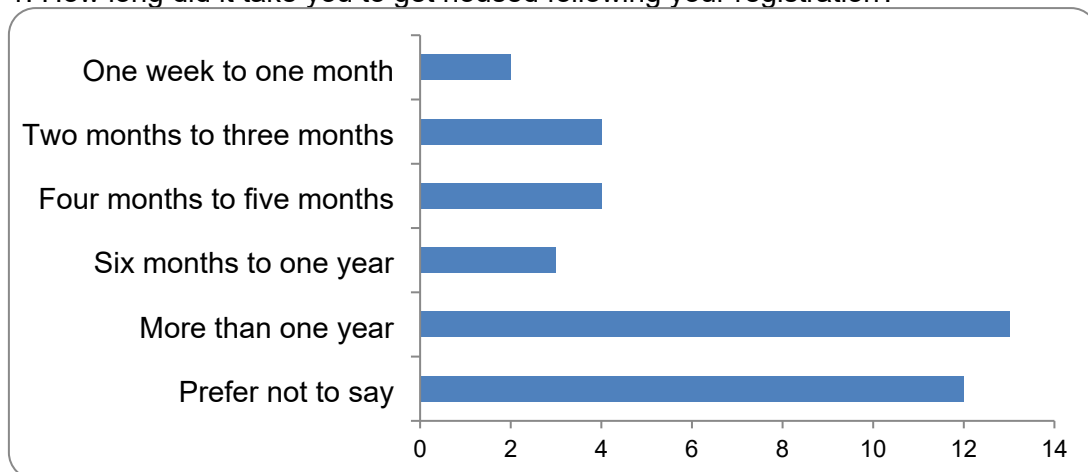


Option	Total	Percent
Very satisfied	5	16.67%
Fairly satisfied	3	10.00%
Neither satisfied or dissatisfied	1	3.33%
Fairly dissatisfied	1	3.33%
Very dissatisfied	4	13.33%
Prefer not to say	0	0.00%
Not Answered	16	53.33%

15. **Select Move Customer Survey 2023 - Other Partners**

We received 38 responses for customers whose applications are being managed by other Select Move Partner i.e., Jigsaw, Places for People and Accent Foundation. This survey was sent to all applicants who selected Chorley as their Local Authority.

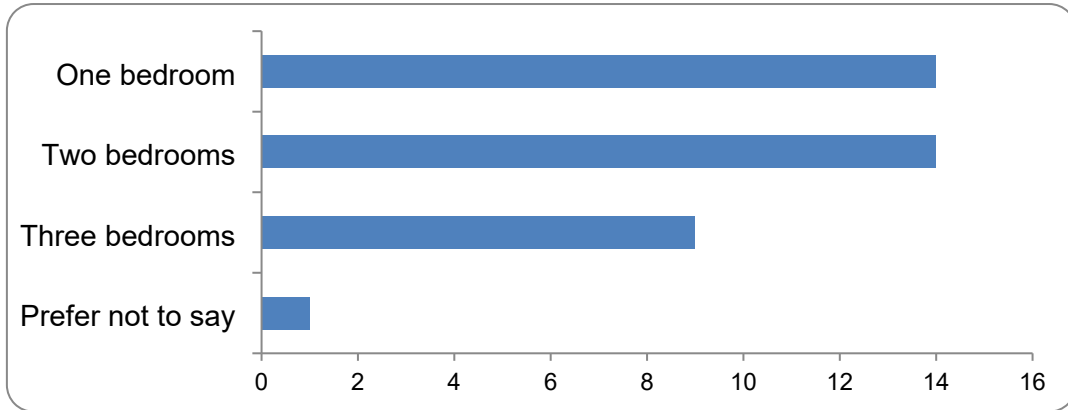
1: How long did it take you to get housed following your registration?



Option	Total	Percent
One week to one month	2	5.26%
Two months to three months	4	10.53%
Four months to five months	4	10.53%

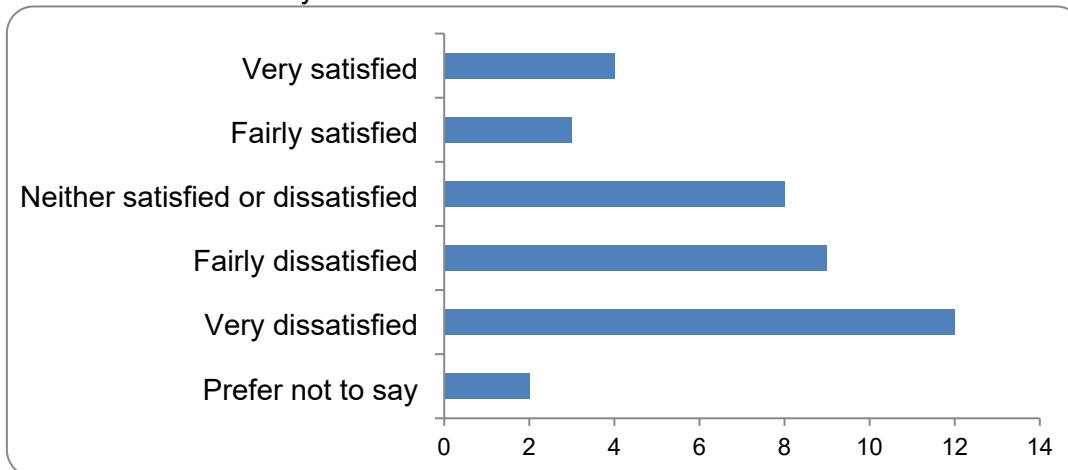
Six months to one year	3	7.89%
More than one year	13	34.21%
Prefer not to say	12	31.58%
Not Answered	0	0.00%

2.What size of property did you need when applying?



Option	Total	Percent
One bedroom	14	36.84%
Two bedrooms	14	36.84%
Three bedrooms	9	23.68%
Four bedrooms	0	0.00%
Five bedrooms and above	0	0.00%
Prefer not to say	1	2.63%
Not Answered	0	0.00%

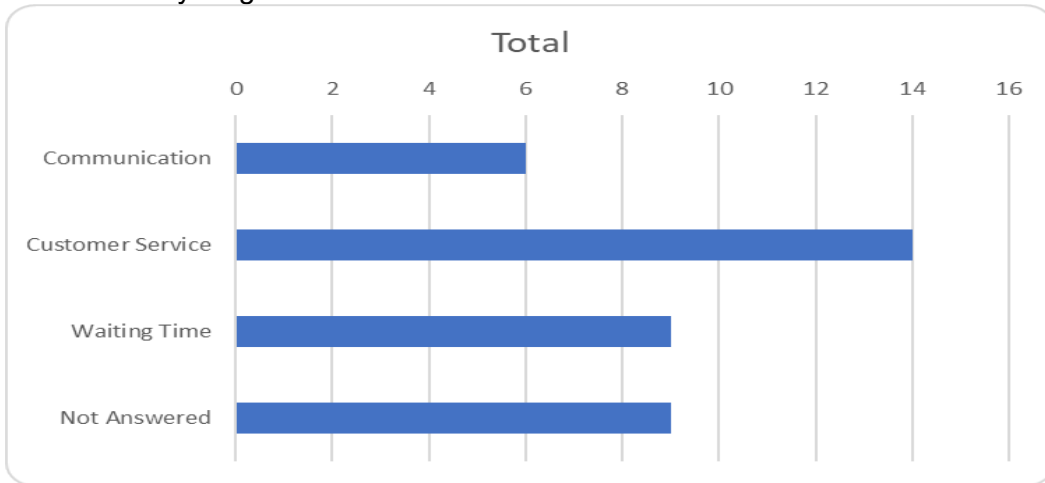
3. How satisfied were you with the Select Move Process



Option	Total	Percent
Very satisfied	4	10.53%
Fairly satisfied	3	7.89%
Neither satisfied or dissatisfied	8	21.05%
Fairly dissatisfied	9	23.68%
Very dissatisfied	12	31.58%
Prefer not to say	2	5.26%

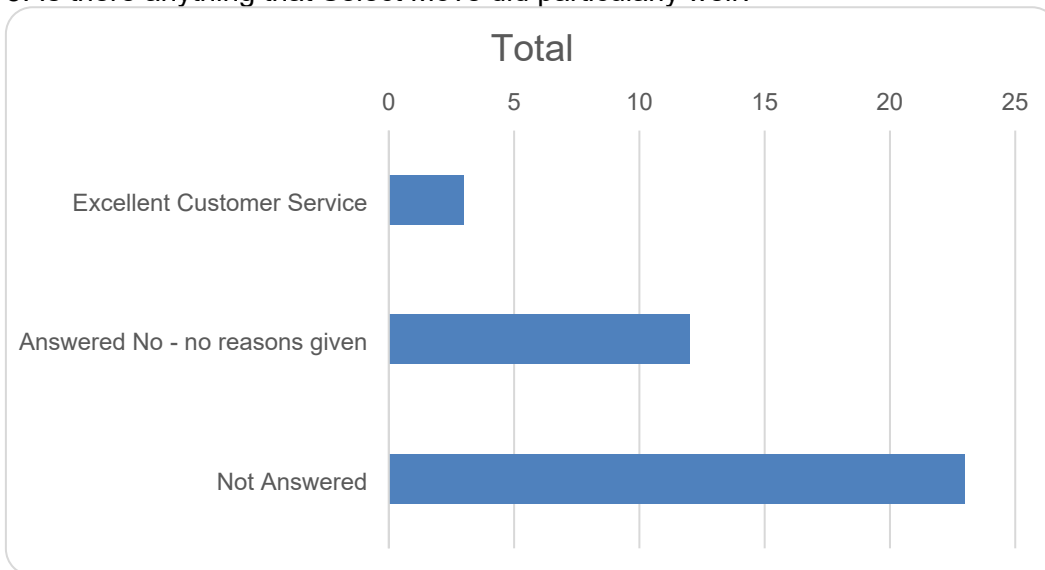
Not Answered	0	0.00%
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4: Is there anything that Select Move could have done better?



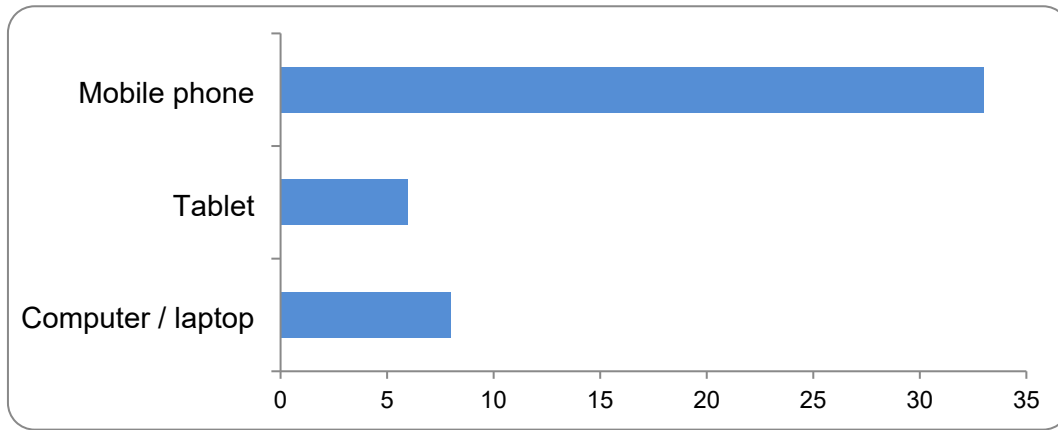
Option	Total	Precent
Communication	6	15.79%
Customer Service	14	36.84%
Waiting Time	9	23.68%
Not Answered	9	23.68%

5: Is there anything that Select Move did particularly well?



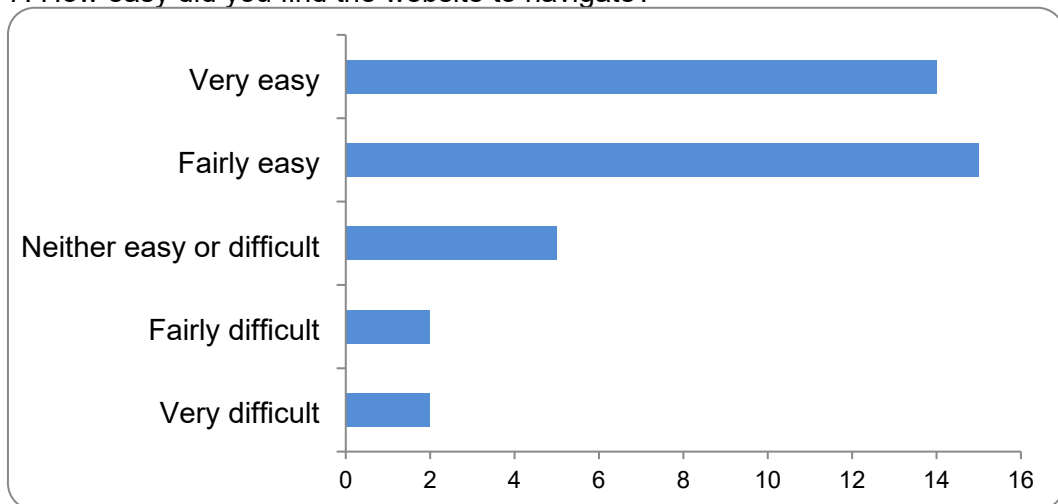
Option	Total	Precent
Excellent Customer Service	3	7.89%
Answered No - no reasons given	12	31.58%
Not Answered	23	60.53%

6: On what digital device did you access Select Move?



Option	Total	Percent
Mobile phone	33	86.84%
Tablet	6	15.79%
Computer / laptop	8	21.05%
Not Answered	0	0.00%

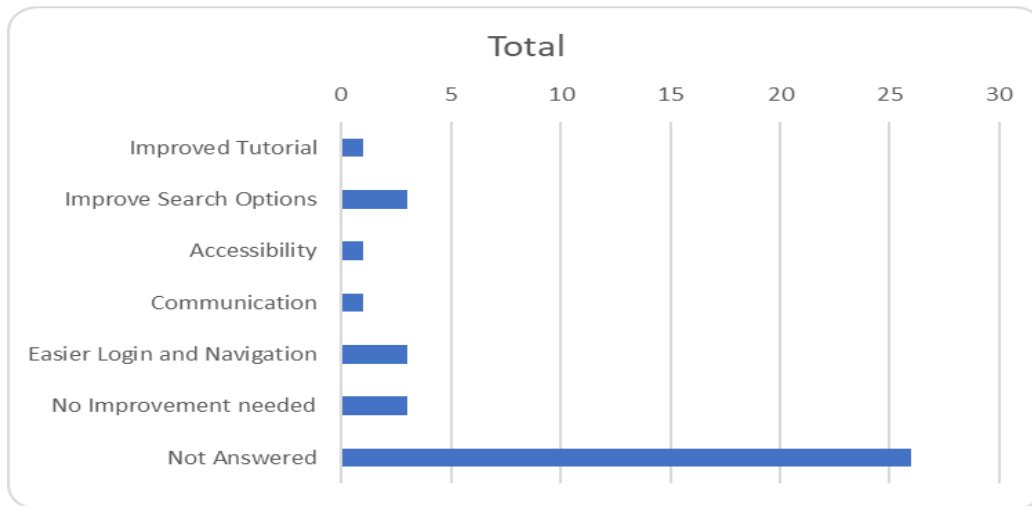
7: How easy did you find the website to navigate?



Option	Total	Percent
Very easy	14	36.84%
Fairly easy	15	39.47%
Neither easy or difficult	5	13.16%
Fairly difficult	2	5.26%
Very difficult	2	5.26%
Prefer not to say	0	0.00%
Not Answered	0	0.00%

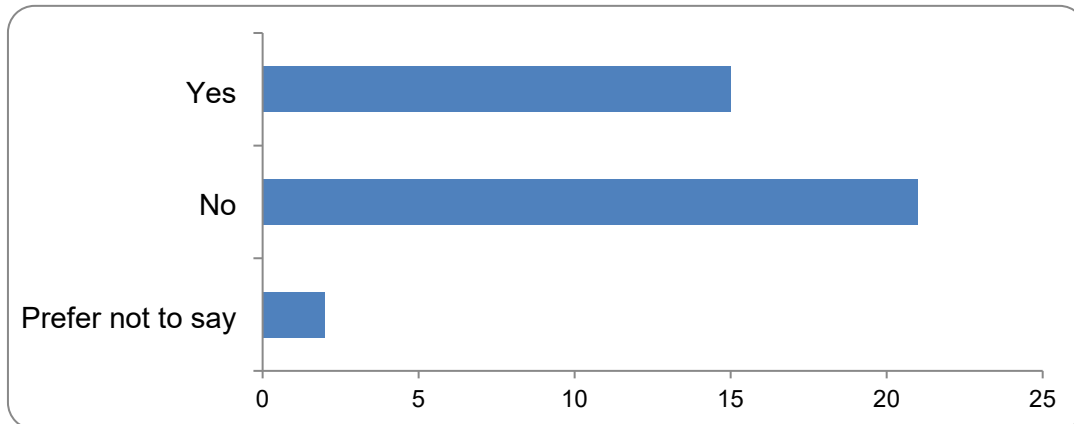
8: Are there any areas of the website that could be improved?





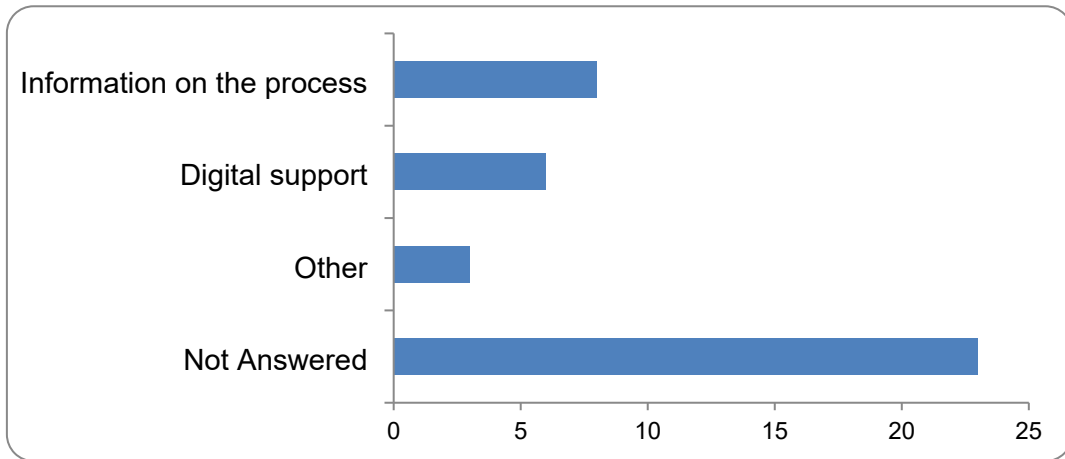
Option	Total	Precent
Improved Tutorial	1	2.63%
Improve Search Options	3	7.89%
Accessibility	1	2.63%
Communication	1	2.63%
Easier Login and Navigation	3	7.89%
No Improvement needed	3	7.89%
Not Answered	26	68.42%

9: Did you require assistance when completing your housing application on Select Move?



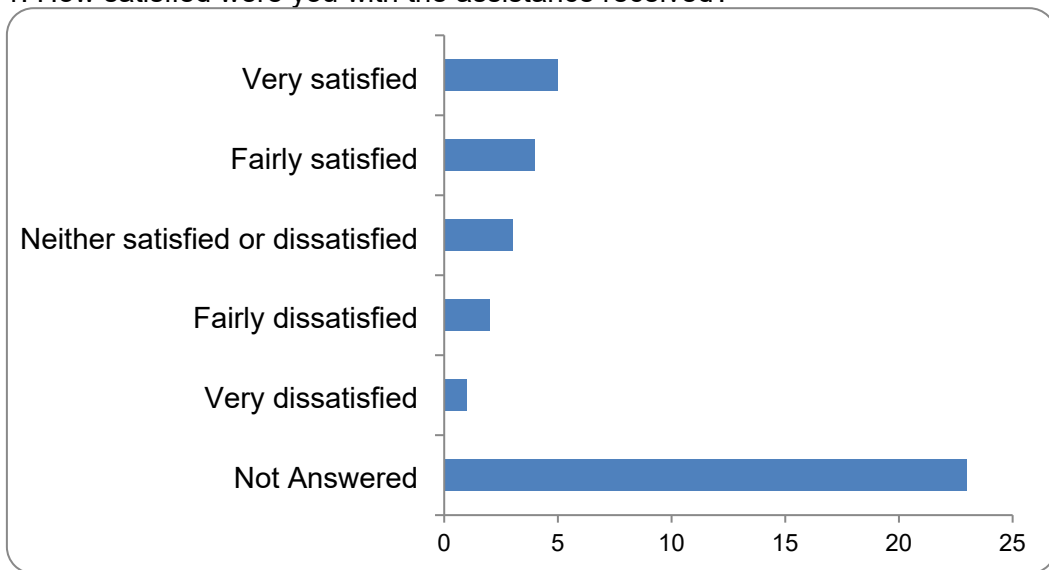
Option	Total	Percent
Yes	15	39.47%
No	21	55.26%
Prefer not to say	2	5.26%
Not Answered	0	0.00%

10: What type of assistance did you require?



Option	Total	Percent
Information on the process	8	21.05%
Digital support	6	15.79%
Language support	0	0.00%
Other	3	7.89%
Not Answered	23	60.53%

11: How satisfied were you with the assistance received?



Option	Total	Percent
Very satisfied	5	13.16%
Fairly satisfied	4	10.53%
Neither satisfied or dissatisfied	3	7.89%
Fairly dissatisfied	2	5.26%
Very dissatisfied	1	2.63%
Prefer not to say	0	0.00%
Not Answered	23	60.53%

**Climate change and air quality**

16. The work noted in this report has an overall neutral impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.

**Equality and diversity**

17. An Equality Impact Assessment (EIA) was undertaken November 2023 and no direct implications have been identified.

**Comments of the Statutory Finance Officer**

18. The report is for noting, there are no direct financial implications arising from this report.

**Comments of the Monitoring Officer**

19. There are no legal implications arising as a result of this report.

**Background documents**

Background Papers		
Document	Date	File
Overview and Scrutiny Task Group Final report	10/11/2022	<a href="#">Overview and Scrutiny Task Group Final Report - Select Move.pdf (moderngov.co.uk)</a>
Select Move Policy 2018	2018	<a href="#">Allocation Policy 2018.docx (live.com)</a>
Select Move Policy Review 2022	Exec Cabinet meeting 19/01/2023	<a href="#">Select Move Policy Review 2022 Executive Cabinet Report Template.pdf (moderngov.co.uk)</a>
Recommendation response - Select Move – Overview and Scrutiny	Exec Cabinet Meeting 23/02/2023	<a href="#">Select Move - Overview and Scrutiny Executive Cabinet Report Template.pdf (moderngov.co.uk)</a>
First Monitoring Overview and Scrutiny Report	05/10/2023	<a href="#">First Monitoring Report - Select Move Overview and Scrutiny Task Group Oct 2023 Committee Template C.pdf (moderngov.co.uk)</a>

Report Author:	Email:	Telephone:	Date:
Lisa McCormick (Interim Housing Solutions Manager)	<a href="mailto:lisa.mccormick@chorley.gov.uk">lisa.mccormick@chorley.gov.uk</a>		28/02/2024

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