

Council

Tuesday, 16th April 2024, 6.30 pm

Council Chamber, Town Hall, Chorley and YouTube >

Agenda

Apologies

1 **Declarations of Any Interests**

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

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

2 **Mayoral Announcements**

3 **Minutes**

(Pages 5 - 18)

4 **Public Questions**

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

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

5 **Executive Cabinet**

(Pages 19 - 24)

To consider a general report of the Executive Cabinet meetings held on 22 February and 21 March.

6 **Overview and Scrutiny Committee and Task and Finish Groups**

(Pages 25 - 32)

To receive and consider the general report of the Overview and Scrutiny Committee held on 14 March, the Overview and Scrutiny Performance Panel held on 7 March and Task Group update.

7	Governance Committee	(Pages 33 - 36)
	To receive and consider the general report of the Governance Committee held on 8 February and 13 March.	
8	Adoption of New Code of Conduct for Members and Social Media Protocol	(Pages 37 - 58)
	To receive and consider the report of the Director of Governance.	
9	Suspension of Standing Orders	(Pages 59 - 62)
	To receive and consider the report of the Director of Governance.	
10	Capital Budget for Fleet Replacement	(Pages 63 - 66)
	To receive and consider the report of the Director of Customer and Digital.	
11	Local Development Scheme (LDS)	(Pages 67 - 90)
	To receive and consider the report of the Director of Planning and Property.	
12	Questions Asked under Council Procedure Rule 8 (if any)	
13	To consider the Notices of Motion (if any) given in accordance with Council Procedure Rule 10	
14	Exclusion of the Public and Press	
	To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act.	
	By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information) Condition:	
	Information is not exempt if it is required to be registered under-	
	The Companies Act 1985	
	The Friendly Societies Act 1974	
	The Friendly Societies Act 1992	
	The Industrial and Provident Societies Acts 1965 to 1978	
	The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)	
	The Charities Act 1993	
	Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
	Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).	
15	Birkacre Reservoir Embankment Repairs - Budget Approval	(Pages 91 - 116)
	To receive and consider the report of the Director of Planning and Property.	

16 **Any urgent business previously agreed with the Mayor**

Chris Sinnott
Chief Executive

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Minutes of Council

Meeting date Tuesday, 27 February 2024

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

Committee Members present virtually (non-voting): Councillors Samantha Martin

Officers: Chris Sinnott (Chief Executive), Sarah Bullock (Deputy Chief Executive), Chris Moister (Director of Governance/Monitoring Officer), Louise Mattinson (Director of Finance/Section 151 Officer), Asim Khan (Director of Customer and Digital), Caroline Wolfenden (Director of Change and Delivery), Darren Cranshaw (Head of Democratic Services), Neil Halton (Head of Finance), Emma Lyons (Head of Communications and Visitor Economy), Alison Wilding (Head of Customer Services) and Ruth Rimmington (Democratic Services Team Leader)

Apologies: Councillor Michelle Brown, Mark Clifford and Matthew Lynch

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

79 Silence

The Mayor invited Members to observe a minute's silence in memory of former Councillor and Mayor, John Lucas.

The Leader of the Opposition, Councillor Alan Cullens, the Leader of the Council, Councillor Alistair Bradley and Councillor Alan Whittaker paid tribute and sent their condolences to the family.

80 **Declarations of Any Interests**

No declarations of interests were made.

81 **Minutes**

Resolved (unanimously) that the minutes of the Council meeting held on 30 January 2024 be approved as a correct record for signature by the Mayor.

82 **Mayoral Announcements**

The Mayor explained that Councillors Hasina, Zara and Samir Khan were undertaking a sponsored fast for Ramadan from 11 March, with all proceeds being donated to the Mayoral charities.

83 **Public Questions**

Three public questions were submitted.

Question One from Jenny Hurley

Although the Council has invested in "Housing where residents can live well", these appear to be in the scope of care facilities, namely a number of units at Tatton Gardens, Primrose Gardens and Woodlands; The scheme to adapt homes to sustainable heating and maintenance solutions for the most vulnerable is also commendable; and provision of affordable housing sounds positive.

They do not address the most financial, green and secure sustainable solution for Chorley Residents, however. The most secure way to ensure green solutions, providing safe homes for Chorley residents already housed or those needing to be housed, is to invest in Social Housing, provided by the Council, run by the council and maintained by the council.

The under-spend of the Capital Program to invest in this area is a clear indication of lost opportunity in a time where local council New House builds are not aimed at the most vulnerable but at the general housing market or specialised care facilities.

Neighbouring boroughs have started expansion in this area, with South Ribble having completed the first phase and Preston looking to move ahead with extensive plans.

Further, we have many residents living in squalid council funded properties, neglected by housing associations, and left bereft and with choice or voice.

Surely the first step would be to bring existing housing standards up to a safe level of health and safety by bringing their running in house and fully accountable.

Long term investment in truly affordable Council Houses, built sustainably, on existing brownfield sites would be the greenest option to long term, truly named, "housing where residents can live well."

In short, the capital program only invests in money making schemes, that creates revenue that is reinvested into money making schemes. It is a fine example of capitalism, and worthy of a Tory Council, but many people voted for a long term investment in its people and their well being.

Why haven't any of these issues been addressed over the years of low council housing investment?

Councillor Howarth, Executive Member (Homes and Housing), responded.

The Council is also very concerned with the conditions of properties provided by Housing Associations and those provided via the Private rented sector. Last year the Council invested in a new Housing Standards Officer post. The role of this officer is to raise the standards of rented homes in the Chorley area by responding to complaints and proactively contacting landlords to inspect properties to ensure they are safe to live in. The officer uses the legislation in the Housing Act 2004 to ensure homes are safe, healthy, and free from things that could cause serious harm.

If anybody is aware of people living in rented properties neglected by Housing Associations, we want to know about it and our Housing Standards Officer can inspect and take enforcement action if necessary.

The supplementary question was not related to the main question so the questioner was asked to ask a relevant question. This request to follow procedure was not complied with. At 7.15pm the Mayor adjourned the meeting.

The Mayor reopened the meeting at 7.35pm.

Question Two from Catherine Waring

I note on the agenda for this £353,000 to be spent improving bus shelters. I would like to attend to ask if this means there will be a more regular local bus service than now.

Councillor Bradley, Executive Leader, Executive Member (Economic Development and Public Service Reform), responded.

Chorley Council support and subsidise bus services, alongside Lancashire CC. For the year to date (April 2023- March 2024) we have spent £59,373 supporting local bus services. We estimate that we will have spent £85,554 by the end of the quarter, the figure exceeds the total amount paid for 22/23 (which was £65,731).

We support the following routes:

117 – Chorley to Chorley via Pilling Lane

118- Chorley to Lower Burgh

119- Chorley to Preston

24A- Chorley to Blackburn via Lower Wheelton, Abbey Village and Feniscowes

These routes are governed by 2 contracts, one covering the daytime 117, 118 and 119 services, this contract is in place until March 2025. The other contract is for the Sunday and evening services of the 24A, 118 and 119. This contract is reviewed every 12 months. For the Sunday and evening services, three quarters of the costs are funded by Chorley Council.

Like all council services, our contribution to bus services and the routes involved are subject to regular review. During our 12 months review, in conjunction with service providers we consider the demand for services from customers, evidence around routes and the available budget to subsidise the services.

Question Three from Humayra Atiq

Is the increase in garden waste a green agenda? If so how?

Councillor Lowe, Executive Member (Customer, Streetscene and Environment), responded.

No, the increase to the garden waste charge is not part of the green agenda, but rather part of our annual review of fees and charges. The charge is determined to cover the costs of providing the service. As costs of service provision increase, fees and charges are adjusted to ensure that costs are recovered.

84 Council Tax Local Discounts & Premiums Policy

The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe, presented the report of the Director of Customer and Digital which set out options for changes to amounts of local discounts and premiums in a revised Council Tax Local Discounts and Premiums Policy.

The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe proposed and the Deputy Executive Leader, Councillor Peter Wilson seconded, and it was **Resolved (unanimously)**

- 1. The following amounts of council tax discount on empty and substantially unfurnished properties are approved from 1 April 2024:**
 - a. 100% discount for up to 3 months**
 - b. 50% discount for 3-6 months**
 - c. 0% discount for 6-24 months**
- 2. A 100% council tax discount for up to 12 months for uninhabitable properties is approved from 1 April 2024.**
- 3. The period after which a long-term empty council tax premium applies is amended from 2 years to 1 year from 1 April 2025.**
- 4. A council tax premium of 100% on second homes is approved from 1 April 2025.**
- 5. The Government's proposed exceptions when empty homes and second homes council tax premiums should not be applied are mirrored in the revised Local Discounts and Premiums Policy.**

85 Revenue Budget 2024/25, Medium Term Financial Strategy and Capital Programme 2024-2027

The Deputy Executive Leader and Executive Member for Resources, Councillor Peter Wilson, presented the Executive's Revenue Budget 2024/25, Medium Term Financial Strategy (MTFS) and Capital Programme 2024-27.

Councillor Wilson thanked officers and the Labour Group for their hard work and input into the proposed budget.

The 2024/25 budget and the MTFs for the next two years had been updated to take account of the Local Government Finance Settlement announced in February and the latest financial information, forecasts and economic outlook, and were reflective of the following:

- due to the continued pressures on council budgets, alongside reduced levels of funding from government to meet these increasing costs, the figures include a proposed 2.99% increase in council tax in 2024/25;
- the figures include a proposed 1.99% increase in council tax in 2025/26 and of 1.99% in 2026/27; these proposals would be revisited each year as part of the budget setting process and would be dependent upon the outcome of the government's reviews of both the future funding framework and the future distribution of funding between councils, the review of the business rates system and the development of the 'Levelling-Up' agenda;
- continued investment is reflected in ongoing revenue budgets to ensure delivery of corporate strategy priorities.

Although the level of funding in cash terms has decreased by £0.8m (4.5%) from £17.6m in 2016/17 to £16.8m in 2024/25, there had been a further real terms reduction as the rate of inflation (as measured by CPI) has increased by 31.9% over this period.

Despite this, the council had been, and remained, ambitious in its approach to addressing the budget deficit by generating efficiency savings and additional income.

The council continued to invest in the borough and the budget included £22.450m of capital investment from 2024/25 to 2026/27, including investment in:

- the provision of affordable housing, support for refugees and adaptations to assist residents in their homes;
- improving and transforming the leisure centres to encourage our residents to be active and healthy, along with investment in play, recreation and open spaces;
- driving economic development through the delivery of the Woodlands development site;
- supporting our town centre through the town centre masterplan and the recently awarded Levelling-Up Fund, for which plans are currently being developed;
- delivering the green agenda, including decarbonisation of council properties;
- rationalisation of council accommodation, including relocation of the Bengal St depot and works to the Town Hall and the former White Hart public house;
- investment in a programme of refurbishment and replacement of bus shelters across the borough through the Asset Improvement programme.

The Deputy Leader, Councillor Peter Wilson proposed and the Deputy Portfolio Holder- Resources, Councillor Arjun Singh, seconded the recommendation.

The Leader of the Opposition, Councillor Alan Cullens, thanked the officers for their work in presenting a balanced budget, and noted the Opposition would have looked to reduce debt and would not have invested in bus shelters. He suggested that the Overview and Scrutiny Committee review the events program and Councillor Wilson agreed.

In line with the legal requirement for all budget decisions to be recorded, this proposal was put to the vote and recorded as follows:

For: Councillors Sarah Ainsworth, Aaron Beaver, Julia Berry, Alistair Bradley, Alan Cullens, Karen Derbyshire, Gordon France Margaret France, Danny Gee, Tommy Gray (Mayor), Christine Heydon, Alex Hilton, Terry Howarth, Hasina Khan, Samir Khan, Zara Khan, Michelle Beach, Roy Lees, Adrian Lowe, Pauline McGovern, June Molyneaux, Alistair Morwood, Dedrah Moss, Beverley Murray, Alan Platt, Debra Platt, Aidy Riggott, Jean Sherwood, Chris Snow, Craige Southern, Arjun Singh, Kim Snape, Jenny Whiffen, Neville Whitham, Alan Whittaker, Joan Williamson and Peter Wilson

Against: None.

Abstain: None.

The vote was unanimous, and it was therefore **Resolved:**

- a) **Approve the budget and proposals set out in this report, including the level of Council Tax as set out in the Formal Council Tax Resolution for 2024/25, including Special Expenses & Parish Precepts, at Appendix A;**
- b) **Note the advice of the Chief Finance Officer in relation to the robustness of the estimates within the overall budget, including the risks contained within it and the adequacy of the proposed level of financial reserves, as set out in the Statutory Report at Appendices B1 – B3;**
- c) **Approve the council's Medium-Term Financial Strategy (MTFS) at Appendix C;**
- d) **Note the council's forecast Cumulative Budget Deficit and Budget Strategy 2024/25 to 2026/27 at Appendix D, including the analysis of the movement in the 2024/25 Budget from the position approved by Council in February 2023;**
- e) **Note the analysis of the Directorate Budgets for 2024/25, by expense type, at Appendix E;**
- f) **Approve the capital programme for 2024/25 to 2026/27 (Appendices F1, F2 & F3);**
- g) **Approve the Capital Strategy at Appendix G;**
- h) **Approve the Treasury Management Strategy at Appendix H1 and note the advice of the treasury management consultants at Appendix H2;**
- i) **Approve the council's Pay Policy at Appendix I for publication on the council's website from April 2024 (including Appendix I (i) – the payscales for Chorley Council and Appendix I (ii) – the payscales for Shared Services);**
- j) **Note the Budget Consultation 2024/25 Report at Appendix J;**
- k) **Note the Impact Assessment of the Budget Proposals for 2024/25 at Appendix K.**

Mayor

Date

FORMAL COUNCIL TAX RESOLUTION***Draft resolution on setting of the 2024/25 Council Tax for the Borough to be passed in approving the Executive Cabinet's recommendations for the Council's Budget.***

1. It be noted that on 31st January 2024 the Director of Finance as Statutory Finance Officer calculated the Council Tax Base 2024/25

(a) for the whole Council area as 38,640.81 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and

(b) for dwellings in those parts of its area to which a Parish precept relates (as in the attached Table 2).

2. Calculate that the Council Tax requirement for the Council's own purposes for 2024/25 (excluding Parish precepts) is £8,103,751

3. That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:

(a) £62,923,600 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(b) £53,943,862 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £8,979,738 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d) £232.39 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

(e) £1,744,246 being the aggregate amount of all special items (Special Expenses and Parish precepts) referred to in Section 34(1) of the Act (as in the attached Table 1).

(f) £187.25 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the

amounts of Council Tax for 2024/25 for each part of its area and for each of the categories of dwellings.

VALUATION BANDS

CHORLEY BOROUGH COUNCIL

A	B	C	D	E	F	G	H
124.83	145.64	166.44	187.25	228.86	270.47	312.08	374.50

LANCASHIRE COUNTY COUNCIL - At time of writing this report figure are as proposed and will be confirmed at authorities meeting on 23/2/24

A	B	C	D	E	F	G	H
1,102.19	1,285.89	1,469.59	1,653.29	2,020.69	2,388.08	2,755.48	3,306.58

POLICE & CRIME COMMISSIONER FOR LANCASHIRE

A	B	C	D	E	F	G	H
175.60	204.87	234.13	263.40	321.93	380.47	439.00	526.80

LANCASHIRE COMBINED FIRE AUTHORITY - At time of writing this report figure are as proposed and will be confirmed at authorities meeting on 19/2/24

A	B	C	D	E	F	G	H
56.49	65.90	75.32	84.73	103.56	122.39	141.22	169.46

AGGREGATE OF COUNCIL TAX REQUIREMENTS

A	B	C	D	E	F	G	H
1,459.11	1,702.30	1,945.48	2,188.67	2,675.04	3,161.41	3,647.78	4,377.34

6. That the Statutory Finance Officer and their officers be authorised to take any action necessary to ensure collection and recovery of the Council Tax and Non-Domestic Rates.

7. As the Council’s basic amount of Council Tax has increased by 2.99% for 2024/25, it is considered not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

EXPLANATION OF COUNCIL TAX SETTING RESOLUTION
RESOLUTION 1
(a) Before we can calculate the Council Tax to be charged, we first have to calculate the Council Tax base. The Council Tax base is the amount which a Band D Council Tax of £1.00 would raise. For 2024/25 we estimate that a £1.00 Council Tax at Band D would raise £38,640.81 in the Chorley area.
(b) This shows the “base” figure for each Parish in the area. For example, a £1.00 Band D Council Tax in Adlington would raise £2,042.64
RESOLUTION 2
This shows the Council’s net spending for 2024/25 excluding the cost of Parish precepts.
RESOLUTION 3
(a) This is the grand total of money which the Council estimates it will spend on all services in 2024/25. It also includes £875,942 which Parish Councils need to run their services.
(b) This is the grand total of money which the Council estimates it will receive from various sources in the year. This includes Central Government and business rates, car park charges, investment income, government grants in respect of benefits, etc.
(c) This is the difference between 2(a) and 2(b) and is in effect the Council’s and Parishes net spending on services.
(d) The difference between 2(a) and 2(b) is £8,979,738 and this is the amount we need to charge Council Taxpayers. This is divided by the base (see 1(a) above) and the resulting figure of £232.39 is the average Band D Council Tax for all Borough and Parish services.
(e) The total of all the amounts needed from Council Taxpayers by the Parish Councils in the area and for Chorley Borough Special Expenses.
(f) This is the Band D Council Tax for Chorley Borough Council’s own services, ie. excluding Parish Council spending and Special Expenses
RESOLUTION 4
Lancashire County Council, Lancashire Fire Authority and the Police & Crime Commissioner for Lancashire are separate bodies who have worked out their own estimates of spending and income for 2024/25 and have set taxes in a similar way to Chorley Borough Council. This resolution notes their final decision.

RESOLUTION 5

This pulls together the Council Taxes for Chorley Borough Council, Lancashire County Council, the Police & Crime Commissioner for Lancashire and Lancashire Fire Authority. For example, the aggregate amount for Band D is £2,188.66 made up as follows:

	£
Chorley Borough Council	187.25
Lancashire County Council	1,653.29
Lancashire Police Authority	263.40
Lancashire Fire Authority	84.73

The rate for each property Band is calculated by reference to the Band D charge. The following ratios apply:

Band A	$\frac{6}{9}$ ths of Band D
Band B	$\frac{7}{9}$ ths of Band D
Band C	$\frac{8}{9}$ ths of Band D
Band D	$\frac{9}{9}$ ths of Band D
Band E	$\frac{11}{9}$ ths of Band D
Band F	$\frac{13}{9}$ ths of Band D
Band G	$\frac{15}{9}$ ths of Band D
Band H	$\frac{18}{9}$ ths of Band D

The aggregate charge for Band A, for example, the charge is $£2,188.67 \times \frac{6}{9} = £1,459.11$; for Band B it is $£2,188.66 \times \frac{7}{9} = £1,702.30$.

RESOLUTION 6

Formally authorise the necessary staff to take legal action to collect arrears as and when this is necessary. ***For the vast majority of taxpayers, this is not needed***

		Band A		Band B		Band C		Band D		Band E		Band F		Band G		Band H	
Lancashire County Council		941.17		1,098.03		1,254.89		1,411.75		1,725.47		2,039.19		2,352.92		2,823.50	
Lancashire County Council Adult Social Care		161.03		187.86		214.70		241.54		295.22		348.89		402.57		483.08	
Chorley Borough Council (Excluding Special Expenses)		124.83		145.64		166.44		187.25		228.86		270.47		312.08		374.50	
Police & Crime Commissioner for Lancashire		175.60		204.87		234.13		263.40		321.93		380.47		439.00		526.80	
Lancashire Fire Authority		56.49		65.90		75.32		84.73		103.56		122.39		141.22		169.46	
Sub Total		1,459.12		1,702.30		1,945.48		2,188.67		2,675.04		3,161.41		3,647.79		4,377.34	
Parish and town councils	Total Parish precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept	Special Expenses	Parish Precept
Adlington	£21,945.00	3.80	6.54	4.43	7.63	5.07	8.72	5.70	9.81	6.97	11.99	8.23	14.17	9.50	16.35	11.40	19.62
Anderton	£5,820.00	1.61	7.40	1.88	8.63	2.15	9.87	2.42	11.10	2.96	13.57	3.50	16.03	4.03	18.50	4.84	22.20
Anglezarke	£0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Astley Village	£24,266.00	21.33	14.67	24.88	17.11	28.44	19.56	31.99	22.00	39.10	26.89	46.21	31.78	53.32	36.67	63.98	44.00
Bretherton	£18,102.00	-	34.83	-	40.63	-	46.44	-	52.24	-	63.85	-	75.46	-	87.07	-	104.48
Brindle	£15,000.00	-	20.90	-	24.38	-	27.87	-	31.35	-	38.32	-	45.28	-	52.25	-	62.70
Chamock Richard	£36,000.00	3.03	34.87	3.54	40.68	4.04	46.49	4.55	52.30	5.56	63.92	6.57	75.54	7.58	87.17	9.10	104.60
Clayton le Woods	£167,240.00	29.65	20.00	34.60	23.33	39.54	26.67	44.48	30.00	54.36	36.67	64.25	43.33	74.13	50.00	88.96	60.00
Coppull	£135,700.00	6.23	35.41	7.27	41.31	8.31	47.21	9.35	53.11	11.43	64.91	13.51	76.71	15.58	88.52	18.70	106.22
Croston	£36,170.00	7.29	21.55	8.51	25.14	9.72	28.73	10.94	32.32	13.37	39.50	15.80	46.68	18.23	53.87	21.88	64.64
Cuerden	£1,290.00	-	20.95	-	24.45	-	27.94	-	31.43	-	38.41	-	45.40	-	52.38	-	62.86
Eccleston	£51,940.00	3.81	20.13	4.45	23.48	5.08	26.84	5.72	30.19	6.99	36.90	8.26	43.61	9.53	50.32	11.44	60.38
Euxton	£187,288.00	13.37	24.65	15.60	28.75	17.83	32.86	20.06	36.97	24.52	45.19	28.98	53.40	33.43	61.62	40.12	73.94
Heapey	£9,070.00	-	15.82	-	18.46	-	21.09	-	23.73	-	29.00	-	34.28	-	39.55	-	47.46
Heath Chamock	£8,925.00	16.61	7.09	19.37	8.27	22.14	9.45	24.91	10.63	30.45	12.99	35.98	15.35	41.52	17.72	49.82	21.26
Heskin	£15,306.00	1.71	26.63	1.99	31.06	2.28	35.50	2.56	39.94	3.13	48.82	3.70	57.69	4.27	66.57	5.12	79.88
Hoghton	£12,000.00	5.37	21.49	6.27	25.07	7.16	28.65	8.06	32.23	9.85	39.39	11.64	46.55	13.43	53.72	16.12	64.46
Mawdesley	£40,134.00	1.06	30.00	1.24	35.00	1.41	40.00	1.59	45.00	1.94	55.00	2.30	65.00	2.65	75.00	3.18	90.00
Rivington	£10,680.00	-	119.17	-	139.04	-	158.90	-	178.76	-	218.48	-	258.21	-	297.93	-	357.52
Ulmes Walton	£6,345.00	-	15.57	-	18.16	-	20.76	-	23.35	-	28.54	-	33.73	-	38.92	-	46.70
Wheelton	£16,197.00	-	24.67	-	28.79	-	32.90	-	37.01	-	45.23	-	53.46	-	61.68	-	74.02
Whittle le Woods	£61,860.00	16.55	15.72	19.30	18.34	22.06	20.96	24.82	23.58	30.34	28.82	35.85	34.06	41.37	39.30	49.64	47.16
Withnell	£32,960.00	6.79	16.67	7.92	19.44	9.05	22.22	10.18	25.00	12.44	30.56	14.70	36.11	16.97	41.67	20.36	50.00
All other parts of the Council's area		20.95	-	24.45	-	27.94	-	31.43	-	38.41	-	45.40	-	52.38	-	62.86	-

PARISH COUNCIL PRECEPTS							
Parish Council	2023/24			2024/25			C Tax Increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Adlington	2,042.62	20,900	9.34	2,052.64	21,945	9.81	0.47
Anderton	502.45	5,500	10.36	497.81	5,820	11.10	0.74
Anglezarke	19.80	-	0.00	19.40	-	0.00	0.00
Astley Village	933.68	24,420	22.00	926.59	24,266	22.00	0.00
Bretherton	311.54	16,950	53.08	338.59	18,102	52.24	-0.84
Brindle	464.26	7,500	15.57	469.71	15,000	31.35	15.78
Charnock Richard	682.25	34,055	49.41	681.72	36,000	52.30	2.89
Clayton le Woods	5,158.41	166,210	30.00	5,192.87	167,240	30.00	0.00
Coppull	2,353.31	121,900	47.31	2,356.14	135,700	53.11	5.80
Croston	1,084.09	27,250	23.81	1,074.52	36,170	32.32	8.51
Cuerden	42.15	1,290	30.55	40.98	1,290	31.43	0.88
Eccleston	1,667.86	49,626	28.77	1,666.25	51,940	30.19	1.42
Euxton	4,927.56	179,909	36.16	5,019.72	187,288	36.97	0.81
Heapey	372.23	9,160	23.73	368.51	9,070	23.73	0.00
Heath Charnock	804.74	8,500	10.15	808.47	8,925	10.63	0.48
Heskin	365.86	14,196	37.31	369.61	15,306	39.94	2.63
Hoghton	367.11	6,000	15.89	367.15	12,000	32.23	16.34
Mawdesley	856.79	36,486	41.66	874.14	40,134	45.00	3.34
Rivington	56.34	2,500	41.37	58.80	10,680	178.76	137.39
Ulnes Walton	262.73	6,340	23.35	262.90	6,345	23.35	0.00
Wheelton	426.41	15,425	35.16	425.91	16,197	37.01	1.85
Whittle Woods	2,593.57	59,660	23.00	2,623.00	61,860	23.58	0.58
Withnell	1,266.73	32,000	24.09	1,258.83	32,960	25.00	0.91
All other parts of the Council's area	10,780.03	-	-	10,886.55	-	-	
TOTAL / AVERAGE	38,342.53	845,777	21.06	38,640.81	914,238	22.67	1.61

Parish	Tax Base	Borough General Expenses	Borough Special Expenses	Borough Services Council Tax	Parish Precept	Parish Top-up	Parish Yield	Band D Parish Charge	Band D Parish Charge	Change in Parish Charge	Total Charge	Total Charge
	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2023/24	2024/25	2023/24	2024/25
	No	£	£	£	£	£	£	£	£	%	£	£
Adlington	2,052.64	187.25	5.70	192.95	21,945	1,816	20,129	9.81	9.34	5.03%	196.68	202.76
Anderton	497.81	187.25	2.42	189.67	5,820	294	5,526	11.10	10.36	7.14%	194.52	200.77
Anglezarke	19.40	187.25	-	187.25	-	-	-	-	-	0.00%	181.81	187.25
Astley Village	926.59	187.25	31.99	219.24	24,266	3,877	20,389	22.00	22.00	0.00%	234.87	241.24
Bretherton	338.59	187.25	-	187.25	18,102	414	17,688	52.24	53.08	-1.58%	234.89	239.49
Brindle	469.71	187.25	-	187.25	15,000	273	14,727	31.35	15.57	101.35%	202.74	218.60
Charnock Richard	681.72	187.25	4.55	191.80	36,000	345	35,655	52.30	49.41	5.85%	235.64	244.10
Clayton Le Woods	5,192.87	187.25	44.48	231.73	167,240	11,458	155,782	30.00	30.00	0.00%	255.00	261.73
Coppull	2,356.14	187.25	9.35	196.60	135,700	10,576	125,124	53.11	47.31	12.26%	238.20	249.71
Croston	1,074.52	187.25	10.94	198.19	36,170	1,440	34,730	32.32	23.81	35.74%	216.24	230.51
Cuerden	40.98	187.25	-	187.25	1,290	2	1,288	31.43	30.55	2.88%	225.39	218.68
Eccleston	1,666.25	187.25	5.72	192.97	51,940	1,636	50,304	30.19	28.77	4.94%	216.13	223.16
Euxton	5,019.72	187.25	20.06	207.31	187,288	1,709	185,579	36.97	36.16	2.24%	237.45	244.28
Heapey	368.51	187.25	-	187.25	9,070	327	8,743	23.73	23.73	0.00%	225.44	210.98
Heath Charnock	808.47	187.25	24.91	212.16	8,925	335	8,590	10.63	10.15	4.73%	216.15	222.79
Heskin	369.61	187.25	2.56	189.81	15,306	544	14,762	39.94	37.31	7.05%	221.61	229.75
Hoghton	367.15	187.25	8.06	195.31	12,000	167	11,833	32.23	15.89	102.83%	205.53	227.54
Mawdesley	874.14	187.25	1.59	188.84	40,134	794	39,340	45.00	41.66	8.02%	225.01	233.84
Rivington	58.80	187.25	-	187.25	10,680	169	10,511	178.76	41.37	332.10%	223.18	366.01
Ulnes Walton	262.90	187.25	-	187.25	6,345	205	6,140	23.35	23.35	0.00%	205.16	210.60
Wheeldon	425.91	187.25	-	187.25	16,197	432	15,765	37.01	35.16	5.26%	216.97	224.26
Whittle Le Woods	2,623.00	187.25	24.82	212.07	61,860	-	61,860	23.58	23.00	2.52%	228.91	235.65
Withnell	1,258.83	187.25	10.18	197.43	32,960	1,483	31,477	25.00	24.09	3.78%	215.78	222.43
Other parts of the Borough	10,886.55	187.25	31.43	218.68	-	-	-	-	-	-	212.33	218.68
	38,640.81	187.25	22.47	209.72	914,238	38,296	875,942	22.67	19.68	15.19%	203.63	232.39

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Executive Cabinet

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

General Report of the meeting held on 22 February

Revenue Budget Monitoring Report Quarter Three

2. The Executive Member for Resources, Councillor Peter Wilson, presented the report of the Director of Finance, which set out the revenue and reserves forecast for the 2024/25 for the Council, based on the position at 31 December 2024.
3. In summary, based on the position at 31 December 2023, the forecast outturn, including the unfunded budget pressure of £146,000 following the payment of the 2023/24 pay award in November 2023, is an overspend of £780,000.
4. It was highlighted that forecasts are based on actual income received and expenditure incurred for the 9 months to 31 December 2023, with the final months of the year based on assumptions and projections, the position could change however.
5. The council is committed to keeping net costs contained within the budget and reduce overspend. The minimum level of general fund reserve should be maintained at £4 million to cushion against future financial risks. Based on the forecast overspend, the general fund balance as at 31 March should be £3.991m.
6. The financial position will continue to be monitored and reported to members accordingly.
7. We noted the 2023/24 forecast outturn for revenue and the level of reserves, based on the position at 31 December 2023. We noted the virements made to and from the revenue budget during the period, as detailed in Appendix 2 of the report.

Capital and Balance Sheet Monitoring Report Quarter Three

8. The Executive Member for Resources, Councillor Peter Wilson, presented the report of the Director of Finance which set out to report the outturn financial position of the Council in respect of the capital programme at 31 December 2023, highlighting key issues and explaining key variances, and to provide an overview of various elements of the Council's Balance Sheet at 31 December 2023.
9. It was highlighted that the Capital Budget for 2023/24 was set at £21.103m by Council in February 2023. Following approval of the 2022/23 outturn, this was increased to £22.998m, then amended further in the Quarter 1 and Quarter 2

Capital Monitoring Reports, which covered the first 7 months of the year to £13.930m, as approved at Executive Cabinet in November 2023.

10. From the changes detailed within the report, the total programme now stood at £15.822m.
11. We approved the revised capital programme, attached at Appendix A, which includes an amendment to the programme of £6.754m.
12. We noted the variations to the programme and the position in the Balance Sheet monitoring section of the report, in respect of cash, investment and loan balances, and debtors, at 31 December 2023.

Chorley Quarter Three Performance Monitoring Report 2023/24

13. The Executive Member for Resources, Councillor Peter Wilson, presented the report of the Director of Change and Delivery which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2023/24, which covered the period between 1 October 2023 to 31 December 2023.
14. Overall performance of the Corporate Strategy projects is excellent with 84% of the projects completed or were on schedule. Three projects are rated amber, which is an early warning sign of potential delays, the three of these reports each had an action plan to return the project to schedule.
15. The performance of the Corporate Strategy indicators and measures of key service delivery are monitored closely. 69% of the Corporate Strategy measures, and 100% of key service delivery measures are performing on or above target, or within the 5% threshold.
16. We noted the report.

Deliver Improvements to Local Service Centres

17. I presented the confidential report of the Director of Planning and Property.
18. The report set out to determine the most appropriate way to spend the allocated UK Shared Prosperity Funding (UKSPF) in order to achieve a commitment made by members regarding improvements to local service centres.
19. Members noted that some of the properties were privately owned.
20. We approved the proposed approach to improvements to local service centres allowing the Council to spend allocated UK Shared Prosperity Funding (UKSPF) is agreed. We noted that the proposed approach is dependent on a bid for Community Infrastructure Levy funding being successful.

21. We also approved that the Director of Planning and Property be given delegated authority to enter the relevant agreement with Euxton Parish Council to enable a new project.

General Report of the meeting held on 21 March

Final Report of the Overview and Scrutiny Task Group - Recruitment and Staff Retention

22. The Chair of the Overview and Scrutiny Committee, Councillor Aidy Riggott, thanked the members of the Task Group for their report and invited Councillor Michelle Beach to present the findings and recommendations.
23. Councillor Beach set out the aims and objectives of the inquiry and noted that no wider issues had been identified. She thanked the membership of the group for their input, and the officers who had supported or fed into the inquiry.
24. We received the report of the Overview and Scrutiny Task Group and accepted it for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

Procurement Strategy - Levelling Up Fund

25. I presented the report of the Director of Planning and Property. Following a bid submission in June 2022, the Council was successful in securing £20m from the Government's Levelling Up fund (third round) for the regeneration of Chorley Town Centre. Full details are awaited from the government, however, the report set out the detailed procurement strategy which will support the delivery of the Levelling Up Fund projects.
26. The three locations are Bengal Street Residential Development, Civic Square Mixed-Use Development and the Health and Wellbeing Hub. We noted the challenging timescales, and the need to balance cost, quality and value for money throughout the procurement exercise.
27. We approved the procurement strategy and delegated the contract award for consultants and main contractor(s) to myself for sign off.

Water Safety Policy update

28. The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe, presented the report of the Director (Customer and Digital).
29. The report presented the council's updated Water Safety Policy, which included a list of water bodies on council land.
30. I noted the Overview and Scrutiny Committee had received a presentation regarding water safety the previous week and noted the importance of this issue.

31. We approved the updated Water Safety Policy.

Food waste collections

32. The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe, presented the report of the Director (Customer and Digital).
33. The report requested approval for changes to support the introduction of new statutory food collections by 31 March 2026.
34. Funding has been confirmed by Defra for capital costs (for new vehicles and containers), and will be provided for transitional costs, resource costs and ongoing service revenue costs, subject to future spending reviews.
35. The detail of this is yet to be confirmed and the Lancashire Waste Partnership, on behalf of all district councils, will be writing to Defra to seek assurances that all reasonable capital costs will be funded in full by Government. The outcome of this will be shared with members.
36. Although a high value procurement usually requires a standard weighting of 15% for social value to be included in the evaluation, it is proposed that this be exempted due to the nature of the assets (purchase of fleet and containers). The quality criteria will incorporate an evaluation of environmental benefits. Furthermore, the framework suppliers have already demonstrated elements of social value in order to be accepted onto the frameworks.
37. Officers will evaluate the feasibility and benefits of jointly procuring containers and vehicles with South Ribble Council and potentially other district councils with the same requirements.
38. We noted the food waste containers will be lockable, the liners for the food waste will be provided by the council and that an appropriate communications plan will be carried out to ensure that residents are aware of the changes.
39. We agreed to introduce statutory weekly food waste collections to all properties across Chorley by 31 March 2026 and to proceed to procure non-vented food waste caddies and liners, specialised food waste collection vehicles with the tender evaluation criteria for food waste containers and collection vehicles, based on 80% cost and 20% quality ratio via public sector frameworks and further competition tender exercise. We agreed to delegate to the Executive Member for Resources the authority to approve the award of contracts to the winning bidders.
40. We also agreed to undertake an options modelling exercise to ensure the waste and recycling service is fully reviewed and achieves the council's environmental and fiscal priorities through improvements to collection rounds and frequencies and to present a further report for approval of capital budgets, including a decision on the operating model and any improvements to existing service delivery.

New Letting - Unit 13 - Market Walk

41. The Executive Member (Resources), Councillor Peter Wilson, presented the confidential report of the Director of Planning and Property which sought Member authorisation for the grant of a new lease of Unit 13 Market Walk.
42. We approved the terms outlined in the report and granted delegated authority to the Director of Governance to complete the legal formalities in accordance with these terms.

Allocation of Community Infrastructure Levy (CIL) Funds and Amendments to the Infrastructure Funding Statement (IFS)

43. The Executive Member (Planning and Development), Councillor Alistair Morwood, presented the confidential report of the Director (Planning and Property) which sought approval for projects to be added to the Infrastructure Funding Statement (IFS), CIL funds to be allocated to projects and the removal of completed projects from the IFS.
44. We agreed to approve amendment of the IFS to include the following projects and approve the allocation of CIL funds to them totalling £1,226,388.20:
 - Improvements to Astley Village local shopping centre and community centre
 - Improvements to Chorley Bus Station
 - Improvements to Chapel Street, Chorley Town Centre
 - Improvements to Euxton local shopping centres (Runshaw Lane, Talbot Row and Talbot Drive)
 - Replacement of 83 bus shelters across the borough
 - Public EV charge points on Chorley Council long stay car parks
 - Gillett Playing Field Enhancements, Weavers Brow, Heath Charnock
45. We approved the allocation of £2 million additional funds to the following project which is already on the IFS:
 - Refurbishment of the Leisure Centres
46. We also approved the removal of the following projects from the IFS as they are now completed:
 - Car park to facilitate event parking for Astley Park and Westway on Westway, Euxton.
 - Highways and infrastructure (the provision of access to and within the site) and re-location of Eaves Lane GP Surgery and Community Centre development at Tatton, Chorley.
 - Refurbish market public toilets, Chorley.
 - Wigan Lane Archery Facility – new pavilion and associated infrastructure.

Recommendations

47. To note the report.

Councillor Alistair Bradley
Executive Leader

RR

Overview and Scrutiny – Report to Council

1. This report summarises the business considered at the meetings of the Overview and Scrutiny Performance Panel held 7 March 2024; the Overview and Scrutiny Committee held on 14 March 2024; and an update on the Scrutiny Review Task Groups.

Overview and Scrutiny Performance Panel – 7 March 2024

Performance Focus: Planning and Property

2. The Executive Member for Planning, Councillor Alistair Morwood, and the Executive Member for Economic Development and Public Sector Reform, Councillor Alistair Bradley, presented a report providing a performance update for the Planning and Property Update which included:
 - An overall directorate summary and budget position
 - An overview of key performance measures at quarter three 2023/24
 - An update on the Corporate Strategy projects.
3. The Directorate was noted to be unusual due to covering several Executive Portfolios.
4. Councillor Morwood referred to the Local Plan which had been moved from red to amber status since the Business Plan Update had been considered. Councillor Morwood explained that the Local Plan had previously been in red due to the delays in progress i.e. needing to be considered at the Local Plan Working Group and then Council. Now that the matter is moving forward it has been moved up to amber.
5. Councillor Bradley informed the Committee that he did not expect the significant overspend to be recurrent in future years as it was largely due to factors such as outstanding property repairs and utility costs (which are expected to be lower in subsequent years).
6. As regards bad debt provision, he explained that some businesses had built up bad debts during COVID and were still trying to get back on track. The Council's approach was to take long term view to encourage businesses to stay in the town centre. The council has a good record of dealing with debt recovery for both residents and businesses.
7. It was also noted that Levelling Up Funding and projects considered at the Development and Assets Working Group would be subject to scrutiny in future.
8. During the course of the discussion members raised the following queries / requests for information:
 - Town Centre Footfall – how is it measured?
 - No. voids in Union St Offices

- Query on Tables on pages 9/10 – variance should show underspend rather than overspend? * (see update paragraph 9 below).
- Development Assets Working Group – dashboard report from latest meeting to be circulated.

9. Following the meeting, Louise Mattinson, Director of Finance clarified the financial information in the report as follows:

Both Property and Major Projects have overspent.

From a general finance and accounting perspective brackets are used in 3 forms;

- To denote underspends.
- To denote income.
- Also to denote a reduction in expenditure or an increase in income.

She provided the tables with additional narrative to explain the figures as follows:

Property

Month 9 Provisional Outturn 2023/24	£
Original Budget 23/24 (net expenditure)	1,365,000
Agreed changes (a reduction in expenditure budgets and/or an increase in income budgets)	(534,000)
Amended Budget (net expenditure)	831,000
Forecast at 31/12/23 (net expenditure)	1,501,000
Variance (overspend - as forecast net expenditure is more than the net expenditure budget)	670,000

Major Projects

Month 9 Provisional Outturn 2023/24	£
Original Budget 23/24 (net income)	(5,142,000)
Agreed changes (reduction in expenditure budgets and/or increase in income budgets)	(7,000)
Amended Budget (net income)	(5,149,000)
Forecast at 31/12/23 (net income)	(4,405,000)
Variance (overspend as forecast net income is less than income budget)	744,000

10. At the end of the item the Committee noted the report and resolved that the Levelling Up Funding and projects considered at the Development and Assets Working Group to be included in the future Overview and Scrutiny Work Programme.

Chorley Quarter Three Performance Monitoring Report 2023/24

11. The Executive Member for Resources, Councillor Peter Wilson, and Councillor Alistair Bradley, Executive Member for Economic Development and Public Sector Reform, presented a report setting out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2023/24, covering 1 October 2023 – 31 December 2023.
12. Councillor Wilson indicated that the Council was in a good position and delivering on its Corporate Strategy.
13. He referred to the need to make leisure centres more sustainable and the lower than national average Employment Rate, which was initially queried on 11 January 2024 (Minute 12). He confirmed that the figure was correct and therefore needs to be addressed.
14. A query was made about the Household Support Fund. Jennifer Mullin, the Director of Communities and Leisure explained that Central Government were only going to provide funding for a further six months beyond 31 March 2024.
15. As regards the performance indicator for percentage of 16-17 year old NEETs (Not in education, employment or training), it was highlighted that there were several reasons for this post COVID trend, including increased mental health issues, however steps were being taken to address it via place/space/care partnerships, Chorley and South Ribble Partnership, and early intervention work for 13-14 year olds.
16. The Chair expressed concern about the Local Plan and timescale slippage but accepted that the position had now changed.
17. The Committee also discussed economic activity in Chorley, which was linked to NEETs. It was noted that apprenticeships were in decline, however Chorley was offering grants for apprenticeships.
 - i) At the end of the discussion the Committee noted the report and resolved that the following areas be included in the 2024/25 Overview and Scrutiny work Programme:
 - Local Plan
 - NEETs and Economic activity – October / November 2024.

Councillor Aidy Riggott

Chair, Overview and Scrutiny Performance Panel 7 March 2024

Overview and Scrutiny Committee – 14 March 2024

Water safety – Doing it for Dylan Campaign

18. Beckie Ramsay from the “Doing it for Dylan” Water Safety Campaign gave a presentation about the campaign to raise awareness of the dangers of swimming in open water. The campaign had been inspired by the tragic death of her son, Dylan in 2011 who had decided to go swimming in a local quarry.
19. The presentation included a short dramatization showing two young characters, one of whom drowns after attempting to swim in open water. Beckie explained that this film was shown at schools at which she had given talks about water safety. It highlighted that anyone, even a strong swimmer, could get into difficulties in open water.
20. Her campaign had been mentioned at World Drowning Prevention Day in Australia and she has travelled all over the world to promote awareness of water safety including Kenya. She had won awards for her campaigning including from the Royal Society for the Prevention of Accidents (RoSPA).
21. Beckie stressed that she was not against swimming in open water – she wanted to tackle lack of awareness of the dangers. Her approach would be “No lifeguard, no swimming”. The presentation demonstrated the importance of wearing protective clothing in open water as worn by rescue services.
22. Beckie informed the Committee that there had been no national public announcements from the Government on water safety since the 1970s. Open water often contained dangerous chemicals and she gave an example of one water source tested which had a PH of 11.6 (bleach is 12.2).
23. She indicated that since Dylan’s death thirteen years ago, annual drowning statistics have remained static i.e. 600 deaths a year, of which 400 were accidental. Beckie felt that there was a lot more which could be done to promote public awareness and improve water safety.
24. Some of Beckie’s proposed recommendations were:
 - Improved warning signage at open water sites
 - Councils engaging with landowners e.g. on adequate fencing and lighting
 - Signage with suicide prevention information and locator apps for people at high risk
 - Measures for water safety equipment nearby open water – e.g. rope– to be a designated bright colour so easily identifiable if stolen (trialled in Scotland);and to tackle theft and vandalism of equipment e.g. lifebuoys
 - Locating high risk sites and raising public awareness
 - Promoting awareness of water safety via schools, local media
 - Encouraging the public to sign up to the “What3Words” locator app

- Installing Number Locator Boards every 50 metres along open water to help rescue services (this was trialled in Liverpool and rescue times were reduced from 23 to 9 minutes)
 - Greater accountability for landowners to ensure water safety measures are in place
 - To create a Lancashire wide approach so that Lancashire can lead on the issue.
25. Beckie also spoke about a voluntary organisation called “Beneath the Surface” which carried out private searches for missing persons once police resources had been exhausted. They use a piece of technology called “Aqua Eye” which was an underwater camera making it easier to locate people underwater.
26. Chief Inspector Chris Abbott, Lancashire Constabulary informed the Committee that he was already part of a water safety advisory board in West Lancs and that he would be willing to be involved in setting up a similar body here in Chorley. He acknowledged that funding in this area was an issue for both Lancashire police and Lancashire Fire and Rescue Service however it was important to do as much as possible.
27. The Committee thanked Beckie for her excellent and informative presentation, particularly as it was a subject which had affected her personally. It was agreed that the Council should do everything it can to assist the campaign and take the proposed actions forward.
28. It was recommended that:
- i. That a water safety action group be formed – the Council can help with setting up e.g. a Constitution and applying for grants
 - ii. Councillors Michelle Brown, Michelle Beach and Sarah Ainsworth expressed interest in being involved in the group.

Community Safety Partnership/Crime and Disorder

29. The Director of Communities and Leisure, Jennifer Mullin presented a report providing an overview of the work of the Community Safety Partnership (CSP).
30. Chief Inspector Chris Abbott, Lancashire Constabulary and Laura Jean-Taylor, Head of Public Protection were also in attendance.
31. The report demonstrated the resilience of the CSP and its capability to provide a dynamic response.
32. The report included The Strategic Assessment 2022 (Appendix A) and then further broken down into Local District Profiles – (Appendix C), highlighting the key issues and risks across Lancashire.
33. Utilising the information contained with the strategic assessment, local knowledge and intelligence and the Lancashire Talking survey the CSP had

drawn together a Chorley and South Ribble Community Safety Partnership Action Plan (Appendix B). The plan detailed the established key priorities and the commitment of the Responsible Authorities towards each priority. A partnership event was held on 21 July 2023, which was a great success with great attendance and engagement across the partnership and Voluntary, Community and Faith Sector organisations.

34. The report gave details of a number of police activities. Chief Inspector Chris Abbott indicated that Operation Centurion for example, launched by the Police and Crime Commissioner in July 2023 targeting ASB hot spots areas, had successfully targeted locally based issues and that overall crime figures were lower across the board.
35. Councillor Pauline McGovern made some suggestions to improve how information was presented in the report which were noted by Jennifer Mullin.
36. The issue of road safety was highlighted by Councillor Christine Heydon, in particular the need for additional signage on a single track lane which had recently been refused. Laura- Jean Taylor agreed to take this up through the appropriate channels.
37. A request was made for follow-up data on convictions. Chief Inspector Abbott agreed to provide the information.
38. It was requested that councillors be informed when PCSOs are moved to a different area.
39. The Chair referred to the drop in crime statistics in November 2022. Inspector Abbott suggested that this was likely due to a drop in social activity post COVID, which has since resumed.
40. The Committee resolved –
 - i) That the report be noted;
 - ii) That the requests listed above be actioned.

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

41. Councillor Terry Howarth, Executive Member (Homes and Housing) presented a report providing the second update of the work undertaken to deliver the 18 recommendations made by the Overview and Scrutiny Task Group for Select Move.
42. The report also gave details of two Select Move Customer Surveys which were completed between 14th November to 13th 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.

43. Councillor Howarth explained that one of the key recommendations, simplifying the banding, had been addressed in the Select Move Policy Review. The new policy had now been signed off by all three Local Authorities, (Chorley, Preston and South Ribble). The policy implementation has been delayed due to lack of CIVICA (IT software provider) capacity, however CIVICA will now start work developing updates to the housing management system. They have committed to a new “go live” date in September 2024.
44. Councillor Howarth indicated that he was very pleased with the report and the progress made.
45. The Committee resolved –
 - i) That Councillor Howarth be thanked for his attendance;
 - ii) That the report be noted.

Overview and Scrutiny Work Programme

46. The Overview and Scrutiny Work Programme 2023/24 was presented for information and noted.

Update on the Overview and Scrutiny Task Group - Suicide Prevention and Bereavement

47. The Committee was informed that so far, three members had expressed interest in the Task Group: Councillors Michelle Beach, Samantha Martin and Christine Heydon.
48. It was noted that the issue was a Council priority and of particular concern in Chorley which had a high suicide rate.
49. The Committee resolved that the initial scoping meeting be open to all members on a no commitment basis to find out more about the topic.

Councillor Roy Lees

Vice Chair in the Chair, Overview and Scrutiny Committee 14 March 2024

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Governance Committee

1. This report summarises the business undertaken at the Governance Committee meetings held on Thursday 8 February and Wednesday 13 March 2024.

General Report of the Meeting Held on 8 February 2024

Chorley Audit Findings Report 2022/23

2. Grant Thornton presented the report which summarised findings from their audit for the period of 2022/2023.
3. We heard that the audit was now substantively complete, subject to final quality checks and certification of the accounts. Final adjustments that had been made since the draft findings had been considered by the Committee concerned valuations, where a duplication and several land assets had been incorrectly recorded. There was a significant adjustment with regards to how Astley Hall was accounted for, given that the Hall was now a fully operational asset following refurbishment work. As such, the Hall had been amended from a heritage asset with a nominal value of £1 to being incorporated in the accounts with a valuation of £2.3 million.
4. The pension liability was now a 'pension asset' and subsequently required different accounting considerations. As a result of it not being a 'true asset' the asset had been limited to nil and therefore just under £10 million had been removed from the accounts – though it was stressed that this had no impact on the value of the pension fund itself, as it was purely a required accounting treatment for the statutory accounts.
5. Other adjustments that were highlighted included deficiencies around ICT controls, additional conclusions around weaknesses identified on Value for Money work and changes around the accounting period for the Tatton development given the project was undertaken across different financial years.
6. Responding to a query as to how recommendations, particularly around valuations and bank reconciliations, are followed up and monitored, we were advised that recommendations from both internal and external auditors were added to the Council's risk management system and monitored regularly by the Corporate Governance Group, which comprised of members of the senior management team. In addition, responses and progress on agreed recommendations would also be reviewed as part of subsequent external audits.
7. Addressing concerns around property valuations, we were informed that a procurement exercise had been undertaken to procure a one year valuation service which will be in place for the 2023/2024 accounts. A cross-departmental working group had been established to deliver improvements to the whole valuation process in the future. Longer term, plans to undertake a joint procurement with South Ribble and Blackburn with Darwen for valuation services were being developed.
8. On cash and bank reconciliations, progress had been made over the last few years following a period of significant challenges. System upgrades and new

processes had been implemented that had impacted on the bank reconciliation process, but the implementation issues had now been addressed and resolved, and all of the accounts are reconciled and up-to-date.

9. To provide us with reassurance that issues that are identified in the external audits are being addressed, specifically in relation to weaknesses around IT controls and system security, we requested interim update reports to monitor progress in this area.
10. We were advised that the Public Sector Audit Appointments (PSAA) consultation had now concluded but as of yet, no further update had been provided on the proposed changes to external audit fees.
11. When asked, the external auditor confirmed that they were satisfied with the management responses to the recommendations within the report, noting progress made in some areas already and further reviews undertaken in subsequent audits. We noted the report.

Auditor's Annual Report 2022/23

12. Grant Thornton presented this report and summarised the key findings of the Auditors Annual Report for 2022/2023.
13. The external auditor concluded that there had been significant weaknesses in the Council's arrangements relating to the onboarding and governance arrangements of contractors and their access to systems, and also with the procurement service. It was however, acknowledged that progress had been made in these areas. Our attention was also drawn to improvement recommendations included within the report, and that whilst these weren't deemed to be deficient, they were areas that could be strengthened. We noted the report.

Statement of Accounts 2022/23

14. The Principal Financial Accountant presented this report which sought approval of amendments to the 2022/2023 Statement of Accounts following the completion of the external audit.
15. Much of the work had been completed, presented to committee and approved, but as agreed at the last meeting in November, the accounts would be brought back for further approval if there were any further amendments required that were deemed material to the financial position of the council.
16. The report highlighted these amendments covered changes around asset valuations, notably the categorisation of Astley Hall, and how the pension 'asset' is accounted for.
17. We resolved to approve the statement which had been amended during the completion of the external audit to include the adjustments as outlined within the report.

General Report of the Meeting Held on 13 March 2024**Internal Audit Plan April- September 2024**

18. The Senior Auditor presented the report which sought approval of the proposed internal audit plan between April and September 2024.
19. The report outlined details of the planned work in this period, including the rationale for reviewing each area, resources to be allocated to each review and performance targets for the internal audit team.
20. Our attention was drawn to the update provided following a review into the council's physical security and environmental controls. Progress was being made with the implementation of agreed actions with a full update to be included within the annual report that will be presented at the next meeting in May 2024.
21. Further explanation of the satisfaction rating performance indicator was provided to members, with a survey carried out seeking feedback on different aspects of each review encompassing the scope, the professionalism of the internal audit team, timings and timescales and whether agreed actions mitigated identified risks. Members were pleased to note that current performance of this indicator was around 98% satisfaction.
22. In response to a query, we were assured that the internal audit team were adequately resourced to complete the proposed plan and that the number and breadth of the reviews to be undertaken would provide sufficient evidence for the Head of Audit and Risk to formulate their annual opinion.
23. We resolved that the Internal Audit Plan April- September 2024 and associated indicators be approved.

Key Contracts and Partnerships Framework Refresh

24. The Director of Change and Delivery presented this report which highlighted changes to the Key Contracts and Partnerships Framework and sought our recommendation for its approval by the Executive Cabinet.
25. The framework sets out the process and criteria for identifying key contracts and partnerships and outlines the additional governance and monitoring arrangements that are implemented, linking in with the wider risk management system.
26. Changes in the refreshed framework centred around aligning processes with South Ribble through a shared document and the addition of criteria and governance checklists designed to support officers in monitoring key contracts and partnerships. Further work around reviewing current key contracts and partnerships against new criteria and reviewing other existing collaborative arrangements to identify whether they should be recategorized and receive additional scrutiny was also highlighted.
27. In response to a query, it was confirmed that the framework would be initiated at the procurement stage of any new contract or partnership arrangement if the

relevant criteria was met and additional monitoring was required. Furthermore, checks around the suitability and sustainability of contractors would be identified at the same stage.

28. We welcomed the offer of the outcomes of the review into other existing collaborative arrangements being presented at a future meeting.
29. We resolved to recommend the refreshed Key Contracts and Partnerships Framework be approved by the Executive Cabinet, subject to minor amendments to when the framework is initiated and when the suitability and sustainability of contractors is identified.

Social Media Protocol

30. The Deputy Monitoring Officer presented the report and provided background with the Governance Committee identifying a need for a protocol around social media specifically for elected members. The draft document had been developed following discussions at previous meetings and through the establishment of a working group to review and direct its content. Approval of the draft social media protocol was sought, with a recommendation it be presented to Full Council for adoption.
31. We welcomed the new protocol document and approved proposed amendments suggested by the Committee's Independent Person around strengthening points around the risk of prosecution to individual members, highlighting defamation under the legal considerations section, rephrasing the sentence that referenced robust political debate and including more affirmative language in the 'do's and don'ts' section.
32. We also requested that the protocol be provided to election candidates as well as elected members.
33. We resolved that the Social Media Protocol be approved and recommended to Full Council for adoption, subject to several minor amendments discussed.

Recommendations

34. To note the report.

Councillor Alan Platt

Chair of the Governance Committee

BS



Report of	Meeting	Date
Director (Governance) Introduced by (Councillor Alan Platt Chair of Governance Committee)	Council	Tuesday, 16 April 2024

Adoption of New Code of Conduct for Members and Social Media Protocol

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

1. To present to Council for adoption
 - i. New Code of Conduct for Members; and
 - ii. New Social Media Protocol.

Recommendations

2. That Council approves for adoption a new form Code of Conduct for Members.
3. That Council approves for adoption an updated and refreshed Social Media Protocol.

Reasons for recommendations

4. Governance Committee as part of their terms of reference have reviewed the existing Code of Conduct for Members and consequentially the Social Media Protocol which provides guidance to councillors on how the Code operates when using social media.
5. The recommendations are from councillors as to improvements and or changes that will assist both councillors and members of the public in understanding obligations on councillors.

Other options considered and rejected

6. None

Corporate priorities

7. The report relates to the following corporate priorities:

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

Code of Conduct

- 8. The Council have a compliant code of conduct for members which has been updated following recommendations from the Office for Standards in Public Life. Following this report and to reflect one of the recommendations that codes of conduct should be consistent in form and content to assist dual hatted members and members of the public who reside in multi-tier administrative areas the Local Government Association prepared an updated form of Code of Conduct.
- 9. The Code was presented for consideration by Governance Committee who reviewed the content and its suitability and recommend to council it's adoption. A copy of the recommended code is at Appendix A.
- 10. In considering the Code, members of the Committee decided to review the Social Media Protocol given some recent conduct issues relating to its use but also to ensure that changes to the code of conduct would be addressed in the protocol.

Social Media Protocol

- 11. It was clear to members that the use of social media has increased and there is inconsistent use by councillors in terms of content and willingness of members to use it. In part this was felt due to perceived concern by some members of being accused of misuse. Consideration was therefore given to the Social Media Protocol to provide support and clarity to members to assist in enabling members to use a useful communication tool confidently and compliantly.
- 12. A revised, more detailed Protocol is therefore recommended for adoption. A copy of the Protocol is at Appendix B.

Equality and diversity

- 13. Publication of the revised Code and Protocol will be in accordance with the Council's equality obligations.
- 14. It is also felt that the revised Protocol will assist members to engage with the public.

Risk

- 15. The Council are required by law to have a Code of Conduct for members, adopting a compliant code which is consistent with other authorities will assist members in managing risk of breach where they are dual hatted.
- 16. Similarly, a more detailed Protocol will assist members in the use of social media.

Comments of the Statutory Finance Officer

- 17. There are no financial implications.

Comments of the Monitoring Officer

- 18. The report will ensure the council continues to discharge their legal obligations and will assist members in being compliant with the code of conduct.

Background documents

Members may wish to review the Governance Committee meetings of November 2023 and February 2024 where these matters were considered.

Appendices

Appendix A New Code of Conduct

Appendix B Updated Social Media Protocol

Report Author:	Email:	Telephone:	Date:
Chris Moister (Director of Governance/Monitoring Officer)	chris.moister@chorley.gov.uk	01257 515160	4 April 2024

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Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices**Appendix A – The Seven Principles of Public Life**

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<p>Securities</p>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management



Social Media Protocol for Members

Purpose

Social media is an incredibly useful and powerful tool which allows you to share information, create new conversations, understand and respond swiftly to local concerns, coordinate campaigns, assist with casework and let constituents know what you are doing as a local Councillor. Social media can be free or low cost compared to more traditional forms of communication.

However, there can also be pitfalls and to help minimise any risk this Protocol sets out some of the points you should keep in mind whenever you use social media in your official role as a Chorley Councillor

What is Social Media?

Social media is a way to describe websites and applications that enable users to create and share content or to participate in social networking. Popular social media platforms include Facebook, X (formally known as Twitter), Instagram, LinkedIn, YouTube, Flickr and blogs. On social media sites users share information, discuss opinions and build online communities and networks.

You may already use social media in a private capacity. Consider if you want to create a separate account for any "Councillor" related use. This Protocol and the Code of Conduct for Members both only apply when you are acting in your official capacity as an Elected Member. However, you need to be aware that it may not always be apparent to a member of the public in which capacity you are commenting. This "blurred identity" may have implications if comments made in a private capacity are taken to be those of the Council itself or your political party.

The impression you give online of yourself as a Councillor, and the council, is just as important as the impression you give when face to face, during a council meeting or quoted in the media for example. Consider carefully how you may appear to someone who doesn't know you personally – Is your online profile reflective of who you are and what you represent?

Social Media and the Code of Conduct for Members

Certain sections of the Code of Conduct for Members will apply to your online activity in just the same way as they do to any other written or verbal communication. The key to whether the Code applies is whether you are (or even just appear to be) acting in your capacity as a Councillor rather than as a private individual.

In all your dealings on social media you should take particular care not to publish anything which might bring your role as a Councillor, or Chorley Council itself, into disrepute.

The main sections of the Code to consider are:

- You should always treat others with respect – do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments or to defame anyone
- You must comply with equality laws.
- You must not bully or intimidate anyone – do not say anything that might be construed as bullying or intimidation whether the comments relate to a council employee, a fellow Councillor or anyone else.
- You must not disclose confidential information – refrain from publishing anything you have received in confidence.

Any complaints made against you under the Code of Conduct will be considered by the Monitoring Officer in conjunction with one of the Independent Persons. This may result in a formal investigation followed by a committee hearing. This could result in the imposition of various sanctions against you. Your reputation may suffer adversely as a consequence.

General legal considerations

There are no new or additional legal burdens when using social media but you are publishing to the web – it's written down and it's permanent so you need to bear the following in mind:

Libel: If you publish an untrue statement about a person which is damaging to their reputation then they may take a libel action against you. This may also happen if someone else publishes something libellous on your social media page/profile/account which you know about and don't take prompt action to remove. A successful libel action can result in an award of damages against you.

Copyright: Publishing images or text on your social media page/profile/account from a copyrighted source (e.g. photos or extracts from publications) without obtaining permission first is likely to breach copyright laws. Breaching copyright laws can result in damages being awarded against you.

Data Protection: Take care not to publish the personal data of individuals unless you have their specific permission.

Bias and Pre- determination: Whenever you are involved in making planning, licensing or other quasi-judicial decisions do not say anything on social media which suggests that you have already made up your mind before hearing all the evidence and arguments. Otherwise the decision may be at risk of being challenged and declared invalid.

Equality Act: The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. In this context do not publish anything that might be seen as racist, sexist, ageist, homophobic, anti-faith or offensive to any of the groups with protected characteristics as defined in that Act.

Obscene material: You should avoid publishing anything on social media which anyone might consider obscene. Publication of obscene material is a criminal offence.

Harassment: it is a criminal offence to repeatedly pursue a campaign against someone where this is likely to cause alarm, harassment, nuisance or distress.

Electoral Periods: There are some additional duties around campaigning during elections. Full guidance can be downloaded from the Electoral Commission website.

To conclude it must be understood that in a number of the instances listed above serious legal consequences for the individual Councillor (whether in the civil or the criminal field) could ensue. Generally speaking it will not be the responsibility of the Council to assist any individual Councillor with any legal action brought against them. There is further guidance

available from the LGA – please see the end of the document for the link.

Use of Social Media During Council Meetings

Use mobile devices sparingly, discreetly and with common sense at meetings. Take care to avoid extended periods of use which may give the impression that insufficient attention is being paid to the business of the meeting.

Do not use social media during quasi-judicial meetings or during confidential or exempt items of business.

Always ensure that devices are switched to silent during meetings and their use is not disturbing others.

Some Do's and Don'ts to ensure a positive social media experience

Social media is a really useful tool which can be used in a positive way to share information and generate healthy debates, however, there can be pitfalls, which can be avoided if you keep your online content objective, balanced, informative and accurate. As a Chorley Councillor, I commit to the following:

Some Do's

- I will set appropriate privacy settings for my social media page/profile/account (especially if I have a private non-political account)
- I will consider keeping my personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries
- I will be vigilant in looking out for defamatory or obscene or otherwise inappropriate posts from others on my social media page/profile/account and remove them as soon as possible to avoid any impression that I condone such comments – I shall accept responsibility for maintaining my social media page/profile/account
- I will be careful about any connection with service users who are vulnerable adults or children as this could be regarded as a safeguarding issue
- I will ensure that I seek permission to post information from a copyrighted source or any personal data
- I will take care not to give the impression that I have already made up my mind before hearing all the evidence and arguments if I am involved in any planning, licensing or other quasi-judicial decision
- I will keep posts positive as evidence suggests these are more popular and likely to generate more support for my cause than negative or critical messages
- I will set an example by engaging in healthy & respectful debate which will encourage others to adopt similar online behaviours
- If the issue is a particularly sensitive one I shall carefully consider whether it is appropriate to discuss on social media
- In my role as a community leader I shall try to represent all communities and shall seek to avoid dividing communities

Some Don'ts

- I shall not post in haste, particularly if my judgement might be impaired (for example if I have consumed alcohol)
- I will not post comments that I would not be prepared to make face to face
- I will not use Council facilities for personal or political blogs
- I will not use social media to attack, insult, abuse, defame or make negative or

discriminatory comments about anyone (including council staff, service users, fellow Councillors or the Council itself)

- I will not publish confidential information which I have gained access to as a Chorley Councillor
- I will not represent my personal views, or those of any political party or specialist interest group I belong to, as being those of the Council
- I will not distribute any material which could be considered inappropriate, offensive, illegal or discriminatory
- I will not let any political debate with other politicians to degenerate into personal attacks – my criticisms of my political opponents will be centred on policy differences, not personal issues
- I will not forget to consider my wider audience, online posts may be read by family who could be distressed at messages which had been intended for their parents or close relatives
- I will not make excessive use of social media technology during Council or Committee meetings as this may give the impression I am not engaged in the business of the meeting
- I will not set a false profile on social media for inappropriate reasons

Staying safe and dealing with Trolls

There is a section within the documents referenced below on this issue which members may find useful.

Election Candidates

This document will be provided to all candidates for council seats at each election

Local Government Association

The Local Government association has published guidance for Councillors. This can be accessed via their website here: <https://www.local.gov.uk/councillors-guide-handling-harassment-abuse-and-intimidation>.

Appended to this document is a short guidance document that the LGA in Wales has produced. Members may well find that document useful.

Further information can be found on their website here: [Social media guidance for councillors | WLGA Councillors Website Guide \(wlgacouncillorsguide.wales\)](#)

Finally...

Although you need to be aware of the potential risks most Councillors using social media engage with the public in an entirely constructive way without ever running foul of either the Code of Conduct or the Law. Use your common sense, relax and enjoy.



Report of	Meeting	Date
Director (Governance) Introduced by (The Leader of the Council)	Council	16 April 2024

Suspension of Standing Orders

Is this report confidential?	No
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Purpose of the Report

- Members are asked to agree to a temporary suspension of Standing Orders to reduce in scope the right of the public to speak at Full Council and Executive Cabinet meetings.

Recommendations

- That Standing Order 6 of Part A Appendix 3 to the Constitution (and the relevant procedure rules at Part E) be suspended, with the right of the public to speak at Council meetings being removed and the procedure detailed at Paragraph 12 below being implemented.
- That this suspension of standing orders and implementation of the temporary changes is to continue until further decision by the Council.

Reasons for recommendations

- Whilst it is a requirement that meetings of the Council are held in public, there is no statutory right for the public to address the meeting.
- At the meeting on 27 February last the meeting was disrupted when a member of the public abused their rights in the constitution, leading to the meeting being suspended and the police being called to clear the room.
- There is a real risk of this happening again.

Other options considered and rejected

- To not suspend standing orders. This was considered carefully as there is no real history of disruption of council meetings by the public at this authority. However, it was considered how serious the disruption was and the perceived threat to staff and councillors. Further, the matter which led to the disruption (whilst being outside the control of the council) is ongoing and unlikely to be resolved in the immediate future.
- To close the meetings to the public. This is viewed as a step too far. Peaceful protest should be permitted and indeed it is a legal requirement that the meetings should be open

to the public. Should the disruption continue or become more significant then this decision can be revisited.

Background to the report

9. The Constitution permits members of the public to ask questions of the Council at council meetings. These are required to be related to an item on the agenda for that meeting and there are procedures to notify the council of their intention in order to make it a valid public questions.
10. This procedure enables the council to focus on appropriate business, ie matters within its control, but enable members of the public to raise directly with the council local issues of concern.
11. On 27 February last, a public question was submitted concerning housing (2 other questions were also correctly received). The question was responded to by the relevant executive member. The member of the public was invited to ask a supplemental question which the constitution permits. This should be related to the initial question.
12. The supplemental question quickly strayed away from the primary question and into the situation in Gaza. The member of the public was reminded on a number of occasions that the supplementary question must be related to the primary question. After being repeatedly ignored by the member of the public, the Mayor adjourned the meeting.
13. There were further issues which led to the police being called and the chamber being cleared of members of the public. On resumption of the meeting the substantive business of the meeting was concluded.
14. A number of councillors have expressed concern over their safety at the meeting as a result of this incident, feeling threatened by the public just by their participation at the meeting and by the actual conduct of the public at the meeting. To be clear other members did not feel threatened at all.
15. The Council owe a duty to manage the business of the council in a way that maintains the safety of both councillors and staff. Risk Assessments have been reviewed and updated and further controls could be implemented however, it is recommended that the opportunity for the issue to arise be removed for the time being. As stated there is no statutory right for the public to speak at meetings the proposal below enables the public to put questions to council.
16. It is proposed to suspend the operation of Standing Order 6, and temporarily include the following public right:-

Members of the public may ask one written question on any item on the Agenda for the Council meeting. This must be submitted to the Chief Executive by midday on the day, two working days before the day of the meeting.

A written response will be provided to the member of the public. There will be no provision to ask a supplemental question and whilst the member of the public is permitted to attend the meeting there is no associated right to speak.

The written question and response will be available with the minutes of the meeting.

- 17. It is not intended to change the public rights to speak at either Planning or Licensing meetings.

Climate change and air quality

- 18. There are no implications for climate change or air quality relating to this decision.

Equality and diversity

- 19. It is not viewed that this decision will have any impacts on the councils’ obligations to promote equality and or diversity. The right to ask questions of the council has not been lost it is being delivered in a different way.
- 20. Further, should a member of the public wish to speak to a councillor they can do so, only not during a meeting of the council.

Risk

- 21. Risk Assessments have been undertaken in relation to the conduct of council meetings but it is recommended that they remain confidential. The main risks are summarised in the body of the report.

Comments of the Statutory Finance Officer

- 22. There are no financial implications of this decision.

Comments of the Monitoring Officer

- 23. The right of the public to speak at council meetings is not a statutory one, it is permitted by the Constitution. As such provided the changes are reasonable members are able to suspend standing orders and implement temporary arrangements as proposed.
- 24. It will be important to continue to review the suspension to ensure it is still necessary.

Background documents

There are no background papers to this report.

Report Author:	Email:	Telephone:	Date:
Chris Moister (Director of Governance/Monitoring Officer)	chris.moister@chorley.gov.uk	01257 515160	11 March 2024

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Report of	Meeting	Date
Director (Customer and Digital) Introduced by (Executive Member (Resources))	Full Council	Tuesday, 16 April, 2024

Capital Budget for Fleet Replacement

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

1. Establishment of a capital budget for fleet purchases/ replacements

Recommendations

2. To establish a capital budget of £300,000 recurring annual budget for fleet replacement.

Reasons for recommendations

3. There is currently no budget for fleet purchases and some of the fleet is nearing the end of its operational lifespan.

Other options considered and rejected

4. No capital budget in place for purchasing replacement fleet. This will restrict options for replacing fleet items.

Corporate priorities

5. The report relates to the following corporate priorities:

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

Background to the report

6. The Councils fleet is managed by Streetscene & Waste and there is currently no capital budget in place to cover the cost of purchasing new fleet vehicles. There is a revenue budget for lease/ hire of fleet vehicles although IFRS 16 now means that

items that are purchased and then leased or leased outright from the start will require capital budget approval.

7. Fleet vehicles are acquired either through outright purchase or lease/ hire. Previously some vehicles have been purchased and then been passed on to a lease company with the revenue budget utilised to cover the leasing cost.
8. The existing revenue budget can be utilised to cover lease costs and/ or cost of borrowing as required. The estimated cost of the borrowing would be £30k over a five-year life of the asset for a value of £130k.
9. A procurement exercise was undertaken for the outright purchase of four ride on mowers. This has not been concluded as there is currently no budget in place to purchase the mowers. The total cost of these mowers is approximately £130k
10. There are a number of vehicles, such as tipper vans, that are reaching the end of their operational life and need to be replaced over the next 1-2 years. As a result, a recurring budget is requested to enable purchases to come forward when required. This capital budget will be funded from the existing revenue budget held within the service for lease/hire costs.

Climate change and air quality

11. 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. Although reduced or zero emission vehicles will be considered as part of fleet any replacement program.
12. In particular the report impacts on the following activities:
 - a. net carbon zero by 2030,
 - b. sustainable forms of transport
 - c. air quality

Equality and diversity

13. There are no equality implications or considerations identified.
14. No impact assessment has been completed but consideration will be given when new fleet vehicles are being purchased.

Risk

15. Not having a capital budget in place will restrict fleet replacement. Not replacing fleet vehicles it is likely impact on service delivery as the fleet becomes less reliable. Maintenance costs are also likely to increase putting further pressure on revenue budgets.

Comments of the Statutory Finance Officer

16. As this is an existing revenue budget cost within the service for the hire and leasing of existing assets it is not anticipated the creation of the £300k capital budget will create an additional cost pressure. The existing revenue budget will be vired, as appropriate, dependant on whether the assets are purchased (and therefore incur borrowing costs) or if they are leased, to ensure costs and budgets are aligned.

Comments of the Monitoring Officer

17. There are no concerns with this report from a Monitoring Officer perspective.

Background documents

There are no background papers to this report.

Appendices

There are no appendices to this report.

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Report Author:	Email:	Telephone:	Date:
Chris Walmsley (Head of Streetscene and Waste)	chris.walmsley@chorley.gov.uk	01257 515189	March 2024

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Report of	Meeting	Date
Director (Planning and Property) Introduced by (Executive Member (Planning and Development))	Council	Tuesday, 16 April 2024

Local Development Scheme (LDS)

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

1. This report presents the contents of the updated Local Development Scheme (LDS). The LDS document is attached as Appendix 1.

Recommendations

2. To approve the publishing of the updated LDS to the Central Lancashire Local Plan website and associated Central Lancashire Authority websites.

Reasons for recommendations

3. The current LDS is out of date and, to meet national planning policy, an updated one must be adopted. It is a requirement for each authority to keep an updated LDS uploaded to their website under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

Other options considered and rejected

4. To not approve and publish the updated LDS would make the Central Lancashire Local Plan fail to meet national planning legislation requirements.

Executive summary

5. An updated LDS has been drafted for the Central Lancashire Local Plan and requires approval by Council.
6. Each Authority is required by national planning legislation to publish a LDS which outlines the documents and timetables for Plan-making and review.
7. A Government consultation – *Plan-making reforms: consultation on implementation* – took place in Autumn 2023. This consultation invited views on proposals to implement the parts of the Levelling Up and Regeneration Bill which related to plan-making and a proposed a new system of plan preparation. It confirmed the Government’s intention

that the latest date for plan-makers to submit Local Plans under the current system will be 30th June 2025 with adoption by 31st December 2026.

8. The Central Lancashire Authorities are committed to meeting these proposed deadlines as submission under the new plan making regime would have significant impacts.
9. Key evidence work has been commissioned and policy writing is underway. However, long timelines for key evidence production have resulted in changes to the LDS timetable.
10. In order to meet the submission and adoption deadlines, a Part Two Preferred Options Consultation will not take place.
11. Attention is now focused on preparing the Pre-Submission Local Plan (Regulation 19). This version will provide a full draft Plan to be consulted on both in-person and online.
12. If approved, this updated LDS will be published to the Central Lancashire Local Plan website.

Corporate priorities

13. The report relates to the following corporate priorities:

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

The Local Development Scheme (LDS)

14. A LDS provides a roadmap for stakeholders and community members to understand the process and timetables of plan making. Under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended), each authority is required to have a LDS, keep it up to date, and make it publicly accessible.
15. A LDS is required to outline:
 - a. The documents which are to be local development documents,
 - b. The geographical area that the policies will cover,
 - c. Which documents will be development plan documents,
 - d. Which documents will be prepared jointly; and
 - e. The timetable for the preparation and revision of the Local Plan documents.
16. The existing LDS was approved by the three Councils in December 2022. This set out the timetable for adoption by December 2023. Regrettably, this deadline was not achieved and approving a new LDS is now necessary.

Local Plan Timetable

17. The preparation of the Local Plan is fluid, and it is common planning practice to make changes to the LDS to ensure the most up to date timetable is published to inform stakeholders of the plan preparation process.

18. A number of complex matters including the Covid pandemic, challenges with the recruitment of qualified planning officers (which is a national issue), several consultations of, and changes to national planning policy, and long turnaround times for key evidence preparation, has caused delays to the programme. Therefore, this revised LDS is now required to provide an up-to-date trajectory of plan making.
19. Since the previous LDS was adopted, there have been significant changes to national planning policy and related legislation. A Government consultation – *Plan-making reforms: consultation on implementation* – took place in Autumn 2023 and responses are being analysed. This consultation invited views on proposals to implement the parts of the Levelling Up and Regeneration Bill which related to plan-making and a proposed a new system of plan preparation. It confirmed the Government’s intention that the latest date for plan-makers to submit Local Plans under the current system will be 30th June 2025.
20. The three Central Lancashire Authorities remain absolutely committed to the delivery of the new Local Plan under the existing statutory plan-making regime. This updated LDS outlines how the Local Plan will meet the proposed deadline of submission to the Secretary of State by 30th June 2025 and adoption of the Central Lancashire Local Plan by 31st December 2026. Failure to submit under the current regime would result in significant financial and operational impacts because the three authorities would be required to commence preparation of a ‘new style’ plan under a revised local plan system.
21. To date, work on the Local Plan has progressed steadily. Consultations that have taken place include the Integrated Assessment Scoping from August to September 2019, Issues and Options from November 2019 to February 2020, and Part One Preferred Options from December 2022 to February 2023.
22. A volume of work has taken place so far in commissioning the required evidence base. Planning policy teams at each of the three authorities and consultants have been undertaking detailed site assessment work, in addition to developing the structure of the new Central Lancashire Local Plan, with policy writing now underway.
23. The previous LDS outlined that the Regulation 18 Preferred Options consultation would be split into two parts. However, with the proposed introduction of a submission deadline of 30th June 2025 for plans under the current system as set out in the consultation on plan making reforms, this is no longer feasible.
24. We have therefore prepared a revised Local Plan programme and associated financial forecast, taking account of progress and updates, working with all our consultants and stakeholder partners who are minded to agree to the new timeframe. This is focussed on delivery of the Pre-Submission Local Plan (Regulation 19) in early 2025, to achieve submission of the new Local Plan by 30th June 2025.
25. The Pre-Submission Local Plan (Regulation 19) consultation, which will take place in early 2025, will include the outcomes of the necessary evidence, therefore ensuring that consultations can engage with the full scope of the Local Plan.
26. Requirements under Regulation 18 were met within the scope and execution of the Part One Preferred Options and there will be further consultation with the opportunity for the submission of representations at the Regulation 19 Stage.
27. The Pre-Submission Local Plan (Regulation 19) still provides an opportunity for people to have their say and can still include the same level of engagement as we have done

previously, i.e., drop in events, social media posts etc, in line with requirements of each of the three authorities Statement of Community Involvement.

- 28. The table below provides the key dates for the production of the Local Plan, Appendix 1 provides the full LDS for review.

Key Stage	Timescale
Preparation of Pre-Submission the Local Plan (Regulation 19)	March 2023 to January 2025
Regulation 19 Consultation	February 2025 to March 2025
Submission Stage (Regulation 22)	By 30 th June 2025*
Examination in Public	Late 2025 until Summer/early Autumn 2026
Adoption	By 31 st December 2026**

* and ** are deadlines proposed by Government in its consultation on reforms to the process of local plan making and as such are outside the control of the three authorities.

Climate change and air quality

- 29. 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

- 30. There are no impacts at this stage and the Local Plan itself is subject to a comprehensive impact assessment and EIA (Equality Impact Assessment) which must be published alongside the draft plan when submitted to the Planning Inspectorate.

Risk

- 31. There is a risk assessment in place for the LDS and is included within the LDS document under appendix 1 of this report.

Comments of the Statutory Finance Officer

- 32. There are no direct financial implications arising from this report. Local Plan finances are reported through the Local Plan working group and also as part of the corporate quarterly finance reports presented to Executive Cabinet.

Comments of the Monitoring Officer

- 33. There are no concerns with this report from a Monitoring Officer perspective. Authority is sought to publish an updated LDS to meet our statutory obligations.

Background documents

There are no background papers to this report

Appendices

Appendix A Local Development Scheme 2024-2026 (attached as Appendix 1).

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Central Lancashire Local Plan Local Development Scheme



Jan 2024 – Dec 2026



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1. Introduction

- 1.1 Local Plans, prepared by a local planning authority in consultation with its community, set out a vision and a framework for the future development of an area. Once in place, Local Plans become part of the statutory development plan. The statutory development plan for the area is the starting point for determining local planning applications. Every Local Planning authority in England must prepare a Local Plan.
- 1.2 The three Central Lancashire authorities of Preston City Council, South Ribble Borough Council and Chorley Council are working together to produce a single Central Lancashire Local Plan. This will form part of the statutory development plan for each district alongside other documents such as Neighbourhood Plans. It will replace the Central Lancashire Core Strategy 2012 and the three district Local Plans adopted in 2015. There will be written planning policies and proposals maps prepared as part of this work.
- 1.3 The purpose of the Local Development Scheme (LDS) is to provide the timetable for the production of the Central Lancashire Local Plan. Under planning regulations, the Councils are required to regularly update this document and keep it publicly accessible.
- 1.4 This document describes the updated programme for the review of the Local Plan which includes a comprehensive review of the existing development plan policies, refreshing the required evidence base, inviting a call for sites, and producing a draft pre-submission Local Plan for consultation ahead of formal submission and subsequent examination in public. If found sound following examination, the final stage will be adoption.
- 1.5 Work on delivering the Local Plan has progressed well. Several consultations have been conducted, including Integrated Assessment Scoping from August to September 2019, Issues and Options from 18th November 2019 until 14th February 2020 and Preferred Options from 19th December 2022 until 26th February 2023.

2. Purpose of the Document

2.1 This document covers the period between January 2024 and December 2026. It supersedes the previous LDS that covers the period between September 2022 and March 2025.

2.2 Since the previous LDS was adopted, there have been significant changes to national planning legislation. The three Central Lancashire Authorities remain absolutely committed to the delivery of the new Local Plan for Central Lancashire under the existing statutory planning regime. This updated LDS outlines how the Local Plan will meet the deadline of submission by 30th June 2025 and adoption by 31st December 2026.

2.3 The previous LDS outlined that Regulation 18 Consultation would take place in two parts; this is no longer the case. To meet strict submission deadlines there will not be a Preferred Options Part Two consultation. There will, however, be further consultation with the opportunity for the submission of representations at the Regulation 19 Publication Stage.

2.4 This LDS provides a project plan for preparing a new Local Plan for Central Lancashire. Minerals and Waste matters are the responsibility of Lancashire County Council, and so the preparation of the relevant development plan Documents related to those matters does not form part of this LDS.

2.5 The Local Development Scheme includes the following information:

- Details of the high-level programme for the undertaking of a review of the existing statutory development plan including the Central Lancashire Core Strategy, Chorley Local Plan, South Ribble Local Plan and Preston Local Plan.
- Details of the evidence currently under commission and to be commissioned to inform the preparation of the new Local Plan.
- Information about the resources available, within Central Lancashire, for preparing the Local Plan.
- The risks that might adversely impact on the achievement of the work programme set out in the LDS and how these risks are to be managed.

3. Background

3.1 This section presents information on the documents which make up the current development plan for the Central Lancashire Authorities.

Central Lancashire Core Strategy

3.2 The Central Lancashire Core Strategy adopted in July 2012, is the strategic document of the plan and covers all three Central Lancashire authority areas – Preston City, South Ribble, and Chorley. It sets the overall strategic vision for the area, including issues such as setting housing requirements, identifying strategic locations for development and principles for infrastructure.

District Local Plans

3.3 Each Central Lancashire authority produced a separate district Local Plan, all adopted in July 2015. The Local Plans set out development management policies and allocate or protect land for specific uses, such as for housing, employment or greenspace. Preston also has a City Centre Plan which was adopted in 2016.

Neighbourhood Plans

3.4 The Penwortham Town Neighbourhood Plan, Inner East Preston Neighbourhood Plan, Broughton in Amounderness Neighbourhood Plan, Barton Neighbourhood Plan and Woodplumpton Neighbourhood Plan prepared by the local neighbourhood forums with the support of the local councils, form part of the development plan. The Penwortham Town Neighbourhood Plan was made in March 2017, Inner East Neighbourhood Plan was made in April 2015, the Broughton in Amounderness Neighbourhood Plan was made in October 2018, Barton Neighbourhood Plan was made in December 2023 and Woodplumpton Neighbourhood Plan was made in February 2024.

Supplementary Planning Documents

3.5 Supplementary Planning Documents (SPDs) offer Local Planning authorities the opportunity to add guidance on specific policy areas. They are not part of the development plan. The purpose of SPDs is to provide guidance on the interpretation and implementation of relevant planning policies, such as those in the Central Lancashire Core Strategy. They are a material consideration in making planning decisions. The following Central Lancashire SPDs have been adopted:

Affordable Housing – Oct 2012

Controlling Re-Use of Employment Premises – Oct 2012

Rural Development – Oct 2012

Design Guide – Oct 2012

Access to Healthy Food¹ – Oct 2012

Open Space, Sport, and Recreation – Sept 2013

Biodiversity and Nature Conservation SPD – July 2015

Employment Skills SPD – Sept 2017

Statement of Community Involvement

3.6 Each Central Lancashire Council has an adopted Statement of Community Involvement (SCI). The SCI sets out who the Council will consult on various aspects of planning, and what methods the Council will use. The current version for each Council is listed below.

- Chorley Council's Statement of Community Involvement, adopted in April 2019, which is currently being updated.
- South Ribble Borough Council's Statement of Community Involvement, adopted in December 2013, an updated version is currently under consultation.
- Preston City Council's Statement of Community Involvement, adopted in December 2018.

¹ The Access to Healthy Food SPD was adopted in October 2012, however, after consideration at the Chorley and South Ribble Local Plan Examinations, the SPD and proposed Local Plan policy with their references to a 400m exclusion zones was not considered robust and the SPD has been suspended (in Chorley and South Ribble) pending a review which will inform whether it is revised or withdrawn and reviewed alongside the requirements of the new Local Plan

4. Resources

The three Central Lancashire Councils are working in partnership to undertake a review of the Central Lancashire Core Strategy and three individual Local Plans, and are jointly resourcing dedicated officers to contribute to the work. The following in-house resources have been established which are hosted by Chorley Council on behalf of the three Councils:

- 1 x Planning Policy Officer
- 1 x Local Plan Project Manager (to be appointed)

4.1 This dedicated plan making capacity is complemented by the substantive Planning Policy Officer and Manager posts at each respective council as required and also by external consultancy support as and when necessary.

4.2 In addition, joint working between the Central Lancashire teams is coordinated through a Central Lancashire officer working group. There is also a Joint Advisory Committee made up of Members from the three Central Lancashire Councils and Lancashire County Council.

4.3 The Planning Policy teams can draw on additional resources from other teams within each council for expertise on areas such as:

- Housing
- Neighbourhood Management
- Environmental Health
- Climate Change
- Economic Development
- Property Services
- Open Space Strategy
- Corporate Policy

4.4 Lancashire County Council is supporting Local Plan preparation largely in the following areas:

- Transport and highways
- Strategic Flood Risk
- Minerals and waste
- Cross-boundary issues
- Health
- Education

4.5 Consultants are engaged on specific projects where there is a lack of expertise or capacity in-house, for example the production of evidence base studies such as the Housing Needs Study, Employment Land Study, and Integrated Assessment.

5. Programme for review of the Central Lancashire Local Plan

5.1 A timetable for the Preparation of the remaining stages of the Local Plan is shown below in Figure 1. This shows the key dates for preparation of the Local Plan and consultation with stakeholders, with Table 1 providing more detail in support of this.

FIGURE 1: KEY STAGES OF THE CENTRAL LANCASHIRE LOCAL PLAN

Central Lancashire Local Development Scheme Timetable (2024 - 2026)			2024						2025						2026					
Year			Jan	Mar	May	Jul	Sept	Nov	Jan	Mar	May	Jul	Sept	Nov	Jan	Mar	May	Jul	Sept	Nov
Month	Start	End																		
Preparation of Pre-Submission Version of Local Plan	Mar-23	Jan-25	█	█	█	█	█	█	█											
Regulation 19 Consultation	Feb-25	Mar-25							█	█										
Submission Stage (Regulation 22)		Jun-25									█									
Examination in Public	Dec-25	Jun-26												█	█	█	█			
Adoption	Jul-26	Dec-26																█	█	█

TABLE 1: DETAIL OF KEY STAGES OF THE LOCAL PLAN

Key Stage	Description	Timescale
<p>Issues and Options (Regulation 18- statutory Consultation)</p>	<p>Consultation process involving engagement of all stakeholders, statutory (UU, EA, HE etc.) and non-statutory including public bodies, members of the public, developers etc.</p> <p>This included publication of the initial tranche of sites suggested for development.</p>	<p><u>Consultation Period</u> November 2019 to February 2020</p> <p>Completed</p>
<p>Preferred Options Part One Consultation (Regulation 18)</p>	<p>Following Issues and Options Consultation, further detailed consideration of the sites was undertaken with potential site allocations for housing and employment identified, along with a number of policy directions, taking into account Issues and Options consultation responses and a review of the existing policies. Updates to the evidence base were also prepared as necessary.</p> <p>This included a ‘Preferred Options Part One’ draft Local Plan being published for consultation.</p>	<p><u>Preparation Period</u> March 2020 to December 2022</p> <p><u>Consultation Period</u> December 2022 to February 2023</p> <p>Completed</p>
<p>Publication of Pre-Submission Version of Local Plan and Consultation (Regulation 19)</p>	<p>Following the Preferred Options Consultation, further detailed strategic and development management policies will be formulated based on the responses from the Preferred Options Part One Consultation. Updates to the evidence base will also be prepared as necessary.</p> <p>This will include a ‘Pre-Submission’ Version draft Local Plan being published for consultation.</p>	<p><u>Preparation Period</u> March 2023 to January 2025</p> <p><u>Consultation Period</u> February 2025 until March 2025</p> <p>In Progress</p>
<p>Submission Stage (Regulation 22)</p>	<p>Collation of Representations to the Publication Draft Local Plan and submission to the Planning Inspectorate ahead of the examination in public.</p>	<p>By 30th June 2025</p>

Key Stage	Description	Timescale
Examination in Public	The Examination stage will last between 6-12 months from submission of the plan. The exact time will depend on the Matters in Questions (MIQ's) raised by the appointed Inspector and the timing of the hearing sessions themselves. In addition, further consultation may be required for any major modifications deemed necessary following the hearing sessions.	Expected in late 2025 until Summer/early Autumn 2026
Adoption	This will follow the examination in public. The length of time depends on the process for agreeing the findings of the Inspectors Report and arranging for the plan to go through three Full Council processes for adoption, with the final Full Council sessions forming the adoption date for all three councils.	Expected no later than 31 st December 2026

6. Evidence base

6.1 The preparation of the new Local Plan requires an extensive evidence base covering a wide range of topics. This section provides details of the evidence work undertaken to date and details of the work we are currently/planning to undertake to inform the Local Plan. Table 2 lists the relevant evidence documents that reflect the needs of the Local Plan and the work being undertaken at the County level which is relevant to the Local Plan.

TABLE 2 LIST OF CENTRAL LANCASHIRE LOCAL PLAN EVIDENCE DOCUMENTS (AS AT JANUARY 2024)

Evidence Documents	Date of Publication
(A) Housing	
Central Lancashire Strategic Housing Market Assessment	September 2017
Preston Student Accommodation Demand and Supply Study	August 2019
South Ribble Local Housing Needs and Demand Study	January 2020
Chorley Housing Need and Demand Assessment 2022	August 2022
Central Lancashire Housing Study	September 2022
Central Lancashire Housing Density Study	October 2022
Preston Housing Need and Demand Assessment 2022	December 2022
(B) Economy	
South Ribble Retail and Leisure Study	September 2017
Chorley Retail and Leisure Study	February 2019
Preston Retail and Leisure Study	April 2019
Employment Land Study Update	July 2022
Central Lancashire Retail and Leisure Study	In Progress
(C) Infrastructure and Transport	
Preston City Transport Plan	June 2019
Central and West Lancashire Rail Options	August 2020
Strategic Transport Assessment (Stage 1)	In Progress
Infrastructure Delivery Plan	In Progress
(D) Open Space and Green Belt	
Central Lancashire Playing Pitch Strategy Assessment Report	September 2018
Central Lancashire Strategy & Action Plan	December 2018
Chorley Council Open Space Study Standards Paper	February 2019
Central Lancashire Open Space Assessment Report	February 2019
Central Lancashire Playing Pitch Strategy and Action Plan	January 2022
Open Land Designations Study Landscape Assessment	October 2022
Green Belt Designations Study	October 2022

(E) Flood Risk	
Strategic Flood Risk Assessment Level 1	February 2021
Strategic Flood Risk Assessment Level 1 Update	In Progress
Strategic Flood Risk Assessment Level 2	In Progress
(F) Consultation	
Central Lancashire Local Plan Consultations Issue and Options Outcome Report	September 2020
Central Lancashire Local Plan Preferred Options Consultation Statement Main Report	August 2023
(G) Others	
Gypsy and Traveller and Travelling Showpeople Accommodation Assessment	July 2019
Integrated Assessment Scoping Report and Iteration 2	October 2019
Central Lancashire Local Plan: Integrated Assessment Development Site Options	November 2022
Gypsy and Traveller and Travelling Showpeople Accommodation Assessment Update	November 2022
Central Lancashire Whole Plan Viability and CIL Study	In Progress

Community Infrastructure Levy (CIL)

6.2 Alongside the Local Plan, work will also be progressed on a CIL review for Central Lancashire. Although CIL is not itself part of the Local Plan, the Central Lancashire Authorities recognise there is a need to undertake a review of the existing CIL Charging Schedule to ensure that any future changes to this are in accordance with the findings of the viability work which is being undertaken as part of the evidence-based underpinning the development of the new Local Plan. This work identifies any future infrastructure needs the Local Plan will be required to deliver.

Integrated Assessment & Habitats Regulation Assessment

6.3 In addition to the above an integrated Assessment and Habitats Regulation Assessment is being undertaken of the Local Plan. It will incorporate the statutory requirements of Sustainability Appraisal and Strategic Environmental Assessments.

7. Risk Assessment – Local Plan delivery

7.1 There are always risks associated with production of such a large project which may cause slippage to the published programme. The key issues for the Local Plan are discussed below.

Staff capacity/turnover/absence

Should there be a loss of staff due to sickness or turnover, staff from each of the Central Lancashire authorities' teams can be utilised to keep the project on track along with support from consultants as necessary until staff return or are replaced.

Political Delay

The potential for delays due to the political decision-making process is increased by the requirement for joint/aligned documents to be approved by the relevant decision-making structure of each Central Lancashire authority. This has been mitigated by involving Elected Members from all three authorities in a Joint Advisory Committee informed by each councils Elected Member Working Group/equivalent briefings in each district authority enabling Members to be fully involved in plan making.

Joint Working

Although there are considerable benefits in joint working, there are risks in terms of programming work and decision making. The three authorities are minimising this risk through a memorandum of understanding. There is also a Steering Group where the planning leads from each of the three councils, and LCC meet regularly to discuss the development of the plan and any ongoing issues.

Soundness of the Local Plan

There is a risk that a Local Plan may be found unsound. This risk will be minimised by liaising closely with relevant partners and agencies, neighbouring authorities, and having regard to the PAS soundness toolkit and Local Plan Route Mapper and procedural implications this may have.

Changing Legislation

The risk of changing legislation during the preparation of the Local Plan is very real. Since commencing the review, Government have undertaken three Consultations looking at reforms to the planning system between 2020 and m. The changes proposed in the Levelling Up and Regeneration Act (LURA) and introduction of the Environment Act have raised further issues which need to be addressed through the Local Plan. The legislative requirements following the introduction of the Environment Act are starting to come forward, with key details on the introduction of Biodiversity Net Gain in February 2024.

This impact will be addressed by officers attending events, liaising with relevant Government departments, keeping up to date with new policy and legislation and assessing how these impact on the Local Plan. Changing legislation is out of the authority's control, but the Councils are following Government advice of continuing with the plan through the current system.

Finance/Resource Availability

The costs of preparing a Local Plan are significant and there are financial challenges facing all Local Authorities, which will impact on the available resources for plan making in the forthcoming years. This will be considered by the authorities and assessed on an annual basis. The risk has been mitigated by advance budgeting, savings through joint working and the Government award of Planning Delivery Funding for two years earlier in the programme. The Steering Group receive regular finance updates which will alert them in advance of any major budgetary or resource issues.

8. Monitoring & Review

8.1 Each authority monitors the delivery of the Local Plan including policy achievement, targets, and milestones such as housing land availability and housing delivery. The annual monitoring reports review document preparation progress over the preceding year compared to the targets and milestones set by the authorities.

8.2 The latest monitoring reports for each of the councils can be viewed on the Planning Policy pages on each of the authorities' websites:

TABLE 3 LATEST MONITORING REPORT FROM EACH COUNCIL

Chorley Council	Planning policy evidence and monitoring - Chorley Council
South Ribble Borough Council	Planning, monitoring, and evidence - South Ribble Borough Council
Preston City Council	Monitoring - Preston City Council

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